CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA – SEPTEMBER 2024

Date: 10 September 2024
Time: 6:30pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

AGENDA ITEM	
Opening and welcome by the Chair	Meeting opens, agenda adopted, Chair requests any other items of general business that members or visitors may wish to discuss later.
Apologies	Chair acknowledges apologies (written or verbal).
Confirmation of the minutes of the previous GM - Att 1.1	Any corrections to the previous minutes are noted on the original copy. The Chair signs the confirmed copy of minutes from the last GM.
Secretary's Report	
Eve Jenkins **Report – see Att 1.2**	**See report at Attachment 1.2** • Business arising from the minutes of the previous GM. • **Discussion of action items progressed or completed.**
Correspondence received since the previous GM - Att 1.2	Distributed list of inward and outward correspondence to be endorsed as per Secretary's Report.
Table of executive committee's decisions - Att 1.2	Secretary tables executive committee's decisions. Discussion of necessary action taken on urgent matters between meetings. Full particulars of actions tabled at Att 1.2.
President's Report	
Oriel Morrison-Higgins **Report – see Att 2.1**	**Read the President's Report at Attachment 2.1.** • The **Father's Day Stall** was a cracking success, **thank you to Trish** and her team! • **Christmas concert** planning is underway, **November 29th** • Election Day BBQ October 26th – **event lead needed!** • **Tuckshop renovation** planning is continuing – see B&G report. • **Uniform Policy** – CHSS uniforms to become unisex. Girls can now wear shorts as a formal uniform option. Welcoming comments tonight, as communicated in the Newsletter, on Facebook and in the CPR CHSS Community WhatsApp group, prior to finalising the new Policy. • The P&C showed appreciation to our **amazing Teacher Aides**! Thank you for all your hard work. 

Vice President's Report	
Amanda Merrick **Report – see Att 2.2**	• The Vice President supported the President and the Events Team and is helping to plan the P&C's involvement in the CHSS Transition to Prep days for our new 2025 school families (information for parents, catering, etc.), which is always well received and appreciated.
Treasurer's Report	
Greer Bystrycki **Report – see Att 3.1**	**Read the Treasurer's Report at Attachment 3.1.** Report includes revenue activities, balance sheet, P&L analyses, and events info **For discussion:** • Grade 6 funds held in trust – for discussion with Mr Mitchell regarding the year 6 graduation and future funding plans.
School Leadership Team	
Stewart Jones **School Principal** **Report - see Att 4.1**	**Read the Principal's Report at Attachment 4.1.** • The September 2024 P&C Principal's Report includes updates on reading, NAPLAN data, Book Week, Father's Day, Ready for Year 5 Parent Information Night, turning circle update and active travel update. • **Turning circle update:** Finally the Turning Circle and the upgraded walkway over the school bridge is ready to start. The construction team has been appointed and funds are now secured. Building will start on the top oval and the project should be well and truly finished for Day 1 next year.
Annelyse Strong **Business Admin, see Att 4.2**	• See **Attachment 4.2** for the **CHSS Term 4 Excursion/Incursions** breakdown, including activities, dates and costs.
Subcommittee Reports	

Events Subcommittee
Report – see Att 5.1
Oriel Morrison-Higgins
	Read the Events Report at Attachment 5.1.
	• See report for info on P&C planning for the remaining 2024 events and planned dates for 2025 events.
	• **Our Annual Mango Tray Drive** fundraising event is underway, with **thanks to Flick for organising!**
	  ○ Mango trays on sale now, **order via Qkr! $28 for a 7kg tray** – a great price and an amazing opportunity for CHSS school families to get one of the first trays of mangoes of the season, straight from the farm.
	  ○ **Orders close Wednesday 30th October** with delivery expected to be late November (to be confirmed closer to the time).
	The Mango Fundraiser

Buildings and Grounds Subcommittee Report – see Att 5.2 **Claudi Bird**	**Read Building and Grounds Report at Attachment 5.2** • Updates on numerous ongoing projects, including Ongoing Proposed Project List and Goals – larger projects and smaller projects. **Noted:** • Site measure and conceptual drawings are underway for the **senior tuck shop refurbishment and storage space**. • The **28 Sandstone blocks are due for delivery** at the start of the holidays and some quotes have been sourced to potentially do the outdoor learning area. • **Emu buckets** have been distributed and feedback has been positive.

	• **Thank you to the year 4's and Felicity Burns** for the additional plants that have been planted. • See report for photos of the proposed **Outdoor Learning Area.** **To be discussed:** • There has been a request whether the Year 4's are watering the new plants, as there is a **watering schedule** in place for other existing areas? • Have had an earthmoving contractor visit site with Adam Castle (from our team). The estimate is between $5000-$6000 to shape area and place sandstone blocks, strengthen and extend existing retaining wall and filling eroded area. We would need to add existing log yarning circles and mulch but seating area under the trees will be completed. Or do we postpone it for the end of the year? • There are a few block walls that can do with some love, do we arrange a **working bee** to use some of the paint we already have?
Proposed Motion	Pending discussion: "That the P&C fund up to $6000 to pay an approved contractor to move the sandstone blocks to an approved area, to provide more seating areas for students and fix the retaining wall" Moved: ; Seconded: ; Carried.

Tuckshop Subcommittee Report – see Att 5.3
Michelle Seymour
	Read the Tuckshop Report at Attachment 5.3.
	• Hot Dog Day - Successful with approx. 325 orders
	For discussion:
	• Tentative **Special Days for Term 4**:
	  o Sushi Day - Thursday, 24 October 2024
	  o Hot Dog Day - Thursday, 21 November 2024
	  o Ice Cream Day - Thursday, 5 December 2024
	• Michelle requests that the Tuckshop purchase a commercial kitchen insect killer for flying insects.

Proposed Motion	"That the P&C fund up to $200 to buy a big Bug Zapper for the Tuckshop." Moved: ; Seconded: ; Carried.
Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton**	**Read the Uniform Shop Report at Attachment 5.4.** • See report for updates and plans. • **Uniform Policy** – **Proposed changes to make the CHSS school uniform unisex** has been discussed at recent P&C meetings, as per the President's report and Action Item in Secretary's Report. o **Welcoming comments and discussion tonight**, as communicated in the Newsletter, on Facebook and in the CPR CHSS Community WhatsApp group.

Comms Subcommittee Report – see Att 5.5
Rebecca Kierle
	Read the Comms Report at Attachment 5.5.
	Noted:
	• CPR Facilitator, Cath, has begun setting up the **new WhatsApp group for 2025**, with thanks.
	• **Term 4 Dates** communicated in School Newsletter:
	  o Friday 4th Oct - Coffee morning on the oval with The Rich Pour.
	  o Friday 1st Nov - Coffee morning on the oval with The Rich Pour.
	  o Saturday 26th Oct - Election BBQ - calling for an event lead.
	  o Friday 29th Nov - Christmas Concert, a joy-filled afternoon!
	  o Friday 6th Dec - Coffee morning on the oval with The Rich Pour.

	For discussion: • Plans for Jotform this year. • **Saturday 26th Oct - Election BBQ - calling for volunteers!** Please email president.chapelhillpandc@gmail.com if you can lead this fundraising initiative.
Grants Subcommittee **Genevieve Murray**	No updates this month.
Health and Wellbeing Subcommittee – see Att 5.7 **Tom Mittleman**	**Read the Health and Wellbeing report at Attachment 5.7.** • Obstacle Course Fun Day 2025, confirmed for March 15th, planning in the early stages, **first Inflatable Sponsor confirmed**, further sponsors sought – email wellbeing.chapelhillpandc@gmail.com, thanks! • The P&C Health and Wellbeing subcommittee will work with Mr Mitchell on student wellbeing initiatives such as Walk to School Days. We will plan to hold our **first CHSS Walk (/Ride/Scoot) to School Day in term 2 of 2025.** • **School Survey** – We would like the opportunity to distribute a survey to identify the main concerns of our school parents, staff and students, and establish our community's health and wellbeing priorities. Survey to be approved by School and Exec prior to distribution, with thanks.
CPR Facilitator **Catherine Nichols**	**Noted:** • CPRs have had positive feedback about the Ready for Year 5 Parent Information Night. **For discussion:** • Parents would appreciate updates and further information on the new turning circle development and how the current turning circle operations will be affected. It has also been noted that a teacher is no longer stationed at the entrance before school. • CPRs have had questions about the 11th week term 4; it would be appreciated if further details could be communicated by the school.
OSHC Liaison **Tammi Levine**	• Tammi will be at the meeting to provide an important OSHC update. • Caitlin from Helping Hands will be present also, to update our P&C on recent news and plans (item to be discussed earlier during the meeting, thanks Caitlin for attending).
General Business	
General business matters Presented by: Laura Pyke	• **Point 1:** Member suggests that parents have the opportunity to meet with specialist teachers at parent-teacher interviews – music, physical education, German, band, etc. Parents have observed that it is difficult to get insight into our students' progress in these classes, and would appreciate information on class activities, student progress and any areas for improvement. • **Point 2:** Member suggests that all Chaplain fundraising be clearly identified as such in P&C communications. This year, parents have received ads for Chaplaincy fundraising events at the school that did not identify what the fundraiser was for and have assumed they are P&C fundraisers. The P&C executive notes that this has been discussed in previous years, but that it is important to reiterate this message from school parents, with thanks.

General business matter Presented by: P&C Exec	• We have received this year's reminder notice requesting a non-tax-deductible donation of $3850 to the Chaplaincy Program. Our Chaplain is a valued member of the school community and provides social, emotional and pastoral support to our students. Feedback and discussion welcomed – email secretary.chapelhillpandc@gmail.com – and/or come to Tuesday's meeting to voice any opinions.
Proposed Motion	Pending discussion: "That the P&C donate $3850 to the SU Chaplaincy Program".
General business matter Presented by: Melissa Wheaton	• Discussion with the school is requested regarding the Ignite/MIPY room location for 2025. Concerns regarding the current classroom are: regular interruptions due to staff using the photocopier, regular room rearrangements, sink and carpet-free area needed optimally for science experiments, storage space required in the room to help teachers avoid carrying equipment over from other rooms. • Member suggests that a permanent interactive learning space could be set up to inspire learning in maths and science, similarly to the permanent music classroom. Thank you for considering this request.
Closing	
Date of next meeting	The next P&C General Meeting will be held **8 October at 6:30pm.**
Close	Meeting closes. Thank you to everyone who attended.