CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA – OCTOBER 2024

Date: 8 October 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.** For discussion: • A massive thank you to Claudi and her B&G team for the wonderful work done in the holidays… with an entire new area of seating for our little people. It took some planning and scrambling, and she did it all! Thank you Claudi :) • Also thank you to Claudi for the incredible amount of time she is spending on the tuckshop revamp - which is much bigger than changing over stoves and fridges… we are all so appreciative. • We are getting excited for the upcoming Christmas concert which is slightly earlier this year due to the 11-week term and the fact that a few families are going away. Don't forget it will be held on the afternoon of Friday 29th November this year. • The P&C Uniform Shop policy has been altered – making all uniform items unisex. • We have an election coming up on the 26th of October and thank you to Andrew for putting his hand up to lead the event.
Vice President's Report	
Amanda Merrick	• The Vice President supported the President, the Executive and the Events Team with energy and enthusiasm, and is an inspiration to all.

Treasurer's Report	
Greer Bystrycki	**Treasurer's Report to be presented at the meeting and distributed to all members following the meeting.** Reports include revenue activities, balance sheet, P&L analyses, income and expenses, treasurer's summary.
School Leadership Team	
Stewart Jones **School Principal** **Report - see Att 4.1**	**Read the Principal's Report at Attachment 4.1.** **The October 2024 P&C Principal's Report includes a comprehensive update for parents** with info on Reading@CHSS and Teacher Data, a New Strategic Plan Update, the **P&C Building and Grounds Project**, our student Future Problem Solvers, the Week 11 – Extra Week - Parent Survey, the Year 6 Canberra Trip returned at end of last Term, the Term 4 Visiting Educator Study Tour Coming up at CHSS, a Stop Drop and Go Area Update, **2025 Prep preparations** + Class Placements, and Staffing for 2025.
Annelyse Strong **Business Admin, see Att 4.2**	• See Attachment 4.2 for **2025 Fees for P&C review** – includes school costs including SRS costs, Booklist costs and Instrumental Music fees. • Deputy Principal **Mr Mitchell** requests to discussed "drink taps (fundraiser) in conjunction with Student Council".
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 – orders close Wednesday 30th October with delivery expected to be late Nov. **Upcoming Dates for 2024** • **2024 BBQ - 26th October**, QCWA have confirmed attendance and will be provided with two tables, Andrew Grose to lead the event. • **2024 Christmas Concert - 29th November**, AV Booked, 3 savoury food trucks booked, Ice Cream food truck booked, BCC for bins contacted. ○ **Motion** to pay for toilets to be approved - up to $600.
Proposed Motion	"That the P&C fund up to $600 portable toilet hire for the Christmas concert." Moved: ; Seconded: ; Carried/Not carried/Tabled
Buildings and Grounds Subcommittee Report **Claudi Bird**	**Building and Grounds Report below** and to be presented at the GM with **photos** of the works recently completed (report file too large to distribute). • Report contains updates proposed project and goals and larger projects and smaller projects that are progressed and completed, with thanks to this **amazing B&G team!** **Successes:** • New outdoor learning space - mostly finished. • Recycling - going well. • Emu buckets - still being used. **Are we able to extend it to helping hands?** **In action:** • ROJO Design has done a site measure, and conceptual drawings are underway for the senior tuck shop refurbishment and storage space.

	• The outdoor learning area is 95% Completed we are waiting for some additional clean fill and will use the rest of the mulch. A huge thank you to Adam Castle for all his hard effort and to our helpers who came and moved mulch! We also came in on the lower end of our budget. **To be discussed:** • There has been some feedback from parents about shutting the right side of the bridge as they feel it needs to be used and have asked if a parent poll is possible? As per the provided drawings the bridge is only getting widened by about 300mm, the possible width increase can be around a meter as per our original engineering? Are we able to request a further increase as the additional foot traffic will still create a bottleneck?
Tuckshop Subcommittee **Michelle Seymour**	No updates this month.
Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton**	**Read the Uniform Shop Report at Attachment 5.4.** • See report for more details, notes below. **To be discussed:** • Volunteers required for the Prep orientation sessions. • Volunteers required for 2025 as some existing volunteers are entering fulltime employment and are no longer available. • Many parents have raised concerns regarding the quality of the library bag. Parents have the desire for a bag that can be washed and are willing to pay extra for a bag that will last throughout primary schooling. • Uniform Shop will be closed from Sunday 8.12.24 from 4.30pm until Wednesday 01.01.25 for stocktake. • The Uniform Shop subcommittee requests • The Uniform Shop subcommittee requests purchases: o that a printer be purchased for the Uniform Shop. This printer can also be accessed as a backup printer for the Tuckshop. o that desk stationery boxes be purchased to use as pedestals for the Square checkouts, o Laura requested $94.95 for purchasing Uniform Shop accessory crafting items including clips.
Proposed Motion	"That the P&C fund up to $___ for a new printer and stationery." Moved: ; Seconded: ; Carried/Not carried/Tabled
Proposed Motion	"That the P&C fund up to $100 for purchasing Uniform Shop accessory crafting items including clips." Moved: ; Seconded: ; Carried/Not carried/Tabled
Comms Subcommittee Report – see Att 5.5 **Rebecca Kierle**	**Read the Comms Report at Attachment 5.5.** **To be discussed:** • Could there be community coffee mornings earlier in the week? • Feedback that the disco was much anticipated and disappointment at its cancellation in the CPR group. • Will we have a list for next year events to put out towards the end of term to prep the community for what's happening?
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.** • Our first term Family Fun Day with Obstacle Course Challenge is confirmed for 15 March 2025. **Interested in helping or sponsoring? Ideas?** Email Eve and Tom at wellbeing.chapelhillpandc@gmail.com. • In 2025 the P&C Health and Wellbeing subcommittee will work with Mr Mitchell on student wellbeing initiatives such as Walk to School Days. • **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
	Updates:
	• **Coffee truck bookings** - Friday Nov 1 and Friday Dec 6
	• **World Teacher's Day Friday October 25th** for discussion
	• **2025 Reflection** points for discussion
	  ○ WhatsApp community has worked well, easier for CPRs.
	  ○ For new families starting mid-way through the term - improvement could be made on community of school information, via the Uniform Shop.
	  ○ Jot Form issues for discussion.
	• **School Comms issues for discussion.** Parents would like improved communications from the school. There is mixed information being delivered via QParents and the newsletter. And some wrong details sent out in emails. For discussion with the school leadership team, with thanks.

OSHC Liaison **Tammi Levine**	Tammi will be at the meeting to provide a general update and feedback on issues discussed at the last meeting, with thanks.
General Business	
General business matters Presented by: Mei (parent) or Oriel Morrison-Higgins	Mei requests P&C consideration of contributing financially to CHSS students attending the Future Problem Solving (FPS) National Finals. • Our Chapel Hill SS Year 5/6 Future Problem Solving (FPS) students have scored in the top 10-15% in Australia in their respective program in the FPS competition and have qualified for the Future Problem Solving 2024 National Finals in Melbourne in mid-October. • This is the first time CHSS have participated in the competition and a great achievement; the top 3 from the Nationals will then represent Australia Internationally, is there any possibility that the P&C can financially support this fantastic opportunity and experience for the FPS students. • Details may be discussed at this GM.
General business matter Presented by:	
Closing	
Close	New membership applications. Meeting closes. Thank you to everyone who attended!
Date of next meeting	The next P&C General Meeting will be held **12 November at 6:30pm.**