CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – 11 FEBRUARY 2025

Date: 11 February 2025
Time: 6:30pm
Location: CHSS Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison-Higgins**	Meeting opened at 7:27 pm. The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
Apologies	As per attendance sheet.
Confirmation of minutes of previous GM	Confirmation of the minutes of the previous GM - Att 1.1; the Chair signed the confirmed copy of minutes from the last meeting to be distributed to members.
Motion	"Confirming that these minutes be confirmed as a true and correct record of the meeting held on the 12th of November 2024." Moved: Mona Hope; Seconded: Tammi Levine; Carried
Report – see Att 1.2	**Secretary's Report - Att 1.2** Discussed **action items** that have been progressed or completed - see Table 1 below for updated information.
Correspondence received since last GM	Distributed list of inward and outward correspondence endorsed as per Secretary's Report - Att 1.2.
Table of executive committee's decisions	Secretary tabled executive committee's decisions - Att 1.2 Discussed necessary action taken on urgent matters since previous meeting.
President's Report	
Oriel Morrison-Higgins **Report – see Att 2.1**	**Discussed**: • Welcome to the February 2025 meeting - our first meeting of the year! • A huge thank you to our wonderful Secretary Eve and Treasurer Greer - who are both stepping down, It's been a massive couple of years - and they have both been instrumental in all we have achieved as a P&C over that time. • We would love to welcome some new members to the exec in any of the roles, so if you are interested in joining a lovely, warm and friendly team, please reach out. • We will be applying for the Grambling Grant in 2025, with the view to building a new playground on the oval should we be lucky enough to win funding. **Read the President's Report at Attachment 2.1.**
Vice President	
Amanda Merrick	**Noted:** • Would like to train someone to lead the Qkr! work (putting events in and extracting bookings). • Happy for event organisers to use my login to access for Volunteer Signup, to create / copy sign-up sheets for their events. • Strongly recommend that the P&C writes to new teachers to explain what we do, how we can support, and about the T&T opportunities.

	• Plan for volunteers to shadow the 2025 Colour Run organisation and take over leading this event from next year.
Motion	"That the P&C spend up to $100 over the 2025 calendar year to provide tea / coffee and hot chocolate packets at P&C meetings." Moved: Amanda Merrick; Seconded: Melissa Wheaton; Carried
Motion	"That the P&C spend up to $600 on ice blocks and Holi Colour Powder for the 2025 Colour Run." Moved: Amanda Merrick; Seconded: Eve Jenkins; Carried
Treasurer's Report	
Greer Bystrycki Report Att 3.1	**Read the Treasurer's Report at Attachment 3.1.**
School Leadership	

Stewart Jones
School Principal
Report Att 4.1
	Read the Principal's Report at Attachment 4.1.
	Discussed:
	• Discussed enrolments for 2025 – 815 students, 34 classes (funded for 33, school funding additional class)
	• Discussed options for upgrading school facilities, school funding options
	• Discussed school leadership team for 2025 including new Deputy Principal, Mel McDonald.
	• SRS payments requested by school, discussed strategies for incentivising e.g. "I support CHSS" sticker / bag tag / car stickers / Lori Lorikeet visit
	• **Voluntary Financial Contribution option now on Qkr!**
	• Replacing broken air conditioning units will now be funded by Q Build – good news. 5 new air cons installed, 2 more planned. The P&C is still responsible for servicing costs.
	• Planning parent teacher interviews earlier in the term this year – rather than last week of school considering moving them to week 6 – comms will come about regarding SOBS registration process. This change is happening so parents can take on board teacher information for the remaining term.
	• 12 new teachers this year, they will be adjusting. All have done transition program and are keen to get started.
	• Discussed parking issues around the school, recent issues raised by locals, school has been in discussion with local politicians.
	• Members asked for clear guidelines about stop drop go zone / turning circle use – the school let us know that this will be available when needed.
	• Chaplain's Update:
	  ○ Chappy Fundraising - Meal Deal Changes for 2025 – see Att 4.2
	  ○ No Myla for this year. Session with trainer in the holidays confirmed she is not settled enough to be in school currently. Training program in place for 2026.

Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 Trish	**Read the Events Report at Attachment 5.1.** **Discussed**: • New iPads needed for events, if anyone has older devices available for donation. • Family Fun Day planning underway - Eve needs volunteers to help on the day.

	• Festival on the Hill planning underway - Alice needs stall convenors, one so far. • Trash and Treasure containers delivered. School confirmed that food trucks and ride tracks will have access to the oval after the roadworks are complete. • Rubbish removal for T&T discussed – Annelyse will contact Flick to discuss. • Flick suggested green bin for school. • Colour Run planning underway - Sarah Maxwell is going to shadow Amanda with a plan towards taking over as event lead next year, with thanks. • Alternative ideas to trivia suggested for this year – looking for someone to take on the parent's night. • Mother's Day and Father's Day stalls – in need of event leads. • Disco planning – DJ Bex organised, in need of an event lead. • Mango Drive planning for September, thanks Flick. • Christmas concert planning, in need of an event lead – likely Dec 5th in Wk9 tbc.
Proposed Motion	"That the P&C fund up to $50,000 to spend on equipment and supplies for Fete Moved: Amanda Merrick; Seconded: Rebecca Kierle; Carried
Buildings and Grounds Subcommittee Report – see Att 5.2 **Claudi Bird**	**Read the Buildings and Grounds Report at Attachment 5.2.** **Discussed**: • Tree donated from a local development – now in adventure playground • Did renovations around Prep W – added sandstone blocks – earthmoving done – looking to install bench seats – team asked school to move benches, bolt them down, all agreeable. • Tammi noted – one class parents have requested working bee, wanting a lockable outdoor storage box – discussed option of year 1 working bee – Claudi added needs to be movable or bolted down. Tammi will come back with a proposal. Claudi discussed that this needs to be detailed in a proposal and the B&G team will review – Tammi will follow up – then can be considered for approval. Claudi suggested trade discount for storage box. • Member discussed that distribution of funds need to be fair between classes, could consider a max per classroom in funding. Suggest guidelines around what we can donate per classroom. • Discussed that class parents also have the option of fundraising for a storage box, P&C could then contribute also, for discussion. • New roof approved and funded +/- inside refurb – 2G building – as per school • Launch Emu buckets with Emu parade – Friday 28 Feb – school clean-up day planned. Looking at wheelie bins in house colours – comp to fill – school declines – stick with emu buckets. • Discussed $6000 to finish renovating the Prep area outside Prep W, adding benches, bag racks, wooden path – P&C agree need to finish the project o Wooden path planned. Discussed moving bag racks to protect them from rain. Claudi working with Annelyse and school on options. Claudi suggested DIY OTC shelving, bolted down, for bag racks and benches. Need steps for bubblers.
Motion	"That the P&C fund up to $6000 to replace the bag-racks in front of Prep W, installation of a swale, and more as discussed." Moved: Claudi Bird; Seconded: Amanda Merrick ; Carried
Tuckshop Subcommittee **Michelle Seymour**	**Read the Tuckshop Report at Attachment 5.4.** **Discussed**: • Approves special days – Hotdog day 27 Feb, Ice cream day 27 March.

Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton**	**Read the Uniform Shop Report at Attachment 5.4.** **Discussed**: • Stock required for 2025. 17k for entire year – note delivery delays at times. Members looked at spreadsheet and approved order. • Needing more Uniform Shop volunteers – Mondays 8-9:30 – Bec will seek volunteer support and communicate with uniform shop. • Low on second hand stock.
Motion	"That the P&C approves the purchase of uniform stock up to the value of $17,000 as per the spreadsheet presented at tonight's meeting." Moved: Amanda Merrick ; Seconded: Cath Nicols; Carried
Communications Subcommittee **Rebecca Kierle** Ian Burns	**Read the Comms Report at Attachment 5.5.** **Discussed**: • Book drop off date could be set at the end of the year, to avoid all the questions early in the year – can we get early stationery delivery to ensure they arrive in time. School will follow up with thanks. • Discussion about closing old, unused Facebook groups – agreed.
Motion	"That the P&C approve up to $1000 for chssfete.org.au website hosting renewal due in July, and chsspandc.org.au website hosting renewal due in October." Moved: Amanda Merrick; Seconded: Eve Jenkins; Carried/Not carried/Tabled
Grants Subcommittee **Genevieve Murray**	**Read the Grants Report at Attachment 5.6.**
Health and Wellbeing Subcommittee **Eve Jenkins** Report – see Att 5.7	Read **the Health and Wellbeing report at Attachment 5.7.** Discussed: • The team is busy planning the **2025 P&C Family Fun Day**. Tickets are now on Qkr! On Saturday March 15th from 1pm until 5pm the school oval we'll have three inflatable obstacle courses, four jumping castles, lawn games, scavenger hunt, craft zone, chill zone, BBQ sausage sizzle, drinks, bar, ice cream, music, raffle prizes and more. Exclusively for our CHSS community. Our goal is to enhance community wellbeing by encouraging friendships and connections at our fun and relaxed picnic on the oval. • Proposal – **Yoga with Jo at CHSS on Thursday nights**. The P&C Health and Wellbeing Subcommittee proposes to offer Yoga Classes at CHSS in 2025 for $10 per person, per session, for any parent, teacher, staff member or community member who want to unwind and stretch in the Arts Room on a Thursday night. School approves, pending insurance paperwork – will be sent.
CPR Facilitator **Catherine Nichols**	**Attachment 5.8 – CHSS Class List Form 2025 draft.** Discussed: • The P&C and the school are keen to continue community coffee mornings – school would like to continue having them on Fridays for continuity.
OSHC Liaison **Tammi Levine**	**Discussed:** • Good enrolments this year, good feedback about last year. Discussed that parents with any concerns can address them directly with HHN.
Closing	
Applications for membership	New membership applications for acceptance: Nil.
Close	Meeting closed at 9:03pm. The next P&C General Meeting will be held **11 March 2025** at 6:30pm in Conference Rom 2.

Confirmation of minutes
Chair name: Oriel Morrison-Higgins

Signature: _____ Date: _____/_____/_____

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GENERAL MEETING ATTENDANCE REGISTER – 11 FEBRUARY 2025

STRIVING FOR EXCELLENCE

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	X	
Tal Mitchell (Deputy Principal)	X	
Mel McDonald (Deputy Principal)		X
Paula Morton (Deputy Principal)	X	
Naomi O'Kearney (Head of Student Support Services)		X
Carolyn Harris (Chaplain)	X	
Annelyse Strong (Business Admin)		X
Honorary Life Members		
Jane Fountain	X	
Melanie Venz		
Robyn Arthur		
Val Balnave		
2025 Members		
Oriel Morrison-Higgins	X	
Amanda Merrick	X	
Greer Bystrycki	X	
Eve Jenkins	X	
Alice Cottrell	X	
Amber O'Neill		X
Barbara Reid		
Catherine Nichols	X	
Claudi Bird	X	
Genevieve Murray		X
Georgia O'Malley		X
Ian Burns		X
Melissa Wheaton	X	
Michelle Seymour		X
Rebecca Kierle	X	
Robert Canning		X
Tammi Levine	X	
Tom Mittelman		
Carene Hogg		
Caroline Lawless	X	
Felicity Burns	X	
Laura Pyke	X	
Mona Hope	X	
Stanley Kierle		X
Carene Hogg		
Trish Okafor		
Charmaine Threlfall		
Felicity Burns		

Cheri Jenkinson		
Charnelle Cronje		
Forough Ghasemi		
Kellie Carmichael		
Elaine Chuah		
Qin Li		
Tharuka Prematillake		
Eliza Leslie		
Visitors		
Faith Vallati	X	