CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA – SEPTEMBER 2025

Date: 16 September 2025

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.
Election of Executive Members	
Declare vacancy on existing Executive Committee	Caroline Lawless stepped down from the position of Secretary.
Election of the Secretary	The chair holds elections for the position of Secretary. Nominations are open. Eve Jenkins has nominated for the position of Secretary / agreed to return to the role, through to the February 2026 AGM. At that time, or sooner, we will need another volunteer parent for Eve to hand over the role to. Please reach out if interested in finding out more - secretary.chapelhillpandc@gmail.com
Motion to change bank signatories to the newly elected Executive	Once the Executive Committee has been elected, the Chair puts forward a motion to change the signatories on the P&C's bank accounts to reflect those changes.
General Business Matter	
General business matters Presented by: Grade 5 Sparks Entrepreneurial Program students and parents	Agenda item from Carene Hogg, on behalf of Gabby Hogg, Clare Aburn, Quinn Richter and Aahana Samanta, and their parents. Proposed agenda item: **Year 5 Sparks idea - Hat charms** Requesting permission to move forward with project (not requesting funds) Our daughters are in Year 5 and participating in the Sparks entrepreneurial program being held at Wednesday lunchtimes. Mr Jones has requested this be discussed with the P&C as it relates specifically to the school uniform. Their idea is a hat charm, to solve the problem of missing hats at school. Are any P&C or school constraints required (size, colours etc) with a view to selling at the hat charms at the Christmas concert?
Secretary's Report	
Eve Jenkins **Report - see Att 1.2**	**See Secretary's Report at Attachment 1.2** • Discussion of action items progressed or completed. • Discussion of changes to Blue Card requirements for P&Cs from 20 September 2025: https://tinyurl.com/37kmm48n
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.
Correspondence received since the previous GM - Att 1.2	Distributed list of inward and outward correspondence endorsed as per Secretary's Report.

President's Report	
Oriel Morrison-Higgins **Report - see Att 2.1**	**See President's Report at Attachment 2.1.** Welcome to the September 2025 meeting! • A wonderful and successful Father's Day stall - thank you Trish and volunteers for all your hard work! • Planning is well and truly underway for the school disco - we are looking forward to another wonderful event :) • We have donated 10 sets of uniforms to the school to take to local kindies for "dress ups" to introduce local children to the school. • Planning has started for the Christmas concert - Dec 5. • The Tuckshop Renovation is almost complete - and we are hoping to move back in over the September holiday break. A huge thank you once again to Claudi for all the time and effort spent on this project. And thank you to the tuckshop team and the uniform shop team for dealing with all the changes over this time. • Thank you to all the CHSS Teacher's Aides - the P&C put on coffee for them all as a show of thanks. • The school is looking into a Junior Engineers coding class to start in 2026 - thank you Claudi for bringing this to the table. • We are looking for a new executive team to start Feb 2026 - please send any interest to president.chapelhillpandc@gmail.com
Vice President's Report	
Amanda Merrick	The Vice President supported the Executive and the Events Team and helped on multiple P&C projects.
Treasurer's Report	
Mona Hope **Reports - Atts 3.1 and 3.2**	**See Treasurer's Report at Attachment 3.1.** See CHSS Events P&L 31-08-2025 at Attachment 3.2.
School Leadership Team	
Stewart Jones **School Principal** **Report - see Att 4.1**	**See Principal's Report at Attachment 4.1.** • We are fast approaching the end of the third term and as usual, we have plenty of positive news to share (see full report for all details) • Hon Christian Rowan – (state Member of Moggill) organised an onsite meeting with our Minister of Education to look at our school facilities. It was a very positive meeting, and Dr Rowan also donated a new set of flags for the school. **Busy Infrastructure Projects - Update:** Other events this term include an overwhelming amount of maintenance and minor renovations. Project updates include: • The Tuckshop is expected to be back in its usual location for the start of Term 4 • The Prep building toilets are to be renovated from top to bottom and ready for start of Term 4 • The main student toilet block will be fully renovated and ready for the start of Term 4 • Yellow safety lines all around the school will be professionally reapplied over the school break • Gutters cleaned out before storm season and arborists will be dead-wooding trees - two big school-holiday jobs.

	• Renovation of Teaching Block 1 will result in a new roof and refurbished classrooms. This is a longer-term project and will be finished ready for the start of 2026. • Eight of our classes were repainted and provided with new flooring. See Principal's Report for more updates. **Chaplain's note:** • Chappy Meal deal: Term 3 is Bakers Delight Pizza Roll and Drink - Tuesday 16th Sept • Active Connection Night: Fully booked out with 217 participants and approx. a dozen parent helpers. The event was a huge success! It's expected to have raised $2500 – $3000. Over $1800 value given in prizes. Photos will be in the newsletter. • Further updates to come at the meeting
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 **Thricia Ayling** Oriel Morrison-Higgins	**See the Events Report at Attachment 5.1.** • Trivia Night – delayed / postponed – to be discussed • Ongoing events for 2025 – Disco, Christmas Concert, Mango Drive and term 4 of Yoga with Jo. • Events planning for 2026 – dates to be discussed • 2026 Events Draft Calendar under construction, thanks Althea
Buildings and Grounds **Claudi Bird**	**See the Events Report at Attachment 5.1.** **Noted:** • The Tuckshop Refurbishment should be completed in the next week or two and appliances were sourced and delivered successfully. • We have managed to secure a fundraising spot with Gisler's pies for our Term 4 fundraiser for the oval playground. • Awaiting approvals from school to complete the prep bag-racks and play area. Oval playground plan yet to be discussed too. • The prep area refurbishment is ongoing. **For approval:** • Requesting approval to develop and price the Oval Playground replacement. The GCBF Grant has been applied for. • **The B&G team would like to run the pie fundraiser in the first two weeks of term 4 using QKR**. Delivery would be Wednesday the 5th of November to school. Order needs to be placed two weeks prior.
Tuckshop Subcommittee **Michelle Seymour**	Thank you to Michelle for your ongoing work as Tuckshop Convenor. No agenda items this month. Updates planned for our next meeting.
Uniform Shop Subcommittee **Melissa Wheaton**	**See the Uniform Shop Report at Attachment 5.5.** • First order for 2026 Year 6 Uniforms will be placed end of this week. • Help needed to move stock from the Archive Room back into the Uniform Shop. • Updating information handout for the Smart Start Sessions
Comms Subcommittee Report - see Att 5.5 **Rebecca Kierle**	**See the Comms Report at Attachment 5.5.** • Events continue to be advertised, questions fielded via WhatsApp, Facebook and email. • Discuss Facebook events for school community events

	Question for school leadership: • Regarding 3 classes needing to be relocated for the renovations, is there anywhere else that can be used for the extension programs? Kids have been told there isn't any ignite classes, MIPY5 and MIPY6 next term. There's uncertainty about whether other programs like robotics or external activities like chess mate etc are also cancelled. Clarification around this would be appreciated, many thanks.
Grants Subcommittee **Genevieve Murray**	Thank you to Gen for your ongoing work on Grants. No agenda items this month. Updates planned for our next meeting.
Health and Wellbeing Subcommittee - see Att 5.7 **Eve Jenkins**	**See the Health and Wellbeing Report at Attachment 5.7.** • The **P&C Family Fun Day for 2025** finally happened on August 16th and was a big success, with parents and kids having a fun day on the oval thanks to Eve, Amber and Georgia's hard work, along with many amazing volunteers. Event profit was $3448.00 • P&C Family Fun Day 2026 date? Proposing March 21st? • **Yoga with Jo** / Twilight Stretch continues at CHSS in term 4. Thursday nights in the Arts Room, 7:30pm until 8:30pm. Is the room available again next term? Next year? We're keen to continue. • The **Wellbeing Wagon** Project - We're creating a new Wellbeing Wagon; a rolling bundle of games, crafts, and fun activities, ready to brighten break times. The Wagon will roll out at set break times, run with the help of our **PE4L parents** and the Grade 5 Flock of Friends. To be unveiled at a P&C meeting this year! • Casual soccer proposal from parent being considered.
CPR Facilitator **Catherine Nichols**	Thank you to Cath for your ongoing work as CPR Facilitator. No agenda items this month. Updates planned for our next meeting.
OSHC Liaison **Tammi Levine**	Thank you to Tammi for your ongoing work as OSHC Liaison. No agenda items this month. Updates planned for our next meeting.
General Business	
General business matters Presented by:	
Closing	
Close	New membership applications. Meeting closes. Thank you to everyone who attended our September General Meeting.
Date of next meeting	The next CHSS P&C General Meeting will be held **14 October 2025** at 6:30pm in Conference Room 2.