CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

SECRETARY'S REPORT - MAY 2023

STRIVING FOR EXCELLENCE

Date: 9 May 2023
Time: 7pm
Location: CHSS Conference Room 2

Table 1. ACTION ITEMS FROM 14 MARCH 2023 GENERAL MEETING - Completed and Progressed Items

Item	Assigned to	ITEM	PROGRESS
1	Stewart Jones Mel Venz Oriel Emma	P&C to collaborate with the school to incorporate an upgrade to the prep playground into the grant application for tuckshops and playgrounds.	**Completed** - see Principal's Report - Att 4.1 - School Playground and Tuckshop Upgrades (SPTU) Grant application completed.
2	Oriel Morrison Stewart Jones	Considering fundraising for extension of prep school room decking platform.	**Completed** – idea incorporated into P&C Strategic Planning process.
3	Mel Wheaton	Obtain advice from Emma Lanigan for having over 65s as volunteers.	**Completed** – determined to be infeasible.
4	Genevieve Murray An Tong	Extraordinary Disaster Assistance Recovery Grants - up to $50,000 – applying to repair flood damaged cricket nets & Astroturf.	**Completed** – grant application declined.
5	Oriel Morrison Stewart Jones	Consider a SurveyMonkey asking parents if they would they use and pay for a local bus service.	**Completed** - no survey needed as project infeasible; school considered it to be too expensive.
6	Oriel Morrison Rebecca Kierle	Considering the option of a commercial bus services that would offer a local route to and from the school.	**Completed -** infeasible as per school.
7	Oriel Morrison	SurveyMonkey sent to parents and teachers asking for a "wish list" for the school.	**Completed** - Responses will be incorporated into strategic plans and fundraising goals for the school and P&C.
8	Oriel Morrison Amanda Merrick	The CHSS P&C is considering the option of running the school's OSHC, as it is up for tender this year.	**Completed** - infeasible to tender this year, P&C considering option of preparing to tender at next opportunity (likely to be in 3 yrs).

Item	Assigned to	ITEM	PROGRESS
9	Emma Doolan Melissa Wheaton Oriel Morrison B&G Subcommittee	SPTU Grant action items combined here: Emma to progress on Tuckshop grant and B&G to obtain quote for fit out. Considering renovation options to replace, repair or broaden Tuckshop infrastructure and services, and attached Uniform Shop renovations.	**In progress** – School has completed SPTU grant application, P&C discussions with the school ongoing regarding proposed repairs, renovations, equipment and infrastructure.
10	Rebecca Kierle Oriel Morrison Stewart Jones Annelyse Strong	Progress locations and final options for noticeboards.	**In progress** – Noticeboards have been purchased and delivered, school agreed to have them installed, with thanks.
11	Stewart Jones	STEM student playground classroom project. Considering joint school / P&C project.	**In progress** - ongoing discussions.
12	Oriel Morrison	Potential fundraising option of selling naming rights to the oval sandstone blocks, or consider this for another structure/project.	**In progress** - assessing viability and considering options.
13	Stewart Jones Oriel Morrison	Consideration of forming an Instrumental Music Subcommittee. A subcommittee could connect with the school's music teachers and offer to fundraise for equipment, travel etc.	**In progress** - ongoing discussions**.**
14	Oriel Morrison Events subcommittee Stewart Jones	Planning date for the 2024 Festival - 8 June 2024 considered, P&C and school to look at dates and avoiding clashes.	**In progress** - ongoing discussions**.**
15	Mel Venz Jane Fountain Annelyse Strong (and Tony)	Birdwing butterfly vine plantings and consideration of an Interactive Panel in the area of the vines. Plan to request involvement of Prep Classes / Teachers to plant replacement vines for the six dead vines. Work out costing for an Interactive Panel about the life cycle of the butterfly, and potential locations.	**In progress** - ongoing discussions**.**
16	Amanda Merrick Stewart Jones	Possible issues with oval playground; broken parts, Astroturf problems, structural issues. Playground has been inspected and will be inspected again this week. Consider whether any further action is needed at this time.	**In progress** - ongoing discussions**.**

17	Emma Doolan Tal Mitchell	Devise strategy to restart tuckshop ice block sales next term and measures to mitigate ice block related bad student behaviour. Tal to discuss with Emma and consider involving a small group of Year 6 students to assist the tuckshop with this project.	**In progress** - ongoing discussions**.**
18	Cath Nichols Amanda Merrick	Consider cyber security issues related to the distribution of school parent contact details in excel files. Cath will discuss the issue further with class reps and consider options.	**In progress** - ongoing discussions**.**

Table 2. EMAIL AND POSTAL CORRESPONDENCE REGISTER - SINCE LAST GENERAL MEETING

INCOMING				
DATE	**EMAIL/POST**	**FROM**	**DESCRIPTION**	**ACTION**
15/03/2023	Email	Taso Psychoulas - Victorian College of the Arts	Promotion of Taso's Music School	Forwarded to Events
15/03/2023	Email	Mat Wakefield	Comedy for a Cause promotion	Forwarded to Events
16/03/2023	Email	Budget School Gifts	Mother's Day Gift Sale promotion	Forwarded to Events
17/03/2023	Email	Brett Shields (parent)	Logistics	Forwarded to President and Events
21/03/2023	Email	Claudia Marks (local)	Questions	Forwarded to all Executive Members + President discussed with Principal Jones
22/03/2023	Email	P&Cs Qld Admin	Webinar promotion	Forwarded to Exec
23/03/2023	Post	Advanced Life Photography	Promotion	Folder at Meeting
23/03/2023	Email	Monica Kidd (parent at another school)	P&C related info	Forwarded to Exec
04/04/2023	Email	P&Cs Qld Admin	Payment reminder	Forwarded to Exec
04/04/2023	Email	Councillor Greg Adermann	Newsletter	Forwarded to Exec
05/04/2023	Email	Brisbane City Council	Update	Forwarded to Exec
11/04/2023	Email	TrueVote (for P&Cs Qld)	Special GM	Forwarded to Exec
12/04/2023	Email	Brisbane City Council	Remittance advice	Forwarded to Exec
12/04/2023	Post	Australian Fundraising	Promotion	Folder at Meeting
16/04/2023	Email	Josie's Jewels	Product promotion	Forwarded to Exec and Events
28/04/2023	Email	Dalene Oliver	Offering services	Forwarded to Exec
03/05/2023	Email	Fidget Warehouse	Product promotion	Forwarded to Events
03/05/2023	Email	P&Cs Qld Admin	Newsletter	Forwarded to Exec

OUTGOING				
DATE	**EMAIL/POST**	**TO**	**DESCRIPTION**	**ACTION**
16/03/2023	Email	Brett Shields (parent)	Logistics	Finalised
21/03/2023	Email	Claudia Marks (local)	Questions	President responded
Many dates	Emails	Events related correspondence	Festival planning	Various - further details to follow

Table 3. URGENT EXECUTIVE ACTIONS REPORT - SINCE LAST GENERAL MEETING

DATE	MATTER	TYPE	FOR	AGAINST	DECISION
17/03/2023	Trash and Treasure to go ahead. Motion "that the P&C hire two containers to store the 2023 Trash and Treasure items, up to the amount of $4000."	Exec	Oriel Morrison Amanda Merrick Eve Jenkins Matthew Pearce	Nil	Carried