CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – 19 AUGUST 2025

STRIVING FOR EXCELLENCE

Date: 19 AUGUST 2025
Time: 6:30pm
Location: CHSS Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair **Amanda Merrick**	Meeting opened at 6.30pm. The Vice President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
Apologies	As per attendance sheet. **Apologies** tonight included our President, Oriel Morrison-Higgins (meeting chaired by VP Amanda Merrick, with thanks), our Principal, Mr Jones, and the acting Secretary, Eve Jenkins. Thank you to Genevieve Murray (Grants Committee Convenor), for acting as Secretary for the purpose of tonight's meeting. Thank you to Deputy Principal, Paula Morton, for attending, and to all those who attended this GM.
Confirmation of minutes of previous GM	Carried over in Secretary's absence.
Secretary's Report	
Report	Carried over in Secretary's absence. • Our 2025 Secretary, Caroline Lawless, has resigned from the role. A new secretary will be elected at the next general meeting. Anyone who is interested in the role is welcome to email and we'll call to chat about what's involved. • The difficulty in finding new executive members is noted.
Table of executive committee's decisions	Tabled executive committee's decisions – included in presentation – to be included in September Secretary's report also. Discussed action taken on action items since previous meeting: • P&C Trivia Night underway – initial spend approved • Tal's request for Rebecca Sparrow funds (moved forward from Term 4) approved and in progress
Correspondence received since last GM	Carried over in Secretary's absence.
President's Report	
Oriel Morrison-Higgins Report – see Att 2.1	**See President's Report at Attachment 2.1.** • Vice-President spoke to the report in the President's absence. Shared updates on upcoming events. • Althea introduced herself as **new events convenor**. Thank you so much, Althea! • Shared updates on **Trivia night —** Amanda confirmed dietaries and child's class included in registration form; limited space in hall fridges due to Tuckshop relocation, use eskies for bar; Kitchen to be reset for tuckshop Monday operations (noting only one staff member that day). ❖ **Note:** Cath agreed to encourage class parent reps to promote the event • **Coffee van** was unhappy with recent turn out (per Cath). Coffee machine most likely to go back in the Tuckshop. • **Tuckshop reno** on schedule (3 days ahead!)

	• Claudi notes that P&C is responsible for purchasing white goods with approximate value of $15,000 (includes: multiple fridges (including drink), freezer, induction cooktop, 2 pie warmers, oven, dishwasher) • *Note from Mona: $2,377 (less P$C website domain name renewal) is likely to come from the Volunteer Grant*
Motion raised by	• "**That the P&C spend** up to $18,000 for electric equipment required to fit out new tuckshop." Moved: Amanda Merrick; Seconded: Cath Nichols; Carried
Vice President	
Amanda Merrick	Thank you to the VP for supporting the exec, the events team, all teams, and everyone.
Treasurer's Report	
Mona Hope Report Att 3.1	**See Treasurer's Report at Attachment 3.1.** ❖ **Note:** Treasurer to report back to Uniform shop convenor re Year 6 purchase/sales balance on shirts and jackets.
Motion	"That the P&C approve payment to Scripture Union of the outstanding $3,850 Chaplaincy donation from 2024." Moved: Mona Hope; Seconded: Melissa Wheaton; Carried
Motion	"That the P&C make a donation of up to $1,500 to the 2025 Year 6 Graduation Sub-Committee, as a contribution towards student ticket costs (based on $15 per student, up to a maximum of 100 students)." Moved: Mona Hope; Seconded: Tammi Levine; Carried
School Leadership	
Principal's Report Delivered by Paula Morton (Deputy Principal PREP-YR 2) Report Att 4.1	**See Principal's Report at Attachment 4.1.** • In response to question from VP, confirmed the teachers impacted by the YR 1 block renovation will be supported by movers ❖ **Action item:** Amanda suggested we celebrate and promote the opening of the new kitchen (video for newsletter?) ❖ **Action item:** Paula will discuss with teachers how homework/SOIs are communicated (decision re DOJO or email). • Thanked the P&C for the uniform donations for kindy visits playboxes • Phonics check for YR 1 – teachers are "smashing it" • New play equipment (small items across junior play spaces, significant spend) ❖ **Note:** Amanda asked Paula for some photo updates to celebrate ❖ **Action item:** Amanda requests the school consider arranging movers for the Uniform Shop. Paula undertook to speak with Annalyse and get back to Melissa.
Subcommittee Reports	
Events Subcommittee Report – see Att 5.2 Trish	**See the Events Report at Attachment 5.2.** • **Trivia night** (also discussed as part of President's report) • Amanda suggests Althea consider recruiting ATC volunteers and put up a 4069 Facebook post for student volunteers (recruit senior students who need volunteer hours and we then sign-off on their hours) • Delivery of tables etc on Saturday afternoon after PEP gymnastics is finished with the Hall. ❖ **Action item:** Paula Morton to follow up re Oriel's Hall key as difficult to use **Mango fundraiser** a go. Flick waiting on information re type of season before selling trays to accurately charge in the first instance. **Christmas concert** ❖ **Action item:** Paula to follow up with music teachers re whether Week 8 Term 4 is possible

	Teacher's Aide Appreciation Week ❖ **Action item:** Paula to follow up with Shelley re teacher's aide appreciation lunch (P&C usually provides coffee in the morning, lunch, and small meaningful gift of appropriate value) **Trash and Treasure** ❖ **Action item:** Paula stated Stewart and Annelyse willing to sit down with list to achieve the changes necessary outlined in Flick's report (Flick and Oriel to join) **Pie drive fundraiser proposal** from Claudi • Gislers pies – company assembles the packages; 25-33% money goes to P&C ❖ **Note:** Claudi to send Amanda the details so she can see how to integrate with QKR payment system with an eye to a Term 4 fundraiser **Festival on the Hill 2026** ❖ **Action item:** Althea will explore 6 June or 13 June 2025 as a possible dates • Note that significant interim spend before next meeting may be required to book the rides as they book out fast
Buildings and Grounds Subcommittee **Claudi Bird**	**See the Buildings and Grounds Report at Attachment 5.2.** **Discussed**: • Claudi seeking approval to develop and price oval playground replacement and development. Costs significant time for Claudi – Amanda recognises how fortunate we are to have a licensed architect providing these concepts for free. ❖ **Action item:** Paula will arrange a meeting with Stewart and Claudi to discuss the plan, noting Infrastructure Advisor will have to approve
Tuckshop **Michelle Seymour**	• Discussed as part of President's report
Uniform Shop Subcommittee **Melissa Wheaton**	**See the Uniform Shop Report at Attachment 5.5.** **Discussed**: • Report taken as read • Play uniforms for pre-kindy are working well (not coming back as proper uniforms)
Communications Subcommittee **Report – see Att 5.5** **Rebecca Kierle**	**See the Comms Report at Attachment 5.5.** **Discussed:** • Report taken as read
Grants Subcommittee **Report – see Att 5.6** **Genevieve Murray**	**See the Grants Report at Attachment 5.6** **Discussed:** • Report taken as read • Note re volunteer grant requiring personal liability; Gambling Grant decision is up to 5 months (December)
Health and Wellbeing Subcommittee **Report – see Att 5.7** **Eve Jenkins**	• Report to come next month. The Family Fun Day was a big success, a sunny day and a relaxing afternoon for CHSS families and students in attendance.
CPR Facilitator **Catherine Nichols**	• Thank you for your contribution
OSHC Liaison Tammi Levine Att 5.1	• Report taken as read

General Business	
General business	Nil
Closing	
Applications for membership	New membership applications for acceptance: Nil
Close	The chair thanked special guests Lucy and Franklin, our year 6 observers, for their attendance. Meeting closed at 8.32pm. The next CHSS P&C General Meeting will be held on 9 September 2025 at 6:30pm in Conference Room 2.

Confirmation of minutes
Chair name: Amanda Merrick

Signature: _____ Date: _____/_____/_____

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PARENTS AND CITIZENS' ASSOCIATION
GENERAL MEETING ATTENDANCE REGISTER –

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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		
Alice Cottrell		
Althea Papinczak	**x**	
Amanda Merrick	**x**	
Amber O'Neill		
Amy Walden		
Andrew Patterson		
Annie Ward		
Barbara Reid		
Carene Hogg		
Caroline Lawless		
Catherine Nichols	**x**	
Charmaine Threlfall		
Charnelle Cronje		
Cheri Jenkinson		
Claudi Bird	**x**	
Divna Haslam		
Elaine Chuah		
Eliza Leslie		
Eve Jenkins		x
Faith Vallati		
Felicity Burns	**x**	
Forough Ghasemi		
Genevieve Murray	**x**	
Georgia O'Malley		
Greer Bystrycki		
Ian Burns		x
Julie Beisser		
Julie Lewsey		

Kate Millard		
Kellie Carmichael		
Laura Pyke		
Lisa Barham		
Melissa Wheaton	**x**	
Michelle Seymour		
Mona Hope	**x**	
Oriel Morrison-Higgins		x
Qin Li		
Rebecca Kierle		x
Shirin Jamarani		
Stanley Kierle		
Tammi Levine	**x**	
Tharuka Prematillake		
Trish Okafor		x
Tom Mittelman		
Visitors		
Anna Jenkins	x	
Morgan Magee	x	
Jim Barham	x	
Lucy Barham (year 6 observer)	x	
Franklin Magee (year 6 observer)	x	