CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA – MARCH 2024

Date: 12 March 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**	**Read the full 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**	**See report at Attachment 2.1.** Welcome to the March 2024 meeting: 1. **Our T&T team** has been hard at work collecting goods for June - **thank you to Mel, Flick, and all of their wonderful volunteers**. It's a massive job and very time consuming. 2. **A huge thanks to Eve**, who has been working VERY hard on our **first ever Obstacle Course Fun Day** to be held this coming weekend - we are very excited about the event. Thank you to our wonderful sponsors - we can't wait to see all of the wonderful prizes Eve has managed to secure for our raffle. 3. We have had some leaking issues from all of the rain in the Uniform Shop - **thank you for Tony** for spending so much time on it for us. 4. A **shout out to Amanda** (and her long-suffering husband) - who once again has a garage full of P&C stuff 🙂 5. A very successful launch of **Coffee with the Principal** and the P&C - and we will continue to have the "Rich Pour" coffee truck with us once a month for 2024 - **thank you to CPR Facilitator, Cath, for organising.** Dates will be advertised on our Facebook page and in the school newsletter. Please do attend if you have any issues you'd like to raise with the school leadership team or the P&C.

	6. Michelle at Tuckshop has started **Friday coffee mornings**, which will continue on next term. **Thank you, Michelle :)** 7. We have launched our **50/50 raffle** - and will update on $$ raised next month. 8. We have started to look at **options for the playground** on the oval - B&G to update. **Funding goals:** • Gambling grant for a playground in the oval • Shade Sails for astroturfed area next to turning circle (potential grant) • Cover/shade sails elsewhere thought the school • Sandstone seating around the school – adventure playground and the top covered area • Picnic tables around the school • A donation to the STEM centre
Vice President's Report	
Amanda Merrick	**Amanda's Colour Run update:** • The 2024 CHSS P&C Colour Run is being advertised, with **tickets available on Qkr!** • Very much same layout / structure / pricing / plan / marquees / flags as last year. • Students to wear a white shirt if you want to have colour and their school uniform (sports or formal) if they don't want colour. • **Volunteer sign up list has been prepared and shared.** volunteersignup.org/JPQA7
Treasurer's Report	
Greer Bystrycki Report – **see Att 3.1**	**See report at Attachment 3.1.** **Noted:** • Overall trading profit is $15k, which is already $6k above forecast budget, indicating **the convenors continue to do a great job.** • The treasurer will consider reviewing the budget forecast if bumber months continue. • Uniform Shop sales are up $5k vs. prior year, and overall profit up $9k. Profit variance skewed due to stock adjustments in the 2023 year that should have been recognised in the 2022 financial year. • Tuckshop sales are up $4k, and overall profit up $5k.
School Leadership Team	
Stewart Jones School Principal – **see Att 4.1**	**See Principal's Report at Attachment 4.1.** **Noted:**

	   Reading | Collegial Engagement | Teacher Data Literacy + HITS • The above icons were shared at our last P and C meeting and are being used to help portray our school's explicit improvement agenda (EIA). • Most (if not all) Queensland schools have Reading as part of our EIA given it is a Dept expectation and aligns with the new Australian Curriculum that we are expected to have ready to roll next year. • The Reading and Teacher Data Literacy both link closely to two of our focus areas within our Big 5: Teaching and Learning and Targeted Student Learning. • The Reading Committee has been meeting and sharing thoughts and next-step ideas as part of our scan and assess phase of our work. We have sent away key staff to attend professional development sessions around the teaching and learning of decoding (the first half the reading puzzle). We are also trialling different diagnostic testing for the upper school (Yr 3 to Yr 6) and we have been fortunate to have a specialist to walk us through a diagnostic tool that would replace our current tool of PM testing. • The leadership team have just finished a round of visits Prep to Year 6 classrooms with a focus on literacy. To see the journey of writing from Prep to Year 6 is truly impressive. The learning journey is evident and the teachers readiness to share next step strategies is very powerful • Walker Learning Mentoring has started again and last week we have had two mentors (specialists in WL) working with our newest staff from P to Yr 6. It was great to hear feedback from staff and the mentors of the support and progress being made in the classroom. We will have the mentors back next term and have around 50 visiting staff taking the time to look at our school's approach to WL as an developmentally appropriate pedagogy. • The School Council will be working on a consultative model to build a four-year whole school plan that is based around the big five. • New facilities – visit: A few of us had the chance to visit West End SS new building to see how they have designed new classrooms. We can learn much from those that have done recent builds to determine what would work best for our own context.
Annelyse Strong Business Admin – **see Att 4.2**	• Please see the Excursion Plan for Term 2, to be discussed and endorsed as appropriate – Att 4.2.

Subcommittee Reports	
Events Subcommittee Report – see **Att 5.1** Oriel Morrison-Higgins	**All our exciting upcoming events are discussed in this month's Events Report - See Attachment 5.1.**
Buildings and Grounds Subcommittee Claudi Bird	Current activities and future plans to be discussed at the meeting.
Tuckshop Subcommittee Report – see **Att 5.3** Michelle Seymour	**See report at Attachment 5.3.** **Noted:** • Mei has fit into our Tuckshop Team well. • Strong order numbers this term. • Plumbing work all completed. • Professional Cleaning quotes sought. • Quotes new refrigerator sought - looking at different options.
Uniform Shop Subcommittee Report – see **Att 5.4** Melissa Wheaton	**See report at Attachment 5.4.** **Noted:** • Water issues are still occurring in the Uniform Shop. Tony is installing a guard to redirect water away from the door. On further investigation Tony believes the overflow valve is not necessary as the alternate entry point of water is the inadequate sealing of the roof around electrical conduit through the roof completed by the original contractors that built the shell.
Digital Communications Subcommittee Report – see **Att 5.5** Rebecca Kierle	**See report at Attachment 5.5.** **Noted:** • Comms team and CPR require more than a day's notice in order to send out information from the school to parents – clear instructions as to what school wants shared on the community. • The concern is we may miss information on the CHSS FB page – Can Cath (CPR) and/or Bec (Comms) please be emailed with the information to be shared ahead of time?
Grants Subcommittee Report – see **Att 5.6** Genevieve Murray	Current activities and future plans to be discussed at the meeting.
Health and Wellbeing Subcommittee Report – see **Att 5.7** Tom Mittelman	**See report at Attachment 5.7.** **OUR LAUNCH EVENT – The P&C Obstacle Course Fun Day** This Saturday, March 16th, 2pm until 6pm. • An active event with **FIVE massive inflatables on the school oval** – 3 jumping castles and 2 obstacles courses, including a **45m long course for kids of all ages to enjoy** and a preppies and under Leaping Llama jumping castle for the little kiddies. Activewear recommended!

	• **Four food trucks booked** – Samurai Kitchen (Japanese, karaage chicken), BrisVegans (veggie Mexican), That Gelato Co (gelato and sorbet), BUBBO Dessert (waffles with fruit and ice cream). • Also a massive inflatable entrance, giant lawn games, music, colouring and crafts, scavenger hunt, soccer games, chillout zone, P&C Bar, mocktails, drinks & snacks on sale, snow cones with homemade fruit juice syrups • RAFFLE PRIZES valued at $1690 - raffle tickets are $5 or $20 for 5, now on sale on Qkr! with 87 sold as of 10/3. • **Raffle prizes with donor and values as follows:** ○ Edsco - Giant Mountain Bike and Helmet - $560 ○ La Roche-Posay - Wellness Hamper - $400 ○ BCF Jindalee - Two Camping Chairs - $300 ○ Fig Tree Yoga - 10 Class pass - $200 ○ Office of Dr Rowan MP - Raffle Basket - $50 ○ Boutique Meats Kenmore - Gift Voucher - $50 ○ Grasshopper Soccer - Soccer Ball - $30 ○ **TOTAL $1690** • **SPONSORSHIPS** ○ **Helping Hands** ▪ MAJOR EVENT SPONSOR - $1900 ○ **Kenmore Family Medical Practice** ▪ JUMPING CASTLE SPONSOR - $500 ○ **The Kenmore** ▪ BAR SPONSOR - $500 ○ **Jindalee Care Medical Practice** ▪ JUMPING CASTLE SPONSOR - $500 ○ **Office of Dr Christian Rowan MP** ▪ GIANT LAWN GAMES SPONSOR - $250 ○ **Pep Gymnastics** ▪ COLOURING AND CRAFT SPONSOR - $200 ○ **TOTAL $3850** **Planning ongoing – THANK YOU TEAM!!!** The Double Strength Wellbeing Team combing the School and P&C Wellbeing parents will build a program of future projects – upcoming **Friendship Workshop Talk on May 1st** – with 17 tickets already sold! **To be discussed:** - Issues raised by Stewart and Annelyse will be addressed this week. - First Aid roster has been created to be shared with Stewart and Annelyse as requested. Safety to be top priority to this event. Six paid supervisors will watch all the inflatables.

	- **Event to be promoted in all comms this week please.** - Parent volunteers needed, please sign up here - **https://volunteersignup.org/P7DQM**
CPR Facilitator **Catherine Nichols**	**To be discussed:** • There has been some difficulty getting coffee truck bookings in April and May so I have said we will take the following dates with a week or two's notice: ○ April 19th ○ May 3rd ○ May 10th • And confirmed bookings for these dates. ○ June 7th ○ August 2nd ○ September 6th ○ October 4th ○ November 1st ○ December 6th • Comms please add the confirmed dates to the calendar. • World Teacher's Day is 25th October, other celebrated days for teacher's aids and support staff – plan to book those dates too so they are not last minute?
General Business	
General business matter Presented by:	Opportunity for items of general business to be discussed.
Closing	
Date of next meeting	The next P&C General Meeting will be held 14 May (T2W5) at 6:30pm.
Close	Meeting closes. Thank you to everyone who attended to support our school.