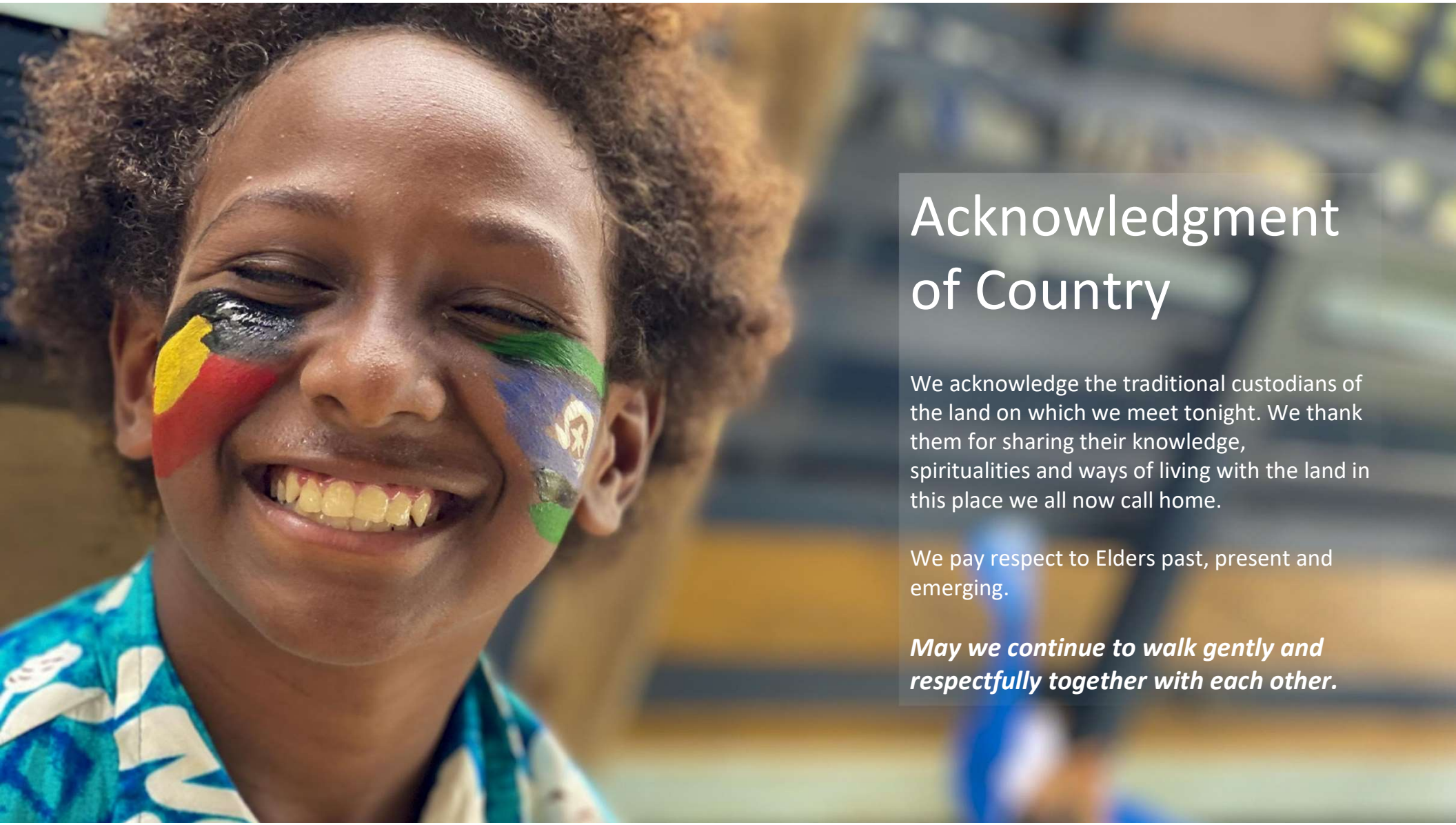


CHAPEL HILL STATE PRIMARY SCHOOL

P&C Association

Tuesday, 16th August 2022



Acknowledgment of Country

We acknowledge the traditional custodians of the land on which we meet tonight. We thank them for sharing their knowledge, spiritualities and ways of living with the land in this place we all now call home.

We pay respect to Elders past, present and emerging.

May we continue to walk gently and respectfully together with each other.



TONIGHT'S **AGENDA**

1. **Opening:** Welcome & acknowledgement
2. **Looking back:** Review of previous minutes
3. **Presentations:** School and Committees
4. **Looking ahead**: Next meeting

Oriel Morrison
P&C President

Peach Jessup
P&C Secretary

LET'S REVIEW:
Previous Meeting Minutes

Review of minutes from previous meeting - 14 June 2022

Motion

- Confirm as true and correct

Assigned to	Description	Status
Stewart Jones, Lyndal Dobbs	Consider options and implement a safe and sightly option to rectify the cutouts near the front entrance of the school (Ironbark Rd entrance).	In progress – Concrete to be poured before next term.
P&C Executive Committee	Work with Tal Mitchell to donate $2,000 under the 2021 Volunteer Grants grant for volunteers donated to school and topped up for PA Working with Tal Mitchell regarding $2,000 for PA system.	Awaiting correct invoice from Lyndal.
Alice Cottrell	Alice to look into holding the Premier's Reading Challenge as a fundraiser.	In progress – 22 to 26 August with further info on book week parade to come.
Lyndal Dobbs	Look into installing nappy disposal bins in the disabled toilets.	In progress – Awaiting confirmation of cost to proceed.
Lyndal Dobbs	Lyndal to attend to drains being fixed.	In progress – Completion during the school holidays.
Sally Herrett	Look into purchasing CHSS P&C portable flags and banners to use for events.	In progress.
An Tong, Mel Venz	Coordinate with Building & Grounds to provide list of project and priorities. List to be circulated to Comms as well.	In progress.
Stewart Jones	Invite Elizabeth Watson-Brown to a P&C meeting/to tour the school.	In progress.
Mel and Natasha	Mel to provide dimensions and requirements for the Uniform Shop to Natasha to organise architectural drawings	In progress.

SECRETARY'S REPORT

Action Items from last meeting

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SECRETARY'S REPORT

Executive Decisions

- Decision to book **band for bush dance** on 13 August 2022 in the sum of $940 subject to favourable cancellation terms.
- Decision to purchase **Fathers Day stall gifts** to the value of $3,000
- Decision to **postpone General Meeting** from 2 August 2022 to 16 August 2022.
- Decision to approve expenditure of $113 to hire a **security guard for the bush dance**.
- Decision to support Chaplaincy to run "**Dough for the Dog**" fundraiser to cover training and school-related expenses for Myla.
- Approval to **purchase uniforms** from existing suppliers up to the value of $40,000

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PRESIDENT'S REPORT





1. **<u>Business Services Manager Lyndal Dobbs</u>** is taking a well earned break - and will be taking the rest of the year off. Annelyse and Sheriden will be sharing her role for the rest of the year.

1. Some great items coming through on our **<u>tuckshop menu</u>** lately, so thanks to the tuckshop team for keeping things interesting! Sushi, Ekka Day… and a profit to boot!

1. **<u>Alice</u>** has come up with the wonderful idea of having a **<u>"Feedback Friday" session every Friday from 2pm-3pm</u>**, starting on the 19th. If any P&C members would like to join us on the oval on a Friday afternoon, you are all very welcome.



Uniform shop

Tuckshop

Big Thank you to our *wonderful Emma Doolan* who runs both the tuckshop and the uniform shop for us and introducing the new coffee machine

Thank you to *our volunteer barista's* who are joining the team!


TO THE TEAM WHO PUT TOGETHER OUR FABULOUS BUSH DANCE...
WHAT A BRILLIANT EVENING, SO MUCH FUN HAD BY ALL.
THANK YOU
THANK YOU TO ALICE & MATT, AND A BIG THANKS TO MARY-ANN WHO LOOKED AFTER THE BAR, ALONG WITH ALL OF OUR VOLUNTEERS.



A big thank you to Carene for her always welcome comms expertise.

Thank you to Bec for taking on the role :)Carene is doing a handover to Bec, so a big welcome.


Big thank you to Mel and her team
For the brilliant work organising the planting of trees around the school from the Queen's jubilee program grant.

President's Report

Budget

Profits

Bush Dance Profit ~$3,500
Tickets sold: 112

As you may remember we did ask for some donations to our building fund at the end of the tax year, and we received an additional $350. We have put that towards our uniform shop shelving and air conditioning.

Our Budget – Aug 2022

Fundraising / Income			
	Revenue	**Budget 2022**	**Actual 2022**
1	Tuckshop Profit (Sales less Expenses)	$ 10,000.00	**$ 3,000.00**
2	Uniform Profit (Sales less Expenses)	$ 15,000.00	**$ 14,000.00**
3	Other Income	$ 2,000.00	**$ 1,200.00**
	Events		
4	Colour Run	$ 2,000.00	
5	Mango Trays	$ 1,000.00	
6	Mothers Day Stall	$ 2,500.00	**$ 2,900.00**
7	Election BBQ	$ 1,000.00	**$ 1,306.00**
8	Parents Evening	$ 5,000.00	**$ 1,500.00**
9	Trash & Treasure	$ 15,000.00	
10	Festival on the Hill	$ 35,000.00	
11	Fathers Day Stall	$ 2,500.00	
12	Raffle	$ 5,000.00	
13	Christmas Concert	$ 5,000.00	
15	Technology Lunch / Interschool Sports	$ 2,000.00	
16	Recycling	$ 500.00	**$ 281.00**
17	Bush Dance	$ -	$3,500.00
	Total	**$ 103,500.00**	**$ 27,687.00**

Our Budget – Aug 2022

Expenses / Commitments			
	Donations	**Budget**	
1	Donation-CHSS Library	$ 1,200.00	
2	Donation-Scripture Union	$ 3,500.00	
3	Donation-World Teachers Day	$ 800.00	
4	Donation-Environment Club	$ 500.00	
	Ongoing Commitments		
5	Year 6 Graduation Dinner	$ 1,620.00	
6	School Computers Program	$ 5,000.00	
7	Air Conditioners-New	$ 20,000.00	
8	Air Conditioners-Repair & Maintenance	$ 10,000.00	
	Building & Grounds		
9	Miscellaneous School Projects	$ 10,000.00	**$ 2,000.00**
10	Grade 1 area - move air con to roof	$ 6,000.00	
13	P & C General Expenses Throughout the Year	$ 13,000.00	
14	Admin Assistant	$ 12,000.00	
15	Uniform Shop Aircon	$2,500.00	**$ 2,300.00**
16	Uniform Shop Fitout	$ 20,000.00	**$ 2,500.00**
17	Upgrade Tinbeerwah path	$ 10,000.00	
	Total	**$ 116,120.00**	**$ 6,800.00**
	Surplus / (Deficit)	**$ (12,620.00)**	

	Balance Sheet Estimate		
	Funds In Bank at Start of Year	**$ 148,000.00**	
	Revenue Raised	$ 103,500.00	
	Funds pre-committed for uniform shop	$ 59,000.00	
	Funds pre-committed for installation of two fans to hall	$ 33,000.00	
	Funds pre-committed for Shade Sails	$ 21,000.00	
	Less Expenditure	$ 116,120.00	
	Final Bank Balance	**$ 22,380.00**	

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TREASURER'S REPORT

Jacquelyne Cope

Treasurer's Report
Commentary



Revenue activities

Tuckshop
Tuckshop profit YTD is $3K.
Results each month continue to vary due to supply issues as purchasing is inconsistent.
Sales YTD 2022 to YTD 2021 are down 8% or $6.4K, and Expenses (adj for coffee machine purchase) are up by 1% or $529, a drop in overall profit of 58%, $7K

Uniform shop
Uniform shop profit YTD is $14K, compared to $5K in 2021. Sales of the long-sleeved polos helped to boost some of the profit this year.
Margin running at 28% this year compared to 26% in 2021

Fundraising
Parents Evening returned a profit of $1.7K
Bush Dance approx. profit is estimated at $3K-$4K
Fete - Invoices for Sponsorship and Food Trucks have been sent and payment for these is expected in August.

Treasurer's Report

Commentary



Building Fund

ATO have announced that P&C's can no longer receive tax deductible building fund donations. The balance of this account is approx $700.

It will be used to pay for some of the shelving in the uniform shop and then closed down.

Funds held in trust

The P&C is holding $489 in trust for the Year 6 Graduation celebration.

This is the net amount from the proceeds of Shirts/Jackets sales less costs to date

This excludes the contribution the P&C will make toward the event.

Funds will continue to be paid out as required by suppliers with the P&C being reimbursed from event ticket sales.





SCHOOL REPORT

Principal

Stewart Jones

August P and C Principal's Report:

- Staff update: We have Kimberley Jefferd (our Learning Enhancement Teacher - LET) leaving (at the end of next week) to take on higher duties at Toowong SS.
- Prep 2023 Information Day Tuesday 16 August: Craig Jordan (Prep to YR 2 DP) will be coordinating our Prep 2023 Info Day on Tuesday. We are looking to enrol a similar number of prep students as this year. We have a bigger Year 6 cohort leaving at the end of the year and this may result in a drop in a slight drop in overall numbers –for the first time in 10 years and this is not such a bad thing.
- Science Week is running over two weeks: With the efforts of Ms Pianta (Head of Curriculum Yr 5 & 6), we have been able to run a suite of additional science activities.
- Sem 2 Student Captains Presentation

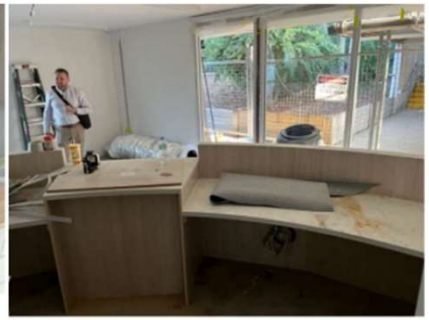


August P and C Principal's Report:

- Facilities Update: The Admin block is now looking to be 8 weeks behind schedule with a possible handover in "two or three weeks".
- School Reviewing our Ignite Program: Janet's Freyne planned departure
- Strategic Planning Retreat for 2023
- CHSS Partnership Continues with Belgian Gardens State School









Principal's report

Motions for discussion

Recommendations *Motions you want to raise*	**Motion**: Friday, 9 September 2022 to be a free dress day with the theme being: "Wear your favourite sporting team shirt/colours".





SCHOOL REPORT

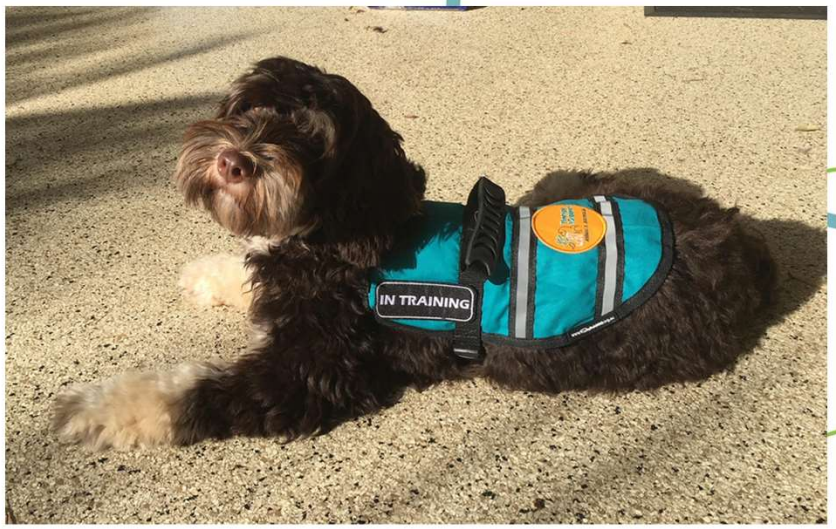
Chaplaincy

Chappy Carolyn

Chaplaincy Report:

Myla:

Another very busy term with the mornings having Myla in the Hub. She has been helping children stay calm, encourage engagement in reading tasks and even help stay calm and focussed during their assessments, also a key assistance to help particular children with anxiety challenges.



We had a delay in getting our therapy accreditation done due to health circumstances so now waiting on a free time to complete assessment with the trainer (Done on Sunday in a local Market – so lots of people/distractions/pressure).

"Dough for the Dog" Cookie Dough Fundraiser:

To cover the outstanding training costs for Myla and hopefully set up some future funds to cover annual re-accreditation and school related expenses. All set up and running now with the launch on Parade on Monday.

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Chaplaincy Report:





Seasons for Growth:

I have completed our first course with some middle school students and have a celebration on the last Tuesday of term where each will share a story of something they have applied and learnt from the course, as well as eat some treats!

Rock and Water:

Ms Stephan and I have just begun a 11 week Rock and Water program for some selected yr 4 girls- building resiliency and problem solving support for challenging situations.

Craft group:

Junior and senior craft groups continue at second break with the seniors now having an option to write to pen pals.

Continue to have catch ups with various students needing to connect.

Waiting on our Admin refurbishment to be finished to put on a staff celebration lunch as it has been so long since we have had a common connection area. (now expecting this to happen late this term)

Recent catch up with Local Councillor Greg Adermann:

Have a look at his facebook or Instagram post to see and article with Myla.



SCHOOL REPORT

All other reports

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EVENTS COMMITTEE REPORT

Oriel Morrison

Events





EVENT	SUGGESTED DATE	TEAM	NOTES / SUMMARY
Bush Dance	**Saturday 13th August**	ALice Matt Mary-Ann	Summary: 💰Total profit: $3,500 112 tickets sold
Father's Day	**Thursday 1st September**	David	☑All items for sale chosen, approved, and ordered. Good variety so happy with outcome. ☑All invoices paid except for 1 (Jolly socks) as yet to arrive. ☑ *Volunteer link prepared but not yet sent out.* ☑ *Publicity / advertising to be done after Bush Dance.*
Tree Planting Ceremony and Working Bee	**Saturday 10th September**	Mel	👑Australian Government's Planting Trees for The Queen's Jubilee Program Grant receipt ☑ Working Bee to mulch the new established trees and plant seedlings on Saturday 10 September at 8am - 11am. 👑Jubilee commemorative event at 11am. Invitations extended (all welcome!)
Fete/ T&T/ Vintage Cafe Combined	**Saturday 22nd October**	Alice Matt Sally Natasha	📆10 weeks until show day ☑Volunteers recruited for stalls ☑ Fireworks, stage & rides ☑Fete opening 12:30pm, Rides 1pm- 6pm, DJ: 5:30-7:30pm, Fireworks 7:30pm ✋ *Lolly stall, online auction, Firework song, volunteer register* ✋ *Sponsorships being finalised*
Christmas Concert	**Saturday 26th November (TBC)**	Alice	***MOTION FOR DISCUSSION: whether live or pre-recorded*** Screen, food trucks and sideshow alley are available for that

Buildings and grounds

BUILDING & GROUNDS REPORT



Mel Venz

Buildings & Grounds

General

Successes

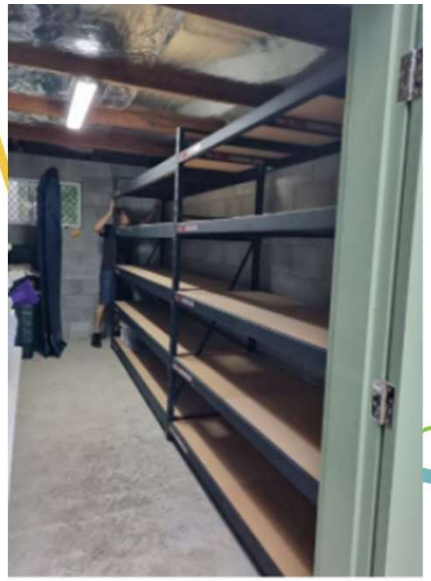
Things going well

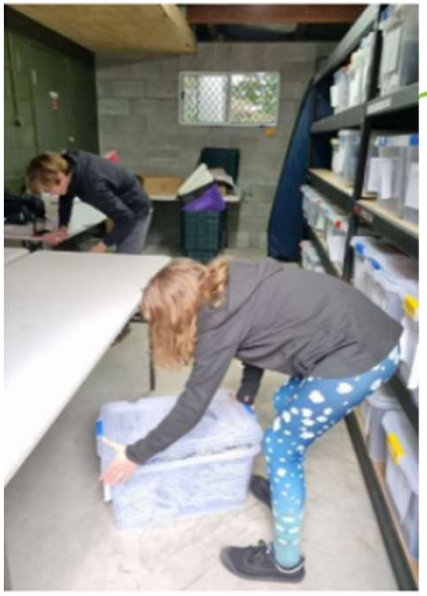
Uniform Shop

- Stand-alone shelving ordered, received, erected over the holidays and stacked with stock. Thank you to Stewart Jones for helping SB & MV build the shelving on the holidays.
- Air Conditioning installed over the holidays.
- Drawing plans received from Jeroen Devos 29/07/2022, who kindly worked up hand-drawn plans, to allow further quoting.

Oval Shaded Amenities Project – GCBF Grant.

- Further details requested by funding body 20/07/2022; quotes are still within contingency.





Buildings & Grounds

General

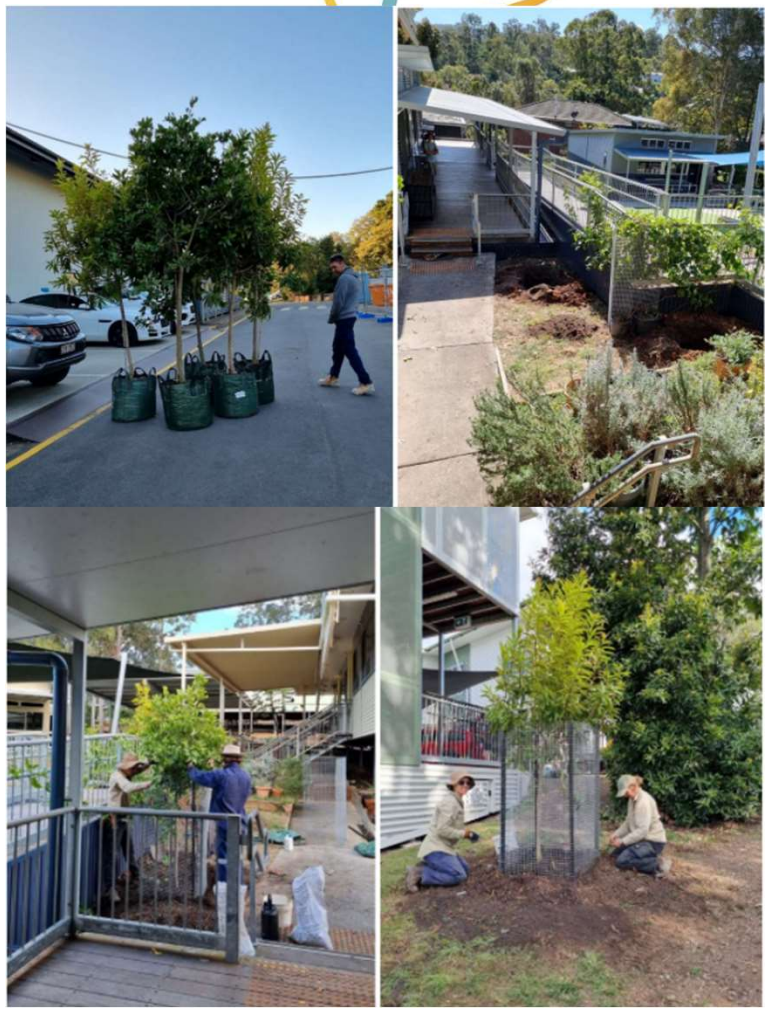
Successes

Things going well

Jubilee Tree Planting Grant

Awarded ~$21,450 in June

- 5 established native trees to be planted in the senior school
- Tubestock trees to extend ‘Little Forest’, lower Adventure Playground.
- Mulch for gardens where trees planted
- Fixing/replacing water tank pumps and outlets to enable watering.
- Landscaping services
- Commemorative event (stipulated by the grant)
- Free-standing sign (stipulated by the grant)
- Work started on EKKA day



Buildings & Grounds

General

Roadblocks

Things getting in the way



Uniform Shop.

- Procurement
- Consequences of cancelling fit out: we will need ~15 person hours to dismantle the shelving for the fit out (for flooring/ painting/ ceiling, etc.) and build it back in position again
- Fit out standards to allow food preparation. We are concerned about:-
  - a) overcapitalising unnecessarily or
  - b) not following standards and forcing a future P&C into a costly fix or having the space declared unusable for food preparation

Jubilee Tree Planting Grant.

We have had difficulties getting:-

- a) Initial CHSS approval of Working Bee and Event date
- b) Advertisement of Working Bee and Event in a timely fashion
- c) Urgent payment of ordered goods.

Classroom Garden upgrades.

- Difficulties receiving garden plans (as per CHSS Gardens Guide) which can be reviewed before submitting to the BSM for CHSS approval.

Buildings & Grounds

Actions and Recommendations

Decisions *Actions that have been implemented*	**Working Bee & Jubilee Commemorative Event:** on 10 Sept **Uniform Shop:** BSM will post to a BSM forum to seek an answer for us about fit out & food prep standards, but this is delaying further quoting. **Classroom Garden Upgrades:** B&G has recommended holding the classroom garden working bees in conjunction with the Jubilee Tree Planting Working Bee on 10 Sept. **Junior Landcare Grant $1000 awarded to CHSS Environment Club.**
Recommendations *Motions you want to raise*	**Motion**: The B&G requests increased support to advertise the Jubilee Tree Planting Working Bee & Commemorative Event – 10 Sept.

Tuckshop

Uniform shop

TUCKSHOP & UNIFORM REPORT



Emma Doolan & Ruth Bradbury

Tuckshop

General

Successes

Things going well

- We have our coffee machine up and running and have been selling to parents and staff. Last week we had 2 volunteers in learning how to use the machine
- Our 2 specials day for the term were a huge success.
- The first half of the year we made a profit of $5140 for the first half of the year.

Roadblocks

Things getting in the way

- Finding stock had been a nightmare this term. We are having to grab stock when we can and I'll need to start changing some of our packaging

Tuckshop

Actions and Recommendations

Decisions *Actions that have been implemented*	• Volunteers in selling coffee in the tuckshop. • We have increased the price of some of the items in the tuckshop
Recommendations *Motions you want to raise*	**NIL**





Uniform Shop

General

Successes

Things going well

- Continual stream of sales
- I've been learning the ropes!



Roadblocks

Things getting in the way

- Stock Prices are increasing – our hats are now $15.09 each to purchase, we may need to raise prices.

Uniform Shop

Actions and Recommendations



Decisions *Actions that have been implemented*	**NIL**
Recommendations *Motions you want to raise*	**NIL**

Communication



DIGITAL COMMUNICATIONS

Carene Hogg

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Digital Communications

General

Successes

Things going well

Carene handed over chsspandc.communications@gmail.com responsibilities and Facebook P&C page posts in mid August 2022.

Happy to support as required for remainder of 2022

Roadblocks

Things getting in the way

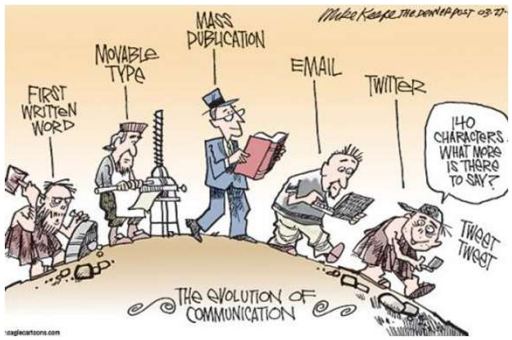
☑ NIL



Digital Communications

Actions and Recommendations

Decisions *Actions that have been implemented*	**NIL**
Recommendations *Motions you want to raise*	**NIL**



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Digital Communications

Report

Happenings since last meeting:

Communications re the following:

- Events:
  - Crazy Sock Day held on last day of Term 2, 2022
  - P&C Family Bush Dance
  - Trash and Treasure drop offs
- Successful Platinum Jubilee grant
- Tuckshop specials
  - Hot Dog Day
- Uniform shop – new convenor, Emma, started Term 3, 2022 and thanks to outgoing convenor Ruth
  - Long sleeve polo arrival
  - Showcasing 2022 Seniors Jersey

Upcoming issues:

- Continue to promote upcoming events on both Facebook, in P&C Patch in the school newsletter and via Class Parent Representatives
- Consider printing a corflute sign to promote P&C outside the school gate
- Arranging P&C flags for upcoming events
- P&C Comms team to create their own professional Canva account once Carene's personal account access expires in Dec 2022 (note not for profits should be able to access the professional version for free)
- Fete 2022 promotion
  - Sponsors
  - Stalls
  - General marketing



GRANTS UPDATE

An Tong

Grants

General

Successes

Progressions

- ***Community Gambling Fund Application for Amphitheatre Update:*** asked us to update referee, provide approval from Dept. of Education and provide quotes to substantiate our application – deadline 31 Aug 22. Outstanding: approval from Dept. of Education and Referee.
- ***Queensland Day***: $15K grant to promote Queensland day – looking to move school Fete to June 10 (QLD Day week). Application is onerous and deadline is 31 Aug 22
- ***Sport & Recreation Disaster Recovery Program*** - up to $5,000 – looking to repair flood damaged cricket nets & astro-turf. Application closed 30 Nov 22
- ***Tuckshop grant:*** budget with $500K for 22/23 and $4.5m for 23/24. This is only in the budget for the next 2 years with very little detail - Queensland Association of School Tuckshops is leading the discussion with Govt. Are we a member?
- ***School Transport Infrastructure Program:*** footpath / bridge project. The school is working with Department of Transport and Main Roads.

Grants

Actions and Recommendations

Decisions *Actions that have been implemented*	Better Suburbs Grants – P&C's ineligible to apply
Recommendations *Motions you want to raise*	**NIL**



"Is it just me or are these review panels getting a lot tougher?"

Motions on Notice

Recommendations *Motions you want to raise*	**Motion for discussion**: Potential funding support from the P&C for 2022 graduation events.

Other Business

- Any meeting feedback?



Applications for new membership

New membership applications for acceptance.

Meeting Closed



Next Meeting – TBC September 2022