CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

SECRETARY'S REPORT - November 2025

Date: 11 November 2025
Time: 6:30pm
Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

Table 2. URGENT EXECUTIVE ACTIONS REPORT - SINCE LAST GENERAL MEETING

DATE	MATTERS	TYPE	FOR	AGAINST	DECISION
20 October 2025	Urgent executive motion to fund up to $1220 to book the band for next year's Bush Dance fundraiser.	Exec	Oriel Morrison-Higgins Amanda Merrick Mona Hope Eve Jenkins	Nil	Carried

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Tammi Levine, School, Helping Hands	**Boom gates during school holidays** During school holidays the school boom gates are shut, and this makes it difficult for some parents dropping kids to vacation care. Tammi mentioned accessibility issues for the mobility challenged, suggesting helping hands could have a pin for the boom perhaps and give this to parents if needed.	In progress
Admin, Secretary, Rebecca Keirle	**Changes to Blue Card requirements.** New regulations and registry requirements are complex. Our admin officer, Susana, has agreed to take this on, with thanks. Bec and Susana have been attending webinars to ensure our P&C meets requirements. The admin officer and secretary will work together to ensure the requirements are met.	In progress

Table 3. EMAIL AND MAIL CORRESPONDENCE REGISTER – SEE CHSSPANDC EMAIL ADDRESSES AS NEEDED

INCOMING				
DATE	**EMAIL/POST**	**FROM**	**DESCRIPTION**	**ACTION**
October – November	Email / Mail	P&Cs Queensland	Newsletters	Distributed as appropriate
October – November	Emails	Politicians	Newsletters	Distributed as appropriate
October – November	Email / Mail	Various suppliers	Product brochures	Distributed as appropriate
OUTGOING				
DATE	**EMAIL/POST**	**TO**	**DESCRIPTION**	**ACTION**
October – November	Email / Mail	Various	Subcommittee correspondence	Catalogued by subcommittees