CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES - JULY 2023

Date: 11 July 2023
Time: 7pm
Location: CHSS Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison**	Meeting opened at 7:06pm. The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
Apologies	Genevieve Murray, Carene Hogg, Greer Bystrycki, Matt Pearce, Craig Jordan, Jane Fountain
Confirmation of the minutes of the previous GM - Att 1.1	The Chair signed the confirmed copy of minutes from the last meeting to be distributed to members.
Motion	"That the minutes be confirmed as a true and correct record of the meeting held 13 June 2023." Moved: Eve Jenkins; Seconded: Amanda Merrick; Carried
Business arising from the minutes of the previous GM	**Secretary's Report - Att 1.2** Discussed action items that have been progressed or completed - see Table 1 below for updated information.
Correspondence received since the last GM - Att 1.2	Distributed list of inward and outward correspondence endorsed as per Secretary's Report - Att 1.2.
Motion	"That the inwards correspondence be received, and outwards be endorsed." Moved: Eve Jenkins; Seconded: Catherine Nichols; Carried
Table of executive committee's decisions - **Att 1.2**	Secretary tabled executive committee's decisions - Att 1.2 Discussed necessary action taken on urgent matters since previous meeting. Full particulars of actions tabled at Att 1.2.
President's Report	
Oriel Morrison **Report – see Att 2.1**	**Read the full report at Attachment 2.1.** **Discussed:** • **Undercroft move** - Thank you to Eve and Tony who stepped up during the school holidays and spent an entire morning shepherding the removalists who moved the P&C items from the undercroft to under the school hall, into storage containers. ○ Stored tables are getting old - discussed upgrading them as they become unusable. **Father's Day Stall** • Thank you to Cath who stepped up to run the Father's Day stall this year, to discuss further under Events.

	• **Parent's Evening** - Thank you to **Amanda** for organising the Parent's Trivia Night, to discuss further under Events.
	• **50/50 Raffle** - ongoing, see report. Comms to promote**.**
	• **Tuckshop Convenor Role** - We are very sad to be losing our wonderful Emma who is stepping down as Tuckshop Convenor.
	  ○ **Our new Convenor is Michelle Seymour** – welcome to the new role and thank you for taking this on.
	  ○ We also welcome a new addition to our tuckshop staff with Yaser Naseri joining our team. **Welcome Yaser**!
	• **Cricket Net Repairs:** The P&C has won the $10k Cricket Grant applied for last month, and Kenmore Cricket has also offered to add $10K. We need a total of $40K for the upgrade. We are working with the school to try and find some additional funds through the Department of Education, and we will discuss the P&C donating some funds to the project at this meeting.
	  ○ Discussed - Kenmore cricket will fund $4k for the CHSS oval cricket pitch if we are able to offer increased access to the oval when it is not already in use by other groups.
	  ○ The school agreed to look at the Oval schedule and consider what can be accommodated.
	• **Soccer Goals:** The School Council would like to buy some soccer goals - discussed with Tal Mitchell at this meeting, below.
	
	Ongoing fundraising goals for 2023
	
	• Completion of the Timbeerwah footpath
	• Completion of the Uniform Shop fit out
	• Artificial turf in the prep playground replaced
	• STEM student playground classroom
	• Decking area for covered external extended classrooms off bottom prep rooms and year 1.
	
	Discussed ongoing strategic planning with regular meetings of the executive to develop a clear and budgeted plans for the next twelve months and beyond.

Vice President's	
Amanda Merrick	• Support provided to the President and the Events Team • Parent's Trivia Night planned - further discussed under Events.
Treasurer's Report	
Greer Bystrycki **Matt Pearce** **Report – see Att 3.1**	**Read the full report at Attachment 3.1.** • Includes balance sheet, P&L statement, aged payables summary, aged receivables summary.

	Noted: • Revenue activities as per report.
Motion	"That the Treasurer's report be accepted and payments as listed be endorsed." Moved: Eve Jenkins; Seconded: Melissa Wheaton; Carried
Subcommittee Reports	

Buildings and Grounds Subcommittee Report – see Att 5.2
Melanie Venz
Sam Bysouth
Jane Fountain
Stanley Kierle
	See full report at Attachment 5.2.
	
	Free shelters offered to CHSS
	• Offer of up to 8 covered shelters bolted to concrete slabs for free inc. delivery - each 4m x 2.4m x 3m tall, worth ~$30K each.
	• Please see report for details and photos.
	• **Jimmy Walters** visited the meeting to discuss with members the opportunity to accept an offer of up to 8 large concrete shelters being donated to community groups, which could serve as useful infrastructure at CHSS.
	• Considering the area adjacent to the netball courts or another area.
	• Installation would cost approximately $3k per unit - would need to involve an engineer, contractors, etc.
	• If accepted, delivery would likely be December 2023.
	Discussed:
	• Uniform shop quote fit out received - grant pending.
	• **Containers for Change** recycling bins trial discussed:
	  ○ Need a new system not dependent on volunteers.
	  ○ Discussed at meeting: School leadership team agreed that they are happy to trial the program and will help coordinate efforts to implement the program.
	• **Working Bee -** Volunteer Sign Up sheet is LIVE.
	  ○ Discussed for Comms support with promotion of Fb and Newsletter, CPRs will also promote the event.

Events Subcommittee Report – see Att 5.1 **Oriel Morrison** **Alice Cottrell**	**See full report at Attachment 5.1.** **Noted:** • Disco - 28 October 2023, DJ booked. • Christmas Concert - 1 December 2023, format TBC ○ To be discussed further at August meeting. **Father's Day 2023** - Thurs 31st Aug (Fri 1st Sep is a PFD) Cath Nichols stepped up to run the event with thanks, urgent executive decision to fund expenses carried since last meeting, items being purchased, looking for higher quality items. **Discussed:** • Members have suggested that we attempt to ensure that only students with tickets are taken to the Stall, school agrees to try and coordinate this, Cath and Tal to liaise with thanks.

	• Cath requests that ticket sales close with reasonable time purchase exactly how much stock they will need, which was considered very reasonable and agreed to. 8:30am Wed prior to event considered. **Parent's Evening 2023** - Sat 5th August - Movie Trivia Night. **Discussed:** • Motion needed tonight to fund expenses for the community focussed night for parents to unwind and relax. • Tables of ten with movie theme, 4 rounds of movie trivia, table decorating optional, fancy dress optional or dress up, famous faces, tickets include wine and treats, raffle on the night and everyone gets a ticket, awesome prizes. • Individuals / couples / groups will be put at tables with other parents to make up ten (same grade kids etc if possible). • Teachers encouraged to attend, event is about parent and community bonding and having fun together. • Bar will be open, cash or card, thanks Jimmy. • Red carpet entrance with photographer. • BBQ to be borrowed from Elizabeth Watson-Brown, with thanks. • Five hampers donated from Dr Christian Rowan, one hamper donated from Greg Adermann, and Amanda has secured a hairdresser's voucher, 3 x $20 Bunnings vouchers. More to come. • Volunteer signup sheet has been prepared.
Motion	"That the P&C fund up to $2000 on expenses for the CHSS P&C Trivia Night, to pay for equipment, decorations, food and supplies" Moved: Amanda Merrick; Seconded: Eve Jenkins ; Carried
Tuckshop Subcommittee Report – see Att 5.3 **Emma Doolan (Convenor)** Report presented by Oriel	See full report at Attachment 5.3. **Noted**: • Michelle will be our new Tuckshop Convenor! Thank you! • School parent Yaser will be starting in the tuckshop this term as our Coffee/Tuckshop helper. • We have purchased a new benchtop mixer for the Tuckshop. • Ice cream special day was very popular last term. **For discussion**: • Term 3 Tuckshop Special Days CONFIRMED at this meeting. • Members agreed with potential benefits of Costco membership.
Motion	"That the P&C fund a Costco Membership for the Tuckshop at a cost of approximately $130 per year, to purchase Tuckshop stock and supplies" Moved: Eve Jenkins; Seconded: Catherine Nichols ; Carried

Uniform Subcommittee Report – see Att 5.4
Melissa Wheaton (Convenor)
	See full report at Attachment 5.4.
	Noted:
	• Thank you to everyone who supported Melissa during her leave, including Michelle Seymour for undertaking the Convenor duties, Admin Officer Le, the P&C Members, and the wider CHSS community. Melissa is very grateful.
	• Secondhand uniforms are selling fast.
	• A revised information pack for incoming Prep Parents is being drafted and will be presented for approval by the P&C and the School once completed.
	• Polo orders have arrived from Tudor and Branded - sufficient stock of these to last for a minimum of 12 months.
	• Stocktake procedures have been documented and have been approved by the P&C Executive. They are available to anyone who wishes to review them.
	
	Discussed:
	• Further price reduction needed to clear over 40 x older style skorts and shorts that are not selling - members agreed on price drop sufficient to clear stock at Convenor's discretion.
	• Melissa discussed her **Lost Uniforms School Policy** and procedures to be discussed by the P&C and School Leadership Team and final procedures agreed upon and communicated clearly to the school community.
	  ○ Members agreed to a trial policy of having the end of term be a cut-off date for collecting property, four times per year.
	  ○ After this time, clearly labelled items (as per policy) would be distributed to classrooms, and everything left is washed and recycled as second-hand clothing for sale in the P&C Uniform Shop.
	  ○ Policy will need to be well communicated to parents via Comms and CPRs, also School Newsletter.

Digital Communications Subcommittee Report – see Att 5.5
Rebecca Kierle (Convenor)
Report presented by Oriel
	See full report at Attachment 5.5.
	Noted:
	• Ramping back up the fb comms now school is back.
	• Major events/activities being promoted by Comms:
	  ○ Working Bee
	  ○ Parents Trivia Night
	  ○ Father's Day Stall
	  ○ Disco
	Discussed:
	• Importance of role the CPRs are playing in distributing information.

Grants Subcommittee Report – see Att 5.6 **Genevieve Murray (Convenor)**	**Discussed**: **Noted:** • Contact made with Qld Day Grant Committee as requested - feedback to be shared next week on Chair's return from leave. • Grant Strategy Meeting - Convenor, P&C President and School Principal met to discuss grant strategy for 2023. Three grants identified for action - details in report. 1. RACQ and NAB grants for playgrounds. 2. Go for Gold grant for upper playing field/oval redevelopment. • Given the September deadline for the Go for Gold grant, we may need to focus on applying for the RACQ Grant rather than the NAB Grant for the playgrounds, due to time constraints. **Go for Gold Grant (Round 2)** - Up to $5 million - 3 tiers of funding (eg. category 1: up to and including $500,000) - **Deadline: 15 September** • From the website: "The Go for Gold Fund is a targeted strategy to improve sports performance preparation for the Brisbane 2032 Olympic and Paralympic Games … The Go for Gold initiative aims to enhance and build new sports infrastructure in schools for students and local communities across Queensland to encourage greater participation in sport." • Applications need to be made by the School. The P&C Grants Convenor and team will require extensive support from the School to assist in completing the application (parents explicitly cannot apply on behalf of the school). **Discussed:** • The School is happy to go ahead with considering applying for this grant and will work with the P&C for the benefit of our students, with thanks.
CPR Facilitator **Catherine Nichols**	**Thank you, Cath,** for organising this year's Father's Day Stall! Further details as discussed under Events. **World Teacher's Day Lunch** - discussed the P&C funding expenses to show appreciation to our teachers on Friday, 27 October 2023. Discussed funding to the same value as was spent in 2022.
Motion	"That the P&C fund up to $800 on expenses for World Teacher's Day" Moved: Cath Nichols; Seconded: Amanda Merrick ; Carried
Motion	"That the Subcommittee reports be accepted as tabled." Moved: Eve Jenkins; Seconded: Catherine Nichols; Carried
School Leadership Reports	
Stewart Jones	Discussed: **Noted**: • Naplan data is arriving very soon.

	• School opinion survey results (parents and staff) coming soon.
Tal Mitchell **Deputy Principal**	**Discussed**: • Year 5 leadership incursion on the last day of term discussed and endorsed by P&C. • School staff attended a student wellbeing personal development day. • Annelyse noted that the School support staff were grateful for the appreciate day coffee and cookies. • "Screen Sanity" - Parent information session proposed in September, effective use of screens with children. **Soccer Goals - Go for Goals!** • Discussed Student Council + P&C collaborative effort to install Soccer Goals on the school oval. Comms will kick off promotion of the upcoming Free Dress Day on Friday 21st July. • Cost of set of good quality goals and nets from two quotes is approximately $7000. • The School Council will potentially raise $800 to $1500 from the Free Dress Day and will be able to make up the shortfall with savings. This leaves $5500 to raise or allocate and contribute. • **The P&C and School agreed to go halves in the outstanding cost, that is, to fund $2750 each.**
Motion	"That the P&C will contribute up to $2750 to the cost of the Soccer Goals for the School Oval." Moved: Melissa Wheaton; Seconded: Rebecca Kierle ; Carried
Carolyn Harris **Chaplain's Report - see Att 4.2**	Chaplaincy Report discussed - read full report at **Att 4.2**. **Noted**: • Theme of kindness and thankfulness for term 3 - see report. **For discussion:** • Carolyn is planning her "**Chappy Camp Out**" - see report. ○ Theme: building connection and community.
Motion	"That the Principal's report and Chaplain's report be accepted as tabled." Moved: Eve Jenkins; Seconded: Melissa Wheaton; Carried
Closing	
Applications for membership	Nil
Date of next meeting	Next General Meeting is scheduled for August 8th 2023
Close	9:07pm

Confirmation of minutes
Chair name: Oriel Morrison

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING ATTENDANCE REGISTER - 11 JULY 2023

STRIVING FOR EXCELLENCE

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	x	
Tal Mitchell (Deputy Principal)	x	
Craig Jordan (Deputy Principal)		x
Rysia Pritchard (Deputy Principal)		x
Carolyn Harris (Chaplain)	x	
Annelyse Strong (Business Admin)	x	
Honorary Life Members		
Jane Fountain (B&G Subcommittee Member)		x
Melanie Venz (2023) (B&G Subcommittee Convenor)	x	
Robyn Arthur		
Val Balnave		
Executive Members		
Oriel Morrison (President)	x	
Amanda Merrick (Vice President, OSHC Liaison)	x	
Eve Jenkins (Secretary)	x	
Greer Bystrycki (Co-Treasurer)		x
Matt Pearce (Co-Treasurer)		x
Subcommittee Members		
Alice Cottrell (Events Subcommittee)		
Carene Hogg (Communications Subcommittee)		x
Catherine Nichols (CPR Facilitator)	x	
Emma Doolan (Tuckshop Convenor)		x
Genevieve Murray (Grants Convenor)		x
Ian Burns (Communications Subcommittee)	x	
Melissa Wheaton (Uniform Shop Convenor)	x	
Michelle Seymour (Tuckshop Subcommittee)		x
Rebecca Kierle (Digital Communications Convenor)	x	
Sam Bysouth (B&G Subcommittee)		
Stanley Kierle (B&G Subcommittee)		
Members		
Amber O'Neill		
Ana Silva		
Jacquelyne Cope		
Katrina Swalwell		
Laura Pyke		
Penelope Jessup		
Robert Canning		
Simon Gill		
Tom Mittelman		
Visitors		
Jimmy Walters	x	

Table 1. ACTION ITEMS FROM 13 JUNE 2023 GENERAL MEETING WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Events Team Amanda Merrick Oriel Morrison Alice Cottrell	**Parent's Night** - Trivia Night planned, decided on Saturday August 5th at last meeting, planning underway.	**In progress** - to be further discussed under Events at this meeting.
Tal Mitchell Oriel Morrison Amanda Merrick	**Soccer Goals** - School Council's initiative to fundraise for soccer goals on the oval. Planning themed free dress and donation days.	**In progress -** Agreed that School Council could raise & contribute $1.5k, then P&C and School would each contribute $2.75k each.
Rebecca Kierle Oriel Morrison Annelyse Strong	**Noticeboards** - installation planned. Cost of installation approved at last meeting and will proceed.	**In progress** - Installation is this Thursday.
B&G Team Jane Fountain Annelyse Strong	**Birdwing butterfly vine plantings** and consideration of an Interactive Panel about the life cycle of the butterfly.	**In progress** - ongoing discussions**.** Reconsidering position of plantings. Pressure from Preps appears too great for their survival in the little Forest.
B&G Team School Leadership	**Recycling** - Containers for Change bins trial. Mel and the B&G team requests support from the school to trial Containers for Change bins over the next 6 months to see if this system can be maintained with less volunteer input.	**In progress** B&G team sent proposal with specific details to the School. School agreed to trial of program.
B&G Team Oriel Morrison Amanda Merrick Gen Murray Stewart Jones	**Oval playground upgrade**. Artificial turf problems, structural issues. Inspection has occurred and the equipment deemed safe. Considering funding options through grants. Members keen that the area remains a playground.	**In progress** - School and P&C in discussions and grants identified to potentially assist with funding. P&C will consider funding options for this project.
B&G Team Oriel Morrison	**Prep Playground Turf Repairs** - Artificial turf in the prep playground to be replaced.	**In progress -** Quote received for the resurfacing of prep playground and surfacing of the outdoor adventure.
P&C Executive School Team B&G Team Uniform Team	**SPTU Grant** - application submitted by the School, planned for Tuckshop / Uniform Shop repairs, renovations, equipment, and infrastructure.	**In progress** – See report, collecting quotes.
COMPLETED	**ITEM**	**PROGRESS**
Events Team	**Trash & Treasure Planning 2024 -** Will confirm team for T&T 2024 before the Christmas break.	**Completed** - Events team to follow up.

Oriel Morrison Executive Team	**Fundraising option** - Potential fundraising option of selling naming rights to a structure/project.	**Completed** - will be considered ongoing as an option for future fundraising projects.
President's Report Oriel Morrison Annelyse Strong	**Storage Area Move** - Completed on 6/7/23 - Stored P&C equipment from the undercroft area moved to under the hall, as a temporary measure, to provide the school with an activity space for students.	**Completed** - The undercroft area was emptied by removalists hired by the school and the P&C's gear moved to two storage containers under the hall.