CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA – MARCH 2025

Date: 13 May 2025

Time: 6:30pm

Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

AGENDA ITEM	
Opening and welcome by the Chair	• Meeting opening time confirmed • Welcome • Usual agenda format adopted • Subcommittee reports to be read separately • Confirmation of any other items of general business to be discussed (not already included in agenda)
Apologies	• Apologies received (written or verbal)
Confirmation of the minutes of the March 2025 GM - Att 1.1	• Any corrections to the previous minutes are noted on the original copy • The Chair signs the confirmed copy of March 2025 minutes and provides to Secretary for filing
Secretary's Report	
see Att 1.1 **Caroline Lawless**	**See Secretary's Report at Attachment 1.1** • Discussion of action items progressed or completed.
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.
Correspondence received since the previous GM - Att 1.2	Distributed list of inward and outward correspondence endorsed as per Secretary's Report.
President's Report	
see Att 2.1 **Oriel Morrison-Higgins**	**See President's Report at Attachment 2.1.** Welcome to the May 2025 meeting: • New date for Colour Run and Cross Country - we still need volunteers! • New yoga teacher Jo Hobarn and thank you for supporting her. • Mother's Day stall went well - thank you to Faith Vallati and her team for organising! • The tuckshop renovation has not started due to delays in government funding. • Election Day BBQ was a great success - thank you to Amanda Newberry and her team for running a successful event which raised over $2k • Fete and T&T planning going well • Building and Grounds team looking into a new playground for the oval and an update from Gen on grant funding to come.

Vice President's Report	
Not provided **Amanda Merrick**	• The Vice President supported the President, the Executive, and the Events Team.
Treasurer's Report	
see Att 3.1 **Mona Hope**	**See Treasurer's Report at Attachment 3.1.** • Bookkeeping services - update on proposal and selection of vendor
School Leadership Team	
School Principal's Report - see Att 4.1 **Stewart Jones**	**See Principal's Report at Attachment 4.1.** • Staffing - Tal Mitchell • Stop Drop and Go - update to be provided • Prep 2026 - update to be provided • Maths Ignite Program - update to be provided • Cross Country date set for Tuesday 13 May 2025
Subcommittee Reports	
OSHC Liaison Report – see Att 5.1 **Tammi Levine**	**See the OSHC Liaison's Report at Attachment 5.1.** • Obstacle Course Day - major sponsor running face painting • Fete - sponsorship for fireworks and running face painting • Investigating painting the parent sign in area

Events Subcommittee Report – see Att 5.2
Oriel Morrison-Higgins
	See the Events Subcommittee Report at Attachment 5.2.
	• Election Day BBQ - profit of $2,385.41
	• Mother's Day stall was a sellout - sold 673 tickets totalling $8,074 (increase of 50 from 2024)
	• Colour Run update
	  o Original monies contributed via Qkr! for original Colour Run date will apply for revised event date
	  o Acknowledge Bunnings donation in any communications
	• Festival on the Hill - event to be held on 14 June 2025 from 1 to 7pm
	• Trash and Treasure - event to be held on 14 June 2025. Final drop off was Sunday 11 May 2025
	• Donated gift baskets - can these be used for other events?

Buildings and Grounds Subcommittee Report - see Att 5.3 **Claudi Bird**	**See the Buildings and Grounds Subcommittee Report at Attachment 5.3.** • Sandpit Sand Top up working bee held • Class 2L has new seating area which was completed • Prep refurbishment update to be provided • Research completed into back rack replacements • New working bee to assist with mass planting of natives/edibles
Tuckshop Subcommittee **Not provided** **Michelle Seymour**	**No Tuckshop Report** • No specific tuckshop issues to be discussed
Uniform Shop Subcommittee - see Att 5.5 **Melissa Wheaton**	**See the Uniform Shop's Subcommittee Report at Attachment 5.5.** • Itemised invoices • Reversible bucket hats ready for purchase by 2026 Prep start date. • Delays of arrival of Year 6 jackets and polos due to Cyclone Alfred and zip jumpers due to manufacturer • Request for 100% cotton polos and formal uniforms by parent

	• Volunteers required
Communications Subcommittee Report – see Att 5.6 **Rebecca Kierle**	**See the Communications Subcommittee Report at Attachment 5.6.** • Mother's Day stall was a sellout • Ramping up communications for the Fete (including website update - thank you Ian) • Branding file discussion - to keep the branding/advertising consistent • Year 2 Lone Pine - parent concerns about the lack of notice and incorrect dates on forms/communications by the school via QParents

Grants Subcommittee Report – see Att 5.7 **Genevieve Murray**	**See the Grants Subcommittee Report at Attachment 5.7** • Brisbane Community Grant application for $1k for fete sponsorship/operational costs • Federal volunteer grant application submitted for $5k • Port of Brisbane grant application submitted for $15k • Community Road Safety grant of up to $40k. Application due 30 September 2025 • Gambling Community Benefit Fund grant of up to $100k. Application due 9 June 2025. • Children's Week grant of up to $500 available for celebration or project that promotes awareness of children's rights. Application due 15 June 2025. • Sustainability grant for bubblers and STEM Girl Power initiative
Health and Wellbeing Subcommittee – see Att 5.8 **Eve Jenkins**	**See the Health and Wellbeing Subcommittee Report at Attachment 5.8.** • Yoga Classes update. Thursday nights from 7.30-8.30pm • Positive Engagement for Learning Friendship Team event update. Event to be held on 22 May 2025 from 6-8pm • Family Fun Day event update. Event to be held on 9 August 2025 • 2024 Parent Survey feedback received • Walk to School Day initiatives • 2025.2026 Event Planning update
Class Parent Representative (CPR) Facilitator **Catherine Nichols**	**No CPR Facilitator Report** • No specific CPR issues to be discussed
General Business Matters	
Presented by: Catherine Nichols	• Boom gates - confirmation of opening and closing times required • Traffic Management Plan - copy requested to be provided to parents and community • Interschool Sport invoices - have increased and parents need to understand why? o Chapel Hill State School: Netball (no travel) $40 o Chapel Hill State School: Flag tag and soccer (with travel) $96 o Kenmore State School: Netball (with travel) $60
Presented by: Caroline Lawless	• Consent forms - time or cost estimate of sending consent forms out

	• ANZAC Day Parade - discussion on how to increase attendance numbers. Wet weather plans for the future
Presented by: Felicity Burns	• Hall and hall toilet keys - are we able to obtain more of these to facilitate events more smoothly
Closing	
Close	New membership applications. Meeting closes. Thank you to everyone who attended our General Meeting.
Date of next meeting	The next CHSS P&C General Meeting will be held **Tuesday, 10 June 2025** at 6:30pm in Conference Room 2.