CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA – AUGUST 2025

Date: 19 August 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 June 2025 minutes; provided to Secretary for filing.
Election of Executive Members	
Declare vacancy on existing Executive Committee	Caroline Lawless stepped down from the position of Secretary.
Election of Secretary	The chair holds elections for the vacant positions. Nominations are open. Eve Jenkins has nominated for the position of Secretary. Note the difficulty finding executive committee members.
Motion to change bank signatories to the newly elected Executive	Once the Executive Committee has been elected, the Chair puts forward a motion to change the signatories on the P&C's bank accounts to reflect those changes.
Secretary's Report	
See Att 1.1 Eve Jenkins (probably)	**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.**
Vice President's Report	
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.** • **Motion 1:** Approval to Pay Outstanding Chaplaincy Donation (2024) That the P&C approve payment of $3,850 to Scripture Union Australia for the Chapel Hill State School Chaplaincy Program, as per

	the outstanding donation advice dated 1 September 2024 (Donation No: 20123283/D6082173). This payment relates to the annual Chaplaincy donation previously committed but not paid in 2024. See attached Donation Advice. • **Motion 2:** Year 6 Graduation Contribution 2025 That the P&C approve a donation of up to $1,500 to the 2025 Year 6 Graduation Sub-Committee, as a contribution towards student ticket costs (based on $15 per student, up to a maximum of 100 students).
School Leadership Team	
School Principal's Report - see Att 4.1 **Stewart Jones**	**See Principal's Report at Attachment 4.1.**
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 Thricia Ayling	**See the Events Subcommittee Report at Attachment 5.1.**
Buildings and Grounds Report - see Att 5.2 Claudi Bird	**See the Buildings and Grounds Subcommittee Report at Attachment 5.2.**
Tuckshop Subcommittee Michelle Seymour	General updates to be discussed at the meeting.
Uniform Shop Subcommittee - See Att 5.4 Melissa Wheaton	**See the Uniform Shop's Subcommittee Report at Attachment 5.4.**
Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle**	**See the Communications Subcommittee Report at Attachment 5.5.**

Grants Subcommittee Report – see Att 5.6	**See the Grants Subcommittee Report at Attachment 5.6**
Health and Wellbeing Subcommittee **Eve Jenkins**	• The Family Fun Day was a big success, to be discussed.
OSHC Liaison Tammi Levine	• Updates to be discussed. Thank you to HHN for sponsoring the FFD.
CPR Facilitator Catherine Nichols	• General business - Senior shirts
General Business Matters	
Presented by:	
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