CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – 14 MAY 2024

Date: 14 May 2024
Time: 6:30pm
Location: CHSS Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison-Higgins**	Meeting opened at 6:37pm. The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
Apologies	As per attendance sheet.
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 12 March 2024." Moved: Eve Jenkins; Seconded: Rebecca Keirle; 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: Amanda Merrick; 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.
President's Report	
Oriel Morrison **Report – see Att 2.1**	**See report at Attachment 2.1.** **Welcome to the May 2024 meeting.** It's been a busy two months since our last meeting - with a holiday in between. But there has been lots going on. • **Our P&C Obstacle Course Fun Day was an absolute highlight.** A big thank you to Eve and her wonderful team, who coordinated and put together a brilliant event, loved by all. While the plan was for a community event to promote wellbeing, **the team made a great profit of $4700 for our school.** • **The P&C Mother's Day Stall**, run by the amazing Tharuka (and her hardworking husband!), was also a huge success. 650 bags for our Mum, Grandma's, Aunts and all the fabulous carers in our lives was planned and almost all were sold. We had some amazing volunteers, some who stayed for the ENTIRE school day - thank you all for making this very special stall happen. **Tharuka and her team made a wonderful profit of $2800 for our school.** Thank you also to our tuckshop team for providing lunch for our volunteers on the day. • **The Queensland Day Festival on the Hill** is nearly on us, and Alice and her team are flat out. We've had some amazing sponsors step in and

	are so grateful to them all. We'd love more volunteers so if you are reading this and have an hour or so to spare, please get in touch :) Fete meetings are being held at 2pm on the oval every Friday in the lead up. • **Our next Coffee Morning with the Principal is Friday 7th June**, please come and join us, find out all about the Festival on the Hill the following Day, and come and chat to our Principal Steward Jones, and the P&C Exec. • **Our T&T team has once again been so hard at work**, collecting, sorting, and meeting - thank you to Mel, Flick and all of their wonderful volunteers. • **The Colour Run is coming up** - and another thank you to Amanda for all her hard work putting it all together. • We have won a **volunteer grant**, details to come. • We have launched our **50/50 Raffle** - and have sold $100 so far, looking forward to seeing this number tick up over the next couple of months. • We are looking at options for the playground on the oval - B&G to update us. **Funding goals:** • CGBF Grant potentially for a playground on the oval. • Shade Sails for astroturfed area next to turning circle (potential grant). • Cover/shade sails elsewhere thought the school. • Sandstone seating around the school – adventure playground and the top covered area. • Picnic tables around the school. • The school has advised the playgrounds need some attention - to be discussed in the Principal's report - P&C Contribution needs to be discussed. **Funding – MOTIONS PROPOSED** • A quote has been received for the final part of the cricket pitch – $7752. A decision on the P&C Contribution needs to be made. Details tabled at the meeting. • The executive proposed contributing $3500 towards finishing the cricket net repairs; on the provision that the cost cannot be covered by grant funds. • Discussed and decided to proceed to a vote, which was carried.
MOTION	"That the P&C contribute $3500 towards the cost of repairing the cricket nets; provided that the cost cannot be covered by grant funds." Moved: Rebecca Kierle; Seconded: Greer Bystrycki; Carried
Vice President	
Amanda Merrick	**The Vice President supported the President and the Events Team.** Lead Organiser - Colour Run - planned and ready to go, see Events.
Treasurer's Report	
Greer Bystrycki	**See full report at Attachment 3.1.** **<u>Revenue Activities</u>**

	Uniform Shop: • Uniform sales are up 13%, with a year-to-date profit of $10,422 (2023: $537). The large year to date variance is partly to do with significant stock adjustments in early 2023 which related to the 2022 financial year. **Tuckshop**: • Tuckshop sales are up 7%, with a year-to-date profit of $8,178 (2023: $7,611). **Wages Increase**: • Following the decision by the QLD Industrial Relations Commission to increase minimum wage by 5.75%, all P&C salaries will be increased in May, backdated to 1 September 2023. Tuckshop and uniform shop prices should be reviewed to ensure the P&C remains profitable. **Events**: Please refer to the Events P&L for financial details.
School Leadership Reports	
Stewart Jones **School Principal** Report Att 4.1	**See Principal's Report at Attachment 4.1.** **Discussed** **New drop off zone:** • Good News - New drop off zone design is basically complete, and the project manager believes that the work would likely start just before the school holidays (Term 2). The project will include an extended path that goes from the oval to the top of the current turning circle (including an extended path over the bridge!). **Parenting support Evening:** • The talented parents shared some powerful parenting messages a couple of weeks ago as an evening info session in the Hall. Great messages and great feedback. **Industrial Action – on Hold:** • Queensland Teachers Union (around all state schools in Qld) were looking to take industrial action earlier this term. The action was not impacting on class teaching and learning but rather looking to place temporary bans on other non-teaching core duty tasks. If action is to be instigated, we will alert the school community. **Reading:** • We are making great headway, and we have Paula Morton (DP) driving a considered approach to the changes around how we engage in reading. These new initiatives are being delivering with an eye on evidence-based features through an inquiry feedback loop that is being coordinated by teacher reading committee. • We are now able to identify the key costs of the new approach to reading - **expecting around $20k bill that we would like to share 50:50 with P and C.** • Paula spoke about **upgrading the readers** and buying quality decodable texts for Prep-2. Paula explained that decodable texts help children decode and read words and that teachers are excited to hopefully have them in classrooms by the end of the term.

	• It was noted that the P&C had offered to contribute to upgrading the readers for our younger students at previous meetings, due to regular parent dissatisfaction issues in relation to the older readers. • It was noted that the P&C's contribution would mean that the SRS Contributions wouldn't need to increase - and that this should be communicated to school parents - fundraising efforts go towards these outcomes. • Members suggested that the P&C's contribution to upgrading the readers could be communicated to parents at the fete and at the prep induction sessions. The school appreciates the P&C's generous support and the support of all the parents who contribute to our fundraising efforts.
MOTION	"That the P&C contribute $10,000 to supporting the literacy resources at Chapel Hill State School; to upgrade the readers for Prep to Grade 2." Moved: Stewart Jones; Seconded: Cath Nichols; Carried
	Maintenance items: • School has had playground facilities assessed as part of a risk management procedure. The details have been shared with the P and C Exec with a cost of just under $40k (proposing 50:50 school and P&C contribution). o 5 broken glass panels in Term 2 - $2k - all out-of-school hour events. o Broken bubbler trough - $3.5k - broken after hours - jumped on and broken plumbing. o Retaining wall failing in car park - $8k. o and Term 2 gutter clearing/cleaning - $3.5k. • Discussed priority repairs in the Fairy Land Playground, Adventure Playground and Oval Playground. There are non-urgent hazards that the School would like to make safer for students. • Mr Jones explained that Qld Education doesn't fund playground equipment. • B&G team asked to look at the proposed repairs and collaborate – school agreed. • Mr Jones expressed his appreciation for the P&C's support of both reading and engaging kids in play at CHSS.
MOTION	"That the P&C fund up to $15,000 for the repair of playground equipment; *subject to review by the B&G Subcommittee*." Moved: Stewart Jones; Seconded: Genevieve Murray; Carried
Carolyn Harris **School Chaplain**	• Crafting Connection Night – a sell out with 131 people coming and spending a night of crafting fun and spending quality time together… awesome time and great feedback. • New meal deal for this term as a fundraiser: o Bakery pizza roll and drink ($8.95) and also can offer sushi to ensure a gluten free option as well ($10.50). This will be available using same subway ordering system. • Myla News - see full report Att 4.1.

	• Active connection planned for 29th Aug – Amazing Race theme – should be lots of fun! **Discussed:** • **Carolyn brought up that the P&C Canteen is difficult to operate a function from.** Many major appliances are broken or inadequate. There's no oven, no stovetop, no microwave and no freezer. • Eve has a plan to rejuvenate the P&C Canteen and have it set up at the start of each year for upcoming events, appreciation days, and Chappy events. Following discussion it was decided that Eve and Carolyn would audit the Canteen in terms of equipment needed and sorting required – **ACTION ITEM added.**
Tal Mitchell **Deputy Principal**	**Discussed**: • Above when discussing the Treasurer's Report and Grade 6 funds held in trust, Tal discussed that the Student Council is interested in fundraising for an additional bubbler in the Grade 6 area. o It was decided that this could be on the agenda for the next meeting therefore it has been added as an ACTION ITEM. See Table 1 below. • Tal discussed upcoming Solar Buddy free dress day. o Wear yellow on 20 June 2024.
MOTION	"That the Principal's report and Chaplain's report be accepted as tabled." Moved: Eve Jenkins; Seconded: Greer Bystrycki; Carried
Subcommittee Reports	
Events Subcommittee Report – see Att 5.1 **Oriel Morrison** Alice Cottrell Amanda Merrick	**See report at Attachment 5.1.** **Mother's Day Stall:** • 10th May; Tharuka Lead; Fabulous event; $2800 raised. **Colour Run:** • 24th May (delayed due to rain); Amanda Lead; all planned, no issues. **Festival on the Hill:** • 8th June; Alice Lead. • Planning very much underway, no major issues or concerns. Added administration this year required for the Queensland Day grant. • 2pm Fete meeting every Friday, only 4 weeks until Fete day. • Alice emphasised that the shipping container where we store tables is unsafe for volunteers, hard to access and very narrow and small path. Carrying tables would not be recommended from this location due to risks of injury. It's a significant hazard. • Following discussion and discussion of figures it was decided to hire tables for the fete / Trash and Treasure sales displays. May need up to 140 tables. Members agreed hiring was the best option this year.
MOTION	"That the P&C fund up to $2000 to hire tables for Trash and Treasure this year." Moved: Alice Cottrell; Seconded: Genevieve Murray; Carried
	2024 Christmas Concert: • After a discussion of date options it was decided to hold the 2024 Christmas Concert on **Friday November 29th at the end of Week 9.**

	• Term 4, week 10 has multiple events. Week 11 we are informed by Mr Jones is a "supervisory week, not an instruction week", as per the Department of Education, further info to come. **Trash and Treasure:** • Last round of donations 75% priced and sorted. • One container is completely full. • Remaining donations will need to be moved to an alternative spot on the weekend before setup week. • Price increases for the first time in10 years. Books and clothing to increase from $1 to $1.50 each unless otherwise marked. • New signup sheet - volunteersignup.org/YP3HK **Parent's Evening:** • Aug 3rd; Amanda Lead; Trivia Night in the Hall **Father's Day:** • 29th August • Looking for a volunteer to run the event **2024 Disco:** • 26th October **Discussed:** • Need a map of the school for fete attendees. • Risk assessment done and sent to the school. • Qld Day Grant matters sorted. • T&T promo at assembly planned. • No cashless plans this year. • Considering hiring Starlink for event Wi-Fi – interested to know if any parents own one to lend to us for the fete. o Or hire iPads with sim cards – but more expensive. • Considering options, budgeted for, more devices needed, options to be considered. • Discussed rubbish removal issues – Mel requests support to reduce stress related to rubbish removal – school suggests they will be marking a line on the bin where T&T can fill it up to, to allow the cleaners room for their rubbish in the morning. • Parents Evening theme decided: "Show us your Decade". • Bar manager secured. Buffet like last time. August 3rd. • Tables will be on Qkr! soon. • Still looking for someone to run father's day stall. • Discussed a free dress day on Friday 7th June with gold coin donation and to create hype for the fete? The P&C needs help to build the anticipation within the school community. • Carnival themed – any stripey or colourful costumes or clothes. • Mr Jones approved the plan. • Coffee truck planned. • Qkr! to collect gold coin donations plus actual gold coins accepted on the day.

MOTION	"That the P&C run a carnival themed gold coin donation free dress day, carnival themed, to help build anticipation for the school fete, on Friday, June 7th." Moved: Alice Cottrell; Seconded: Amanda Merrick; Carried
	Discussed : • The bar team for the fete want to sell cold brew coffee. If the P&C bought the machine it would likely pay for itself and could be used for future purposes also. Members decided it was reasonable.
MOTION	"That the P&C fund up to $200 to buy a cold drip coffee machine for the P&C Canteen, to be used at the upcoming Festival on the Hill". Moved: Alice Cottrell; Seconded: Cath Nichols; Carried
	Discussed the dates for 2025 events: • 2025 Festival on the Hill - 14 June 2025. Discuss budget next meeting. • 2025 P&C Family Fun day (ie. P&C Obstacle Course Fun Day, renamed) - 15 March 2025. • Cross Country 3rd April • Colour Run ?tba • Parent Evening 2025 tba • Father's Day 2025 – September 23rd • Dress Up Disco 2025 – October 25th
Buildings and Grounds Subcommittee Report – see Att 5.2 **Claudi Bird** Sam Bysouth Jane Fountain Caroline Lawless Sud Tjipudra Adam Castle Greg Dromey Monique Merrick	**See FULL REPORT (11 PAGES) at Attachment 5.2** **List of LARGE and SMALL proposed projects contained within the B&G report.** • Uniform Shop fit-out – completed. • Recycling - Caroline Lawless has offered to take on the 'oversight' role for the CHSS Containers for Change program. Pickup Day has been switched to a Monday. Thank you. • We have gained some additional members, and we are very thankful for our great knowledge base and support. Gutters under review: • There is an issue with one of the downpipes outside the activities building have been flagged with Tony and CHSS. **Discussed:** • Richmond Birdwing Butterfly Sign - submitted to CHSS for final approval – thank you Tom M for your amazing artwork!
MOTION	"That the P&C fund up to $250 to print the Richmond Birdwing Butterfly Sign." Moved: Claudi Bird; Seconded: Amanda Merrick; Carried
	Discussed: • B&G team suggests to have Containers for Change QR Codes on signs near new drop off zone or front fence or in noticeboards. And more comms will be sent out after the fete. • B&G team suggests classes have buckets and tongs for kids to pick up rubbish. Quotes from Bunnings discussed. Will be discussed further with the Environment Club. Plan is to create good habits and hopefully reduce the amount of rubbish going into Cubberla Creek. Could have a competition and rewards, particularly for the younger years.
MOTION	"That the P&C fund up to $600 for buckets and tongs and zooper doopers (or another incentive) to promote a program about picking up rubbish". Moved: Claudi Bird; Seconded: Greer Bystrycki; Carried

	Discussed: • Master plan of the school created by the B&G team – AMAZING! Thank you Claudi and team! • Discussed nature play areas proposed; log amphitheatres, yarning circles, and more. • Discussed giving future consideration to building adequate toilets on the oval. This would support all organisations that use our oval. Discussed option of toilets, bubblers, storage shed for oval. To be considered further at next meeting.
Tuckshop Subcommittee Report – see Att 5.3 **Michelle Seymour** Barbara Reid Robert Canning Melissa Wheaton	**See report at Attachment 5.3.** **Noted:** • Successful Hot Dog Day and Ice Cream day in Term 1. • Tuckshop windows cleaned over the holidays looking much better. • Windows covered by fixed security screens are difficult to clean properly. Discussed other options with Karan (cleaner) - purchase 30 second window cleaner. Open to other cleaning options or potential for roller doors over windows, remove fixed screens. • Tuckshop Special Days: o Hot Dog Day - Thursday 23 May 2024 o Ice Cream Day - Thursday, 13 June 2024 o Last day of Tuckshop for Term 2 to be decided.
Uniform Shop Subcommittee Report – see Att 5.4 **Melissa Wheaton** Michelle Seymour Zee Ngasiran Caroline Lawless	**See report at Attachment 5.4.** • Long sleeve polos have arrived. • A sample of an alternative bucket hat is being prepared by Tudor Uniforms. Tudor Uniform's price is comparable to current manufacturer's price and will not have the complications associated with offshore manufacturing. The sample will be presented to the P&C for discussion once it is received. • Some suppliers are moving offshore for manufacturing to reduce costs. The P&C will need to consider and discuss the implications at a meeting post Festival on the Hill. • Plans: Continue improving processes; source alternative suppliers; recruit a group of volunteers for sewing and unpicking. **Discussed:** • Stock requirements for rest of 2024. In demand items running low.
MOTION	"That the P&C purchase Uniform Shop stock to last the remainder of 2024 up to the value of $20,000." Moved: Mel Wheaton; Seconded: Cath Nichols; Carried
Digital Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle** Ian Burns	**See report at Attachment 5.5.** **Current activities:** • Currently sorting through and implementing the requirements for the QLD Day Grant. • Thank you, Ian, for the Fete website updates. • Advertising as required for Fete, Mother's Day Stall and Colour Run. • Maintaining P&C Patch in newsletter. • Keeping WhatsApp up to date.

	Discussed: • Member discussed that comms from the school regarding the Student Resources Scheme and the Voluntary Contribution funding requests need to be communicated clearly to parents and paying options made easier, to increase contributions. Could have collection days for voluntary contributions. Could tie in with another event. Start of second term suggested. Suggested to list what funding would go towards. School to consider.
Grants Subcommittee **Genevieve Murray**	**See report at Attachment 5.6.** **Updates**: • Queensland Day Grant ($8,000) proving a challenge for marketing and Comms in particular. Consider whether possible for future years without more volunteers. • NAB grant submitted for oval playground $20k. • Port of Brisbane grant submitted for oval playground $15k. • Ineligible for Gambling grant until 1 round *after* reconciliation completed of last grant (reconciliation submitted awaiting confirmation of closure). **Plans**: Continuing work on identifying and applying for new grants.
Health and Wellbeing Subcommittee Tom Mittelman Eve Jenkins Amber O'Neill Georgia O'Malley Tal Mitchell **Report – see Att 5.7**	**See report at Attachment 5.7.** **Obstacle Course Fun Day:** • **Our launch event was a big success!** Over 1000 people attended the inaugural P&C Obstacle Course Fun Day on March 16th, and we have received fantastic feedback from parents. • The event raised around **$4700** for the P&C. Although the goal was to have a community-building event, we also wanted to effectively fundraise for future P&C projects. • Main point of positive feedback: parents loved how kids of all ages, including preppies, could run around having fun independently on the oval with their friends, while their parents relaxed with a drink! • The whole Health and Wellbeing Team put together a great event – Tom, Eve, Amber, Georgia – we all worked together on the planning and execution of the event. Eve led the organisation, secured the sponsorships, and collected raffle prizes. • Thank you, Tony, for helping in the lead up and on the day, thank you Greer for coordinating money matters, thank you Chappy Carolyn for helping with beautiful crafts, and thank you to all the P&C members and school parents who showed up and helped us to make the event a success! Thank you to everyone who came along, we are so happy that it was a fun school event to remember. • Thank you to Oriel Morrison for being our brilliant MC! • Thank you to all the local businesses who donated $2250 worth of raffle prizes, thank you to our sponsors - sponsorships raised $3350. • Eve has agreed to lead the event again next year so the team will be back in action for an even bigger and better **P&C Family Fun Day 2025**!

	Parenting Workshop: • **The Health and Wellbeing Subcommittee's first event supporting Mr Mitchell's School Wellbeing Team.** We helped to run a brilliant **Friendship Workshop**, for parents, by parents. Our professional parents shared their expertise in child psychology to support other parents to help their kids with friendship issues. • The Friendship Workshop on May 1st had 35 attendees and was a highly informative night for attendees, beautifully catered. • We have received great feedback from parents. Thank you to the School Wellbeing team for a great event: Sarah, Carmen, Julia, and Sarah. The P&C support team was there on the night (Tom, Eve, Oriel). • The event raised $270 to put towards funding future initiatives of the Double Strength Wellbeing Team. **Discussed:** • Funding application submitted for Qld Mental Health Week in October – Gen working with Tal, parents and members, with thanks.
CPR Facilitator **Catherine Nichols** Report – see Att 5.8	**See report at Attachment 5.8.** **Coffee truck dates with Rich Pour:** • Friday 24th May 8am-9am on the oval • June 7th at the HALL (due fete set up) • August 2nd • September 6th • October 4th • November 1st • December 6th **Roadblocks:** • Communications from the school have been unclear or not detailed. • Parents are upset about Cross country cancellation. **Plans:** Cost spends and organise the appreciation dates. • World Teacher's Day (Fri, 25 Oct 2024). • Australian Teacher Aide Appreciation Week will be celebrated from Monday 2 September to Friday 6 September. • School Officer Day will be held on Wednesday, 12 June. (https://ieuqnt.org.au/school-officer-day/) **Discussed:** • Cross Country rescheduling due to rain – then cancelled, limited communications to parents – members communicated backlash from parents – understandable disappointment in the school community at the cancellation of the sporting event – comms issues discussed. Note Run Club well attended this year, and kids keen to run. School understanding and seeking to improve comms in future, further feedback from Mr Jones to come in Newsletter, with thanks. • Planned Friday 21st June 9-11 coffee cart for athletics carnival. • School to confirm appreciation days, with thanks.

General Business	

	Other matters:
	• **Uniform Policy:** discussed updating school uniform policy – parents have asked that girls (and all students) be allowed to wear the unisex shorts with their check shirt as their formal uniform. School asked for comms to go out on the matter and for those with opinions to be asked to come along to a meeting to discuss.
	  ○ To address after fete – **ACTION ITEM ADDED.**
	• World Down Syndrome day : how can the school get involved?
	  ○ Discussed options and limitations – discussed options for raising awareness – school requests discussion with school council regarding which awareness days to support.
	• Email from Tony Ellison: Re School overcrowding: Western Suburbs. Members informed of meeting tomorrow night for those interested.

Closing	
Applications for membership	**New membership applications for acceptance:** Melody Jarvis
Motion	"That the application for membership received be accepted." Moved: Eve Jenkins ; Seconded: Melissa Wheaton; Carried The executive team welcomes the new members to the CHSS P&C.
Date of next meeting	The next P&C General Meeting will be held **11 June at 6:30pm.**
Close	Meeting closed at 9:24pm. Thank you everyone for attending and for your support of our school!

Confirmation of minutes
Chair name: Oriel Morrison

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING ATTENDANCE REGISTER – 14 MAY 2024

STRIVING FOR EXCELLENCE

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	x	
Tal Mitchell (Deputy Principal)	x	
Craig Jordan (Deputy Principal)		x
Paula Morton (Deputy Principal)	x	
Naomi O'Kearney (Head of Student Support Services)		x
Carolyn Harris (Chaplain)	x	
Annelyse Strong (Business Admin)		x
Honorary Life Members		
Jane Fountain (B&G Subcommittee)	x	
Melanie Venz		
Robyn Arthur		
Val Balnave		
Executive Members		
Oriel Morrison- Higgins (President)	x	
Amanda Merrick (Vice President)	x	
Greer Bystrycki (Treasurer)	x	
Eve Jenkins (Secretary)	x	
Subcommittee Members		
Alice Cottrell (Events Subcommittee)	x	
Amber O'Neill (Health and Wellbeing Subcommittee)		
Barbara Reid (Tuckshop Subcommittee)		
Catherine Nichols (CPR Facilitator)	x	
Claudi Bird (B&G Subcommittee Convenor)	x	
Genevieve Murray (Grants Subcommittee)	x	
Georgia O'Malley (Health and Wellbeing Subcommittee)		
Ian Burns (Communications Subcommittee)	x	
Melissa Wheaton (Uniform Shop Subcommittee Convenor)	x	
Michelle Seymour (Tuckshop Subcommittee Convenor)		x
Rebecca Kierle (Communications Subcommittee Convenor)	x	
Robert Canning (Tuckshop Subcommittee)		
Sam Bysouth (Buildings and Grounds Subcommittee)		
Tammi Levine (OSHC Liason)		x
Tom Mittelman (Health and Wellbeing Subcommittee Convenor)		x
Members		
Alina Dini		
Ana Silva		
Binny De Saram		
Carene Hogg		
Caroline Lawless		
Caitlin Crow		x
Dheeraj Lenka		

Divna Haslsm		
Emily Hall		
Felicity Burns		
Jennifer Oates		
Jonathan Chuong		
Jonathan Strugnell		
Katrina Swalwell		
Laura Pyke		
Lauren Purves		
Natalie O'Beirne		
Nicola Krahe		
Randhika Karunatillake		
Sarah Pham		
Simon Gill		
Stanley Kierle		x
Sud Tjiputra		
Tharuka Prematillake		
Tristan Dieben		x
Zee Ngasiran		
Visitors		

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
Executive, School, B&G team & Helping Hands team	**P&C Storage Situation:** • There is mould in the P&C containers under the hall and they are dangerous to access. P&C members expressed clearly to school leadership that the current situation is inadequate, and a storage solution must be found, semi-urgently. • The school informed the P&C that there are no current storage space options. • HH is constructing storage space currently – B&G to liaise and see if there's any option to join forces. Grounds committee with school is happy to consider options.	Ongoing
Tal Mitchell Executive team	**Grade 6 funds held in trust**: • Tal discussed that the Student Council is interested in fundraising for an additional bubbler in the Grade 6 area – to be further discussed at next meeting.	New
Eve Jenkins Carolyn Harris	**Canteen Makeover:** The P&C Canteen is currently difficult to operate from since many major appliances are broken or inadequate. Decided for Carolyn and Eve to audit the Canteen requirements after the fete. Plan is to consider equipment and organisation to cater for events and appreciation days. • Note: electrical tagging of devices to be done.	New
NAME	**Uniform Policy:** • Plan to consider updating the school uniform policy – parents have asked that girls (and all students) be allowed to wear the unisex shorts with their check shirt as a formal uniform option. • School asked for comms to go out on the matter and for those with opinions to be asked to come along to a meeting to discuss the matter, with thanks. • For comms after the 2024 Festival on the Hill.	New
COMPLETED	**ITEM**	**PROGRESS**