CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING AGENDA – November 2025

Date: 11 November 2025

Time: 6:30pm

Location: CHSS Conference Room 2

STRIVING FOR EXCELLENCE

AGENDA ITEM	
Opening and welcome by the Chair	Meeting opens, agenda adopted, Chair requests any other items of general business that members or visitors may wish to discuss later.
Apologies	Chair acknowledges apologies (written or verbal).
Confirmation of the minutes of the previous GM - Att 1.1	Any corrections to the previous minutes are noted on the original copy. The Chair signs the confirmed copy of minutes from the last GM.
Secretary's Report	
Eve Jenkins **Report - see Att 1.2**	**See Secretary's Report at Attachment 1.2** • Discussion of action items progressed or completed. • Discussion of changes to Blue Card requirements. ○ Ongoing work by Susana, Bec, Oriel and myself to understand the new rules and regulations and work out how we are going to manage them.
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	
Oriel Morrison-Higgins **Report - see Att 2.1**	**See President's Report at Attachment 2.1.** Welcome to the November 2025 meeting! • Thank you to the amazing **Trish** for all her hard work in organising and running the disco! What a wonderful event. $4410 was made in profit to put towards making the school amazing for our little people. • Another big thank you for **Claudi** for organising the Pie Drive - yummy pies and a profit of over $700. Thank you also to Michelle for making space in the tuckshop for pie storage. • We can't wait for the mangoes to arrive! - thank you to **Flick** for organising the mango drive, where over $3k was raised for the school. Amazing work! • A big welcome to **Clare O'Brien** who is joining us as our uniform shop convenor. • Thank you to **Susanna** and **Bec** - who have been working across the new blue card rules. • We are looking forward to the **Christmas Concert** on December 5. We will have food trucks and a wonderful concert of students singing on the oval. • Very excited to say more work has been done on the new playground for the oval. Updates to come.

	• **We are looking for a new executive team to start Feb 2026 - please send any interest to president.chapelhillpandc@gmail.com.** **To be discussed:** • The year 6 students who competed in the Future Problem Solvers - are going to represent Australia internationally next year. Fundraising options to be discussed. • CHSS turns 50 in 2028 - uniform changes considered.
Vice President's Report	
Amanda Merrick	The VP provided help and support to both the Executive and the Events Team, contributing to planning, problem-solving, coordination and more.
Treasurer's Report	
Mona Hope **Reports - Atts 3.1 and 3.2**	**See Treasurer's Report at Attachment 3.1.** See at Attachment 3.2. **Treasurer's Report – Key Points** • **Uniform Shop:** Sales totalled **$63,237**, down **11%** from 2024, with a year-to-date profit of **$11,606** (down 27%). Margins remain reasonable; a full stocktake is recommended before year-end. • **Tuckshop:** Sales of **$120,153** represent a **22% decrease** due to the earlier renovation and reduced trading days. Profit to date is **$15,726** (2024: $33,868). A modest Term 4 price review has been implemented to offset wage increases. • **Events:** Generated strong results with a year-to-date profit of **$58,665**, up 13% from 2024. • **Overall Net Profit: $10,409**, an **80% improvement** compared to the same period in 2024. • **Grants:** Deferred grant income reduced to **$187**; remaining funds from the 2024 Volunteer Grant must be spent by November 2025. • **Funds Held in Trust:** The P&C is holding **$24,800** for Year 6 Graduation (including current and future cohorts). • **Balance Sheet:** Total assets of **$255,656** and net assets of **$226,948**, reflecting stable financial position.
School Leadership Team	
Stewart Jones **School Principal** **Report - see Att 4.1**	**See Principal's Report at Attachment 4.1.** **Principal's Report – Key Points** • **Showcase Awards:** Chapel Hill SS and Kowanyama SS partnership recognised with a Showcase Award at Parliament House. • **Staffing Updates:** Several staff changes for 2026 including the retirement of long-serving aide Janie Fountain. Anne Keenan to lead the Strings Program. • **Facilities**: Prep and main toilet blocks, tuckshop, and retaining walls completed. Teaching Block 1 delayed due to timber rot, asbestos, and termite damage; expected completion early 2026. • **2026 Stationery & SRS**: Minor price adjustments across year levels; introduction of Matific (Maths) and PLD reading resources. Increases are minimal compared with 2025. • **Instrumental Music Fees:** Small increase (first since 2022) across Strings, Brass/Woodwind, and Percussion.

	• **Swimming Program**: Department directive—curriculum swimming can no longer be billed to parents; program model under review for 2026. • **50th Anniversary (2028):** Early planning underway; call for volunteers to join the steering committee. **To be discussed:** 1. Future Problem Solvers 2. CHSS 50th anniversary in 2028 3. Proposed costings for 2026 stationery and student resource centre. **SRS for P&C approval – see Att4.2_P&C Summary of 2026 fees**
Subcommittee Reports	

Events Subcommittee
Thricia Ayling
Althea Papinczak
Oriel Morrison-Higgins
	See Events Report at Attachment 5.1. (not received yet)
	Noted:
	• Mango trays - Qty sold: 450 - Total sales: $12,600
	• Pie Drive - Qty sold: 147 - Total sales: $2564
	Disco Event Summary
	• **Final QKR ticket sales:** $3,170
	  ○ 128 family tickets ($2,560), 61 x 1A/1C tickets ($610)
	  ○ Approx. attendance: 640+
	  ○ Consider promoting advance ticket sales only next year to assist planning.
	• **Expenses:** $1,781 (bar stock, DJ, glow toys, snacks)
	• **Final profit: approx. $4,300**
	  ○ **2023 comparison (QKR sales only):** Disco: $2,740, Bush Dance: $3,450
	• **Volunteer support:**
	  ○ Volunteer roles filled late but well; strong parent/staff help with pack-up.
	  ○ Hall fully cleaned and vacated by ~8:30pm.
	• **Learnings for next year:**
	  ○ Bar overstocked — ~50% returned.
	  ○ Reduce snacks and soft drinks by half.
	  ○ Popcorn sales lower than anticipated.
	  ○ Two food trucks (savoury + ice cream) were sufficient and had good sales.
	  ○ Glow toys very popular — almost all 140 items sold.
	  ○ Square reader issues at glow stand diverted sales to bar; one $30 transaction failed.
	
	To be discussed:
	As per Flick, quote received for the two shipping container hire from the Wednesday 21st Jan 2026 till the Monday/Tuesday in June pre fete day, for approval – motion below.
	
	P&C EVENT DATES FOR 2026 – Save the Dates!
	  ○ March 7th – P&C Family Fun Day
	  ○ March 27th – Colour Run
	  ○ May 8th – Mother's Day Stall

	○ June 13th – Festival on the Hill ○ August 1st – Parent's Trivia Night ○ September (date tbc) - Father's Day Stall ○ October 24th – Bush Dance ○ December 4th – Christmas Concert
Proposed motion	"That the P&C fund up to $1600 for planning the Trash and Treasure fundraiser in 2026, for the hire of two shipping containers from the Wednesday 21st Jan 2026 until the week of the fete in June."
Buildings and Grounds **Claudi Bird**	**See Buildings and Grounds Report at Attachment 5.2.** **Noted:** • **Tuck Shop Refurbishment** is completed • Shelves have been sourced and installed in the new freezer room. • Gisler's Pie Drive is completed and has been a success - **We had 147 orders with Chunky steak being the firm favourite for CHSS and we have raised approx. $735** • We have been able to secure 4 drink though out of the bathroom refurbishment. A huge thank you to Mr Jones for making it happen. • The prep area refurbishment is ongoing
Tuckshop Subcommittee **Michelle Seymour** **Report – see Att 5.3**	**See the Tuckshop Report at Attachment 5.4.** • Thank you to the parent volunteers that assisted on Friday 7 November in the Tuckshop as we were short staffed. • Special day planned – Sausage Sizzle Thursday December 4th - Please can we put communications out for 3 volunteers to assist Felicity Burns with BBQing sausages.
Uniform Shop Subcommittee **Clare Whelan (new)**	Ongoing transition process to new uniform shop convenor, with thanks.
Comms Subcommittee **Report - see Att 5.5** **Rebecca Kierle**	**See the Comms Report at Attachment 5.5.** **To be discussed:** • Revisiting from the 1st meeting. Anticipating the same questions come Dec/Jan. Parent concerns: • Can the order date for stationary be extended so that parents can order the stationary required after stocktaking what comes home please? (Apparently a number of classes bought their stationery home on the second last or last day of term). • Can the delivery date of stationery be made earlier to ensure parents have time to label before the date for delivery to school please? • Would it be possible to set the drop off days/dates for stationery before school ends please (perhaps mentioned in the final newsletter)? As soon as parents started to receive bookpacks the messages of when they could deliver to the school started.
Grants Subcommittee **Genevieve Murray**	Thank you to Gen for your ongoing work on Grants.
Health and Wellbeing Subcommittee **Eve Jenkins**	• Yoga with Jo / Twilight Stretch continues at CHSS in term 4, with half the space but double the energy - Thursday nights in the Arts Room, 7:30pm until 8:30pm. Highly recommended, five stars.

	• The Wellbeing Wagon Project - to be unveiled at our AGM in February 2026. • P&C Family Fun Day 2026 – Early planning underway – event to be held on March 7th, 2026.
CPR Facilitator **Catherine Nichols**	To be discussed: • New Word Form in place of Jotform for collecting parent info.
OSHC Liaison **Tammi Levine**	Thank you to Tammi for your ongoing work as OSHC Liaison.
General Business Matter	
General business matters **Oriel Morrison-Higgins**	Grade 5 Sparks Entrepreneurial Program students and parents planning for Xmas concert. • The children from Sparks would have been working on their businesses for two terms. There will be approximately 12 businesses selling products they have made or sourced.
General business matters **Oriel Morrison-Higgins**	• A group of yr 5 and 6 parents have approached us about potentially improving the internet connection/speed within the school for the seniors and they byod program. They have seen how lucky the Junior school have been with p&c support and would like to ask for some funding to be put towards the senior school/ students please and internet has been a big frustration for their children this year.
Closing	
Close	New membership applications. Meeting closes. Thank you to everyone who attended our October General Meeting.
Date of next meeting	The next CHSS P&C General Meeting will be held at 6:30pm in Conference Room 2.