

St Paul's School (Bald Hills) Supporters' Association Inc.
Minutes of General Meeting

Date	Tuesday, 22 nd March 2011	Time	18:30
Place	St Pauls School Library		
Minutes			
1.	Welcome and Opening Prayer – Michael Skinner opened the meeting at 19.35, welcomed attendees to the first meeting of 2011. Thanked Andrew Pope again and indicated he would be missed.		
2.	Attendance and apologies - Attendance as tabled with apologies from Martin Leech, Rowena Samaraweera, Paul Hardie, Joanne Van Homrigh, Kirstie Hadden		
3.	Headmaster's report – The following items were raised or discussed by Paul Browning: <ol style="list-style-type: none"> i. Sutton Building will be demolished next week and construction will begin shortly on new building. Patience will be required by parents using Tooth car park for at least 12 months during construction. ii. Susan McLean – will be conducting a lecture in the Chapel -Kids Safe in Cybersafe. Susan is the leading expert in cyber bullying – RSVP by 19th April – Information regarding this lecture will come with next fee statement. iii. Fair Money donated for the construction of water tanks in Vanuatu has now been completed and children are able to go to school all day rather than having to collect water. iv. Open Day – thanks to all those who assisted- numbers were down – Grant O'Hara suggested that the sporting calendar this year precluded a better attendance. v. Soft Drink Sales at Middle School were to support a sponsor child for once per month. Headmaster has indicated that an alternative method of raising funds be found. 		
4.	Confirmation of Minutes from previous meeting – The minutes of the general meeting held on 22/02/2011 were tabled & moved Helen Duncan / seconded Claire Jackson. Carried.		
5.	Business or Actions arising from previous minutes/meeting – Refer to the action table below.		
6.	Correspondence – As tabled and circulated.		
7.	Auxiliary and Supporter Group Reports		
	Auxiliary – as read by Tess Auckland	JSSG – as read by Peter Blackford	
	AFL – no report.	Music – as read by Leigh Robertson	
	Cadets – as read by Russell Patterson.	Netball – as read by Claire Jackson	
	Cricket – as read by Peter Beahan.	Past Students Inc. – no report	
	Football – as read by Karen Nightingale	Rugby – as read by Claire Jackson	
	Hockey – as read by Narelle Darley	Swimming – as read by Peter Blackford	
8.	Treasurer's report – as tabled, moved by Gary Willmot and seconded by Helen Duncan. Carried. <ol style="list-style-type: none"> i. Presented and tabled January 2011 report. ii. Presented and tabled February 2011 report . 		
9.	General or Special Business <ol style="list-style-type: none"> i. Next Monthly meeting confirmed for 26th April ii. Year 12 Conference – Application for funding – Discussion ensued – Auxiliary agreed to fund half the cost. Motion moved that the association approve funding to the value of \$3000 (excl GST) towards the year 12 conference. Moved : Claire Jackson Seconded: Russell Patterson. Michael Skinner will send confirmation to Paul Sullivan asking that the association be recognised for the sponsorship of the event. iii. A motion was moved that the association set aside a budget of \$6000 each year for Year 12 conference speakers. Moved- Gary Willmot Seconded: Russell Patterson. iv. Distribution of Supporter Minutes – Peter Blackford has discussed with Joanne Lovett the practicality of posting minutes on web site or other options. Discussion followed. Joanne advised website was not appropriate but the parent lounge was achievable. All agreed that the parent lounge would be best place with an email alert indicating they are available to view at Parent Lounge - Peter Blackford advised that the minutes should still come to the secretary who will forward them to the school – Peter Blackford to coordinate with Joanne. v. QCS Packs – Executive approved purchase of packs. Packs are available from retail shop to purchase for \$14. 		

- vi. Swimming Facility – Russell Patterson has had discussions with swimming group to discuss what they would like to include in the facility – Store Equipment and be able to run a canteen from the facility. Russell discussed the idea of school association investing in a Caravan Canteen and Storage container to fulfil the needs of the group. (The original submission for government funding for a transportable building for \$68,000 was not approved.) Further discussion ensued and it was recommended that the \$10000 allocated by SPSSA for the original project be set aside and left until a new swimming committee revisits the idea. Russell Patterson will investigate further and come back to the committee.
 - vii. Grants – Motion moved to approve \$1000 grant to 10 supporter groups (excluding AFL until advice on future received). Moved Gary Willmot Seconded Narelle Darley
 - viii. Uniform Committee- Michael Skinner presented information to date regarding hat review.
 - ix. Link- concern expressed as to the difficulty to access sports draw and a request for it to be in the link. Discussion ensued. A quick link will be available to access the sports draw on the link
 - x. Karen Nightingale gave Canteen Key to Claire Jackson via Kimberley Reid
10. Business Operations
- i. Retail Shop Operations – as read by Gary Willmot
 - ii. Tuckshop Operations – As read by Michael Skinner
 - i. Air-conditioning Quotation presented to the group for \$46,750 incl GST
 - ii. Special Call for volunteers in the tuckshop – more people required.
 - iii. Resignation of tuckshop staff member Meredith Merchant advised by Michael – due to situation with Dance Directions being included on SPSSA letterhead.
 - iv. Motion moved that funds for money counting machine be purchased to value of \$500 Moved Gary Willmot Seconded Grant Connelly
 - v. Michael & Louise will continue to discuss cost cutting.
 - iii. Project Report – Grant for SwSG shed – Russell Patterson advised that the grant request was unsuccessful as all monies have been deferred to the flood relief. If the SwSG want to still go ahead, alternate funding will be needed.
11. Applications for membership and recording of new members – none in this meeting as all presented at AGM.
12. Next Meeting– Tuesday 26th April 2011, 18:30 in 'The Library'.
13. Meeting Closed – Meeting closed at 9.10pm by Michael Skinner

Actions

Action	Description	Action by Whom	Due Date
AGM2010-02	Tuckshop efficiency	Michael Skinner will continue to look at how the tuckshop can be more efficient; 27/04/10 – Michael updated that Louise is looking at a number of things including (a) at times too many staff (staff review, change hours to suit timetable); (b) too many suppliers; (c) too big a menu; and (d) catering for non-student functions. Timeframe to report back is 01/07/10; 27/07/10 - Need rosters to be implemented from Term 4 and rationalising the range of food to be undertaken; 24/08/10 – see report 14/09/10 – see report . 23/11/10 – ongoing 22/02/11 – Continued focus on menu, wastage and staffing. 22/03/11 air conditioning quote tabled further discussions on cost cutting	Apr 2010 Oct 2010 ongoing
261010-01	Supporters Group Handbook Review	Peter Blackford to update Handbook with items raised by Claire Jackson. Peter to then distribute for review to all. 23/11/10 – Handbook updated and distributed for review. Feedback received from Claire and Helen. 22/02/11 – Ongoing	Feb 2011 Apr 2011
220211-02	Basketball Uniforms	Peter Blackford to email Tim Hughes to ensure that the uniforms are kept as a set & information on which teams the uniforms are for.	Apr 2011
220211-03	Soft Drink Sales	Paul Browning to follow up soft drink sales in the Middle School as advised in the Daily Bulletin. Soft drinks were to support sponsor child once per month – discouraged to sell	Mar 2011 Closed
220311-01	AFL SG	Michael Skinner has discussed with AFL SG and it was decided to give them further time to sort out a committee. It was agreed 1000 grant would be held until a group could be organised.	April 2011
220311-02	Swimming Facility	Russell Patterson to investigate further Caravan Canteen concept for association	April 2011
220311-03	SG Minutes	Peter Blackford to coordinate with Joanne Lovett to place SG minutes in Parent Lounge rather than emailing them to all	April 2011

FUNDING APPROVALS FROM THIS MEETING

Amount	Description
\$3,000	Year 12 Conference Speakers for 2011
(\$ 6,000)	Budget for Year 12 Conference Speakers for future years
\$10,000	\$1000 grant to each active supporter group
\$500	Money Counting Machine

CORRESPONDENCE: February 2011- March 2011

Inwards

Date	From	Description	Type
23-02-11	Paul Sullivan	Funding request-Guest speakers for Year 12 Leadership conference	Letter
4-03-11	Lord Mayor	Lord Mayor's Suburban Initiative Fund-option for request for funding	Letter
		Various fund-raising correspondence	

Outwards

Date	To	Description	Type
		Various email	

Supporter Group Minutes/Reports

	Report	Date Received by Secretary	Date distributed
Auxiliary	Minutes 9 th Mar 2011 AGM Minutes 9 th Mar 2011	9/3/11 9/3/11	20/3/11 20/3/11
AFL			
Cadets			
Cricket	Minutes 2nd Mar 2011	7/3/11	20/3/11
Football	Minutes 9 th Mar 2011 AGM Minutes 9 th Mar 2011	9/3/11 9/3/11	20/3/11 20/3/11
Hockey	Minutes 3rd Mar 2011	16/3/11	20/3/11
Junior School	Minutes 3rd Mar 2011 AGM Minutes 3rd Mar 2011	8/3/11 7/3/11	20/3/11 20/3/11
Music	Minutes 7 th Feb 2011 Minutes 7 th Mar 2011 AGM Minutes 7 th Mar 2011	6/3/11 15/3/11 15/3/11	20/3/11 20/3/11 20/3/11
Netball	Minutes 14 th Feb 2011 Minutes 8 th Mar 2011	28/2/11 14/3/11	4/3/11 20/3/11
Past Students			
Rugby			
Swimming	Minutes 10 th Feb 2011	27/2/11	28/2/11

RETAIL REPORT

Sales in March have been very slow with sales of winter apparel down from last year due to the extended warm weather.

General Business

- Processing and banking of monies for the Rugby Donut Drive and the Cricket Dinner.
- Second-Hand Uniform cheque payments processed and posted.
- Blazers for embellishments to be sent this week – will be available for collection after the holidays.
- QCS stationery is now in stock @ \$14.00 per pack.

New Blazer Embellishment Criteria

This has now been implemented and we are working with the new system.

These changes will benefit both the Retail Shop and the students with its clear guidelines.

e.g. an award that is an embellishment will now have Blazer Embellishment stamped on the certificate.

TUCKSHOP REPORT

March has been a very busy month in the tuckshop.

Open day – The tuckshop opened and we took just over \$1000 on the day. We didn't seem to have as many customers this year compared to last year.

Tuckshop Expo - Shirley and I attended the Tuckshop expo on Saturday. Unfortunately there wasn't many new ideas for the menu but we did speak to two different companies in regards to ordering tuckshop on line.

I have printed information out from 'Flexischools' for your perusal. In short it costs \$695.00. This is for the software and label machine. Customers go on line place their order pay for it. The order is then printed out on labels at the tuckshop. The labels have the child's name class and order. It can be set up to have separate labels for hot/cold and lunch/morning tea. We are also able to print out different reports such as who ordered lunch in class lists, quantities of a particular items that have been ordered ect. There would be a cut off time for placing orders. This could also minimize staff accounts. One thing that puts it at the top of my list is that it has customer service for both the customer and tuckshop. They supply the labels for free when needed. (info in folder)

The second option is 'easy canteen'. This is really only a cashless system. The customer logs on pays for the order and then sends the bag to the tuckshop as per normal. At the end of the day the tuckshop prints out a receipt of all payments for days takings. (info in folder)

This online ordering system has been mentioned to me many times so the market is there.

Volunteers – unfortunately we have not been able to fill vacant spots on our volunteer roster. But even on the days that look good on paper we still seem to be lucky to get two of those volunteers. This puts pressure on existing volunteers and staff. With the increase of catering there will be times I will need to call on the casual staff.

Staffing – It is with great sadness Meredith Merchant has resigned from the tuckshop. We are losing a very hard working dedicated member of our team and we will miss her greatly.

Menu – we are starting to look at our winter menu. This will be available when we return from the Easter break.

Equipment –

- I have ordered the money counting machine. This should arrive hopefully on Friday.
- I have received the quote for air conditioning. It is quite expensive but something I believe needs to be addressed. Not only for the volunteers but for the food safety requirements.
- I know this was not listed in the budget but we are in need of new lunch bags for junior school. We last bought these in 2008. (quote in folder)
- We will be getting a hot chocolate machine next term. This should cut down on the time it takes preparing the many cups of hot milos we make during the cold mornings. (info in folder)

Louise Carter

HOCKEY REPORT

JSSG REPORT

In our meeting of March 3, we had an attendance of 17 and apologies from a further 9 people.

Our AGM saw a full committee voted in with new VP's of Becky Mammen and Alan Bradley accepting Executive roles and Kathy Lollback and Alan Deacon continuing in their roles as Secretary and Treasurer respectively. Thanks to all JS parents who have offered their time and support to the JSSG this year.

In the general meeting, we discussed the following:

- The Teaching staff have been very busy implementing the new national curriculum system for English, Maths, Science and History
- Parent Teacher interviews are to be booked under the new internet based booking system – Parent Teacher Online (PTO)
- The carpark raffle commences 14th March for a week – tickets \$5 each or 3 for \$10 (let me know if you want tickets!)
- We thank Mr Browning and the YMCA After School Care for providing extra holiday care this year starting with extra care for the March/April holidays
- The carpark committee has progressed well with an initial meeting held with the School to establish parameters and several options discussed. More details to follow next month
- We have booked our JSSG Athletics Development day for Sunday June 5
- Following a lack of parental support, we will not run the before school Soccer (football?) program this year
- Our movie nights have been booked for May 6 and May 13. As we did last year, they won't be age specific but instead the movie selection will be tailored to loosely suit the "smaller" kids for one and the "bigger" kids for the other
- The Tick has been finalised and is on the presses as we speak! Thanks to Libby Mackay and Libby Duffin for their hard work and acknowledgement to Focus Paper for the paper donation again
- Our Treasurer reported a balance of \$10,649 in uncommitted funds
- We received an invoice from the School for \$1982 for COA awards. This is more than double what we contributed last year (\$900) and well more than our budgeted \$1,000. Also, like many other SG's we were not even asked by the School if we would sponsor the awards – again. As a result, we have written to the School with our comments and offered our budgeted \$1,000 but confirming we are unable (and unwilling) to pay the full invoice of \$1982

Our next meeting is April 14

Paul Hardie

CRICKET REPORT

Cricket Supporters met on Wednesday 2nd March at the Farmhouse. We had eight attendees and five apologies.

The minutes from the previous meeting were passed as an accurate record of that meeting.

Correspondence was read.

The Treasurer's report was presented and passed by the meeting.

Allan Deacon reported on the recent BNJCA Delegates Meeting.

Peter Beahan reported on the previous SPSSA meeting

The TAS cricket season has finished, with Year 8s finishing as premiers. Year 9s and the 2nd XI finishing second after their finals were rained out. The BNJCA full season completion for the U8s and U9s finishes on Saturday.

Planning continues for 2011 Cricket Awards Dinner on Saturday 26 March 2011 in the Blue Pacific Room at the Kedron Wavell Service's Club. The venue, date, menu, cost, program, raffles, auctions, trophies, the MC and Ian Healy as guest speaker and have been finalised. Heather Walker and husband Ian will attend as guests of the GSG. Paul Browning and wife Rebecca were also invited, but unable to attend. RSVPs were due on 16 March. Final numbers are 227.

Next Meeting 7 PM Wednesday 13th April in the Farmhouse will include a review of the Awards Dinner. All parents and other supporters are welcome.

Peter Beahan

NETBALL REPORT

The meeting was again well attended with 12 participants and 4 apologies. Net Set Go (26) and the preseason for yr 5-7 finished (20) enjoyed by all and special thanks to year 9 student Emma Whyte for giving up her time to assist the paid coach.

There will be 3 teams in years 7-10. Mr Hughes has been asked to ensure all teams no matter whether A, B or C's would be offered regular good quality games. In additions there will be 1 x yr 5, 1 x yr 6 team and possibly a yr 5-6 blended team. Coaches are confirmed and PTCs being sourced.

The Netball Holiday Camp on 31 03 11 will have P – yr 6 morning and yr 7 – 12's in the afternoon. Finish time will be at 4 pm with mixed netball games v rugby and a BBQ, jointly funded and organised with RSG. Rowena has kindly agreed to pick up children from YMCA to attend if necessary.

Coffee Van and Boost Juice for home games with NSG purchasing icy poles for all TAS home & away teams; the yr 5-7 will also be included at Cannon Hill. Car wash is confirmed for June 4, the first home game and Gala Day; Trina Pickens is coordinating. The Donut Drive will launch 6 May, delivery 15 June; Marianne Connolly is coordinating.

Vicki Wilson Cup has 6 games in total, probably 3 away/ 3 home for a 1st team; funding for transport being discussed. Interest in a 2012 yr 11-12 tour is being sought as such an event must be endorsed by the school 12 months in advance. About \$3,500 available but if the tour goes ahead, \$2000 will be earmarked for that; another \$1000 is for the camp, end of sans breakfast and other event during the year. NSG funded lunch for girl's trialling for opens' teams as many had been at school in the morning for Open Day. Tuckshop staff is thanked for their efforts to provide "the best sandwiches in the world"

Zone edition 2 has been sent with much positive feedback. One student is attending the local Umpires Course. The Open Day attendance was good allowing new SG members to mix with other committee members at the Association tent.

The new policy document that limited awarding embellishments to only "A" teams with "B" and "C" teams being excluded, even if they win the premiership was discussed and consensus from staff and parents present was this seemed inequitable to netballers as A and B teams are part of the standard TAS competition, due to netball being very popular and squads only having 10 players v Rugby 22 or Football 16; the potential to discourage students from wanting to participate in another team other than an "A" team was discussed. Mr Cox kindly outlined the Schools policy and a summary was included in the Zone. It is an area that many have to agree to disagree.

Next meeting April 18 2011

ST PAUL'S AUXILIARY

SWIMMING REPORT

Final SWSG President's Report 2010-2011

Another amazing season for the St Paul's Swimming Club- I truly believe we are going from strength to strength! This season we have enjoyed a smaller Club size with around 90 children registered to swim, with high levels of regular participation. As usual we have been delighted to welcome so many families who are new to the school community.

On Friday night (18th March) we held our final Club night for the season. Our Trophy Presentation and Break-Up Party is to be held on Sunday 17th April 2011 and the Committee are busily preparing certificates, trophies and a wonderful day of fun at the pool for our families.

At the end of the 2009-2010 season the incoming Committee invested considerable time and effort in further improving our operations. We introduced a weekly nominations process which has much improved both our marshalling and heat numbers for each event, as well as simplified our points calculation system. Julie Chippendale willingly took on the role of nominations co-ordinator and after the first couple of weeks children and families have adapted well to what is common practise at most Swimming Clubs. In addition we finally managed to implement the use of Meet Manager software, with the support and help of the school- and I am very happy to report that the weekly task of data entry and points calculation has now been reduced by several hours a week.

This season we have focused efforts on our proposed Clubhouse facility and in 2010 submitted grant applications to both the Brisbane City Council Community Development Fund as well as the Qld Gambling Community Benefit Fund. Many thanks to Russell Patterson from the Association for his assistance in putting these applications together, and to Mr Browning and the Association for pledging both financial and emotional support for this project. Sadly both applications have been turned down as due to the recent flooding events across Brisbane and Queensland, funding has been diverted to assisting community groups rebuild. In light of this we would expect the incoming 2011- 2012 SWSG Committee to explore smaller development options such as a storage shed with power as we could probably deliver a smaller project within both SWSG funds held to date and further fundraising.

A season highlight for the Club was the recent Interclub Relay Carnival against Everton Park State School Amateur Swimming Club and the Wooloowin State School Swimming Club which was held on Saturday 12th March. We were invited by the Everton Park Club via Russell Patterson and it was our first ever Interclub meet. We entered a number of teams of 4 swimmers by age group right up until the 9-10 year olds, and had a wonderful time. As a non-competitive Club it was great to stretch our kids and see them under a little bit of pressure- but working as a team and representing both the Club and the School. As parents we were very proud of our kids who competed with heart- even though we had no children older than 10 our 9 and 10 year olds chose to 'swim up' and compete against 11,12 and even 13 and 14 year olds- and in some cases they even managed to place or chase down the bigger kids! Everyone had a huge amount of fun and was exhausted by the end of the day!

A somewhat controversial change made this season was the introduction of compulsory 'volunteering' by parents in order to ensure an end of season trophy. From the Committee's perspective it was a fair method to ensure parents helped get Club night underway each week. In comparison to many other sporting groups the requirement to help out 2-3 times in 16 weeks is not an onerous one and the system has worked well, especially in the first half of the season. In the end only a few children of our club did not qualify for trophies and this has mainly been due to insufficient participation, not due to parents being unwilling or unable to volunteer. Like all Supporter Groups we really value our parent volunteers who help on Friday nights – we cannot operate successfully without your support.

Special thanks too for the support of Mrs Connolly and for the presence of the very dedicated Mrs Cheryl Wegener who has faithfully attended and helped supervise the children.

As we end this season we are in discussions with the school as to what options exist to improve the conjoint running of TAS time trials at Albany Creek with our own Friday Club night. This season the school has not run any trial nights at Swimming Club and many TAS families have felt the need to attend every TAS night at Albany Creek- resulting in lower Club attendances, clashes for families with both TAS and non-TAS swimmers, and less parent volunteering and funds for the Club. Many of our current Committee will have children wishing to represent the school in TAS next season, and we would like to come to an arrangement where these children and families can participate in both. We are optimistic this can be resolved in the next month or so as several options exist.

I would like to acknowledge the amazing efforts of all of our 2010-2011 Committee members in all the behind the scenes activities required to keep the Club running. This season's Committee has been a very well organised and team-oriented bunch and we have also enjoyed getting to know each other and been able to enjoy each other's company.

Our AGM will be held on Tuesday 12th April at 6.30 pm in the Farmhouse. At this stage we have a couple of confirmed exits- myself and Patricia Cyrillo, and a few other Committee members are considering their commitments for next season. Patricia has been a long term Club member who has lately been in charge of the Raffle Convenor role- but has also been relied upon for all sorts of other jobs over the years. I would also like to acknowledge Maurice Granger for running a smooth night on the PA as Race Caller, acting as Chief Timekeeper and putting together the details for the Clubhouse Facility. Robert Olding has been invaluable as the unflappable Marshall and also as Vice President. Allie Smith has done a wonderful job as Club Secretary and Diane Melloy and Wendy Whalley have been dedicated in ensuring accurate data entry each week night. Many thanks also to Kate Chalmers, the Gibson Family for all their work on the BBQ, and to the amazing Julie Chippendale, for her part time job running swimmer registrations, weekly nominations, jacket orders, Meet Manager and points calculations, and for acting as the SWSG hub and drop off centre throughout the season. And final mention goes to Tracy Hurley who has been a wonderful treasurer for several years. As well as running key fundraising events and projects. I hope that some of these wonderful people will re-stand for the 2011-2012 season and also bring on board some new blood to keep the Club going!

On a final note as I enter my last month as President I would like to thank the Association team for all their hard work in making the St Paul's community such a wonderful place. I have learned a lot in my years both in SWSG and in JSSG and it has been great to work with such a professional and fun group of people who really do make a difference in the school Community.

Thank you all for your support and best wishes to the incoming Association members and Supporter's Groups.

Regards

Rowena Samaraweera
21st March 2011