

St Paul's School (Bald Hills) Supporters' Association Inc.

Minutes of General Meeting

Date	Tuesday, 24 th April 2011	Time	18:30
Place	Tooth Conference Room		

Minutes

1. Welcome and Opening Prayer – Michael Skinner opened the meeting at 18.35, welcomed attendees and said the prayer.
2. Attendance and apologies - Attendance as tabled with apologies from Joanne Van Homrigh, Nathan Andersen. Welcome to Jo Lovett.
3. Headmaster's report – The following items were raised or discussed by Paul Browning:
 - i. Sutton Building construction has commenced – Completion estimated December 2011
 - ii. Survey from the school will be included with Annual Report in the next few weeks.
 - iii. Michael Skinner commented that he was impressed by the speaker Susan McLean on Cyber Bullying.
4. Confirmation of Minutes from previous meeting – The minutes of the general meeting held on 22/03/2011 were tabled & moved Tess Auckland / seconded Helen Duncan. Carried.
5. Business or Actions arising from previous minutes/meeting – Refer to the action table below.
6. Correspondence – As tabled and circulated. Jubilee Garden – Jo Lovett spoke to the concept for the Garden.
7. Auxiliary and Supporter Group Reports

Auxiliary – as read by Tess Auckland	JSSG – as read by Paul Hardie
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 – No Report	Rugby – as read by Claire Jackson
Hockey – No Report	Swimming – as discussed by Paul Hardie

8. Treasurer's report – as tabled, moved by Gary Willmot and seconded by Russel Patterson. Carried.
 - i. Presented and tabled March 2011 report.
 - ii. Comments made regarding accounts for Staff Members at the Tuckshop
 - iii. Gary to continue to follow up on the auditor.
9. General or Special Business
 - i. Street legal signs and speed humps will be installed at Attunga st Car park. JSSG had discussed at length and will be contributing \$2000 for speed bumps, there is still concern for pedestrian crossing not being used appropriately and have discussed the employment of a lollipop lady – asking for feedback on this idea
 - ii. Discussion via emails regarding Mobile Kitchen – the Swimming SG more interested in a storage facility at the school i.e. shipping container – no building approval required – other ideas discussed. Waiting formal quoting on Mobile kitchen refurbishment.
 - iii. The CSG would like to purchase approximately 60 cricket shirts from the Retail Shop at cost for the Junior School students playing in the BNJCA 2011/12 season. These shirts normally retail for about \$60, we are seeking to reduce that to \$42 and order some size 8 and size 10 shirts. Cricket shirts in these sizes are not normally stocked by the retail shop, so we would like to place an order soon, due to the long lead times.- Discussion at association that stock from retail shop is always cost +10%.
 - iv. Executive Meeting –
 - a. Tuckshop costs and non-profitability a problem – lack of volunteers continue to be a problem
 - b. Committee decided to go to tender for supply of school uniforms to test the market place. Russell Patterson suggested that a survey be sent to parents to gauge satisfaction.
 - c. Clash with November SPSSA and Middle school Celebration of Achievement; suggestion that the last meeting coincide with drinks – further discussion required and advisement of new date for November meeting.
 - d. A funding round will be advertised and decisions made in June monthly meeting. Peter Blackford to advertise.
 - v. Comments tabled re the number of errors contained within the year book – similar problems with proof reading of the link

- also discussed. Paul Browning to follow up.
- vi. Michael thanked Jo Lovett for her service and presented her with a gift – others also thanked Jo for her support throughout the time that she has been at the school and the sentiment from all was that she will be missed.
10. Business Operations
- i. Retail Shop Operations – No Report
- ii. Tuckshop Operations – No Report – Comments Sales down – further drilling down on costs etc.- costs of tuckshop running are high.
- iii. Project Report: - Nil
11. Applications for membership and recording of new member – No new applications
12. Next Meeting: Tuesday 24th May 2011
13. Meeting Closed – Meeting closed at 8.15 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. 22/0311 air conditioning quote tabled further discussions on cost cutting. <u>Nothing further to date</u>	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 <u>Needs to be completed.</u>	Feb 2011 May 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. <u>Need to seek further clarification of where the money allocated was actually spent.</u>	May 2011
220211-04	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. <u>President of AFL was invited to April Association meeting to clarify their status as a supporter group.</u>	May 2011
220311-05	Swimming Facility	Russell Patterson to investigate further Caravan Canteen concept for association. <u>Ongoing</u>	May 2011
220311-03	SG Minutes	Peter Blackford to co-ordinate with Joanne Lovett to place SG minutes in Parent Lounge rather than emailing them to all. <u>Contact Aasta if you require access to Parent Lounge</u>	Closed
240411-01	Uniform Supply tender	<u>Committee decided to go to tender for supply of school uniforms to test the market place. Russell Patterson suggested that a survey be sent to parents to gauge satisfaction</u>	Ongoing
240411-02	2011 funding round	<u>A funding round will be advertised and decisions made in June monthly meeting. Peter Blackford to advertise</u>	May 2011

FUNDING APPROVALS FROM THIS MEETING

Amount	Description
	None

CORRESPONDENCE: March 2011- April 2011

Inwards

Date	From	Description	Type
23-03-11	Eagles Wings Australia	Thank you for donation to charity	

Outwards

Date	To	Description	Type

Supporter Group Minutes/Reports

	Report	Date Received by Secretary	Date distributed
Auxiliary	Minutes 13 th Apr 2011	14/4/11	25/4/11
AFL			

Cadets			
Cricket	Minutes 13th Apr 2011	17/4/11	25/4/11
Football	Minutes 13 th Apr 2011	14/4/11	25/4/11
Hockey	Minutes 14th Apr 2011	20/4/11	25/4/11
Junior School	Minutes 14th Apr 2011	18/4/11	25/4/11
Music			
Netball			
Past Students			
Rugby	Minutes 7th Mar 2011 Minutes 28 th Mar 2011	31/3/11 31/3/11	25/4/11 25/4/11
Swimming			

JSSG REPORT

IN OUR MEETING OF 14TH APRIL, WE HAD 13 ATTEND AND APOLOGIES FROM A FURTHER 7

WE DISCUSSED:

- MRS CONNOLLY REPORTED ON THE MEASURES IN PLACE IN THE JS TO COPE WITH THE CONSTRUCTION TAKING PLACE FOR THE REMAINDER OF THE YEAR

- AN ANONYMOUS LETTER WAS SENT TO MRS CONNOLLY COMPLAINING ABOUT THE ATTUNGA ST CARPARK BUT DUE TO ITS TONE AND ANONYMITY NO FURTHER ACTION WILL BE TAKEN IN REGARDS TO THIS LETTER

- MRS CONNOLLY WILL PREPARE A "RULES" SHEET - PERHAPS AFTER THE CHANGES PROPOSED BY MR BROWNING - WHICH WE WOULD ALSO REQUEST GO HOME WITH MIDDLE SCHOOL STUDENTS ALSO

- OUR TREASURER REPORTED THAT WE SPENT \$1,000 ON LAST YEARS COA, \$250 FOR NETBALL (ACKNOWLEDGEMENT RECEIVED FROM NSG WITH THANKS), \$880 ON THE TICK (LESS THAN HALF OF LAST YEAR) AND \$500 FOR THE YEAR 6 2010 YEAR BOOK

- WE HAVE UNCOMMITTED FUNDS OF \$8019

- ANTONUA LOCKITCH WON THE CARPARK RAFFLE FOR TERMS 2 AND 3. WE HAVE STARTED THE DISCUSSION AROUND RUNNING A SECOND CARPARK RAFFLE FOR THE ALTERNATE TERMS AS WE GENERALLY RAISE AROUND \$500 PER RAFFLE

- OUR MOTHERS DAY WRAPPED UP JUST PRIOR TO EASTER WITH GIFTS GOING HOME MAY 5TH

- WE ARE FULL STEAM AHEAD WITH PLANNING FOR OUR MOVIE NIGHTS (MAY 6 AND 13) AND ATHLETICS DEVELOPMENT DAY ON JUNE 5

- THE CARPARK RECEIVED MUCH DISCUSSION WHICH I WILL TABLE SEPARATELY ALONG WITH AN EARLY WARNING OF A FUNDING REQUEST

- OUR NEXT MEETING IS MAY 5 IN THE LIBRARY

PAUL HARDIE
JSSG PRESIDENT

CRICKET REPORT

Cricket Supporters met on Wednesday 13th April at the Farmhouse.

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.

Expenses from the Award's dinner were authorised for payment.

Allan Deacon reported on the recent BNJCA Delegates Meeting.
Peter Beahan reported on the previous SPSSA meeting

A review of the Awards Dinner was discussed. The dinner raised approximately \$2,400. The committee was pleased with the way the night ran. The venue, food, MC, guest speaker, audio visual, raffles auctions, presentations and the flow of the evening all went well.

Lessons learned for next time include, sending invitations to VIPs earlier, asking for more bar staff at the beginning of the evening, finding a way for students to buy their own soft drinks and perhaps not running the big item auctions, which, other than one item, didn't raise much money, considering the effort required to run them.

The CSG would like to purchase approximately 60 cricket shirts from the Retail Shop at cost for the Junior School students playing in the BNJCA 2011/12 season. These shirts normally retail for about \$60, we are seeking to reduce that to \$42 and order some size 8 and size 10 shirts. Cricket shirts in these sizes are not normally stocked by the retail shop, so we would like to place an order soon, due to the long lead times.- **Discussion at association that stock from retail shop is always cost +10%.**

Our AGM will be on 4 May at 7PM in the farmhouse and we would like to have an SPSSA executive there to chair the meeting please.

Upcoming dates for cricket include;

- 5th August - BNJCA St Paul's Cricket Sign-On Day
- 8th Oct – BNJCA Cricket Season Commencement

Next Meeting is the AGM 7 PM Wednesday 4th March in the Farmhouse All parents and other supporters are welcome.

Regards

Peter Beahan

President – St Pauls Cricket Supporters Group

ST PAUL'S AUXILIARY

Upcoming events:

Middle school skate night 3rd May 5.30-7.30 Albany Creek Skate
Musical cocktail party wed 18th May

Issues discussed:

Tennis shade quote at approx\$1157.00 per chair with shade plus gst(need 6 chairs) so decided Karen will follow up re attaching poles to current chairs to suit umbrellas and if this is a suitable outcome.

Finances are approx \$16000 of uncommitted funds however we are committed to Valedictory dinner candles and portfolios and celebration of achievement(2010)

We made a decision to not support any more tour groups with shirts at the moment as these are specific groups and often with supporter groups so we would like to support more of the school as a whole and we will decide on the year 12 functions each year as funds permit

Future of auxiliary: we started to discuss our future and if in fact we are needed and in what capacity.

Next meeting 11th May
Tess Auckland