

Minutes of General Meeting

Date	Tuesday 28th January 2014	Time	6.30pm
Place	St Pauls School Tooth Centre		

Minutes

Welcome and Opening Prayer: Helen Duncan opened the meeting at 6.30pm with a prayer dedicated to Andrew Pope.

1. **Guest Speaker: None**

2. **Attendance-** Peter Beahan, Paul Browning, Helen Duncan, Sebastian Fick, Sam Gray, Claire Jackson, Debbie Lever, Becky Mammen, Sarah Slade, Greg Smith.

1. **Apologies-** Kent Rainbow, Louise Skidmore, Gary Wilmot, Kent Rainbow, Lisa- Maree Curtis

2. **Headmaster's report**

A number of building upgrades had occurred during the break including Music Centre & Block 1; the planned covered way update delayed commenced today.

Many new students joined including a number from PNG.

3. **President's comments**

All were thanked for attending on the 1st day of term.

4. **Confirmation of Minutes from previous meeting**

Moved by Peter Beahan; seconded Claire Jackson.

5. **Business or Actions arising from previous minutes/meeting**

- a. Holt Bolt November. On a very wet day with 300 registrations MSG ran the car park until 11.30am with funds raised of \$600, SwSG took over the car park & ran a canteen stocked for 600 people with total funds raised \$800. January on a Public Holiday weekend with 200 registrations after SwSG & CSG declined offers to run RSG did both with funds raised of \$575 from car park & approx. \$800 from canteen (\$350 from Holt Bolt tab for volunteers). As the canteen was significant effort with a very slow & unpredictable uptake it was agreed that a SG must take on both parts of the event. NSG to run March 30. Future dates suggested to both June 1 (same day as Jazz on the Lawn), July 27 & September 28 (school holidays). Ideas to improve included adequate signage to advertise car parking & canteen funds to a SG, upgrade FSUR to include chairs for car park attendants & sandwich board or other sign to direct non- Holt Bolt parking to upper car park.
- b. Handbook update. Sent to all with inadvertent omission of HSG (Sam Gray). Final suggestions to Claire Jackson by COB Friday January 31.
- c. Minutes on website. The project was progressing slowly.
- d. Stage. Peter Beahan reported cost of outdoor stage was estimated to be \$90 -97 000. To progress with Charles and clarify how this project might progress.

6. **Correspondence**

- a. Thank you letters from students
- b. Contracts to staff

7. **Supporter Group Reports**

- a. Alumni-no attendance or report.
- b. Auxiliary-disbanded.
- c. Cadets- no attendance or report.
- d. Cricket-apologies but no report.
- e. Football- no attendance or report.
- f. Hockey- Sam Gray attended and reported that the previous President no longer had a student at SPS. She had contacted all database and had called a meeting 11 02 14 6pm. Paul Browning to lend key. It was suggested HSG should have a General Meeting on that day. When adequate support secured to ensure ongoing viability of the HSG an extraordinary AGM to elect new office bearers could be advertised as per the Constitution. The development day Fri 15 March to select 1st; it was confirmed pre-approved expenditure could be used. Calls for help via all pathways incl CPLs, Link etc to be used. Sam was given full support of the Association for her singlehanded efforts to keep HSG functioning.
- g. JSSG-last meeting in November 2013 was well attended and productive with reorganisation of committee to spread the workload. Communication review led to centralised of e-mail distribution with a plan to avoid duplication. Headway with grant application for covered multi-purpose sports arena. Reviewed by PB & AVS and currently in the final stage of collating supplementary information. It had been confirmed the SP Association has a business partner number for the Gambling Community Grant. Next meeting early Feb. Becky reported Marianne Connolly had confirmed the recently purchased (CSG, FSG, JSSG & RSG) green Carnival shirts will not to be used for yr 4 JTAS but possibly for yr 3 future Carnivals.
- h. Music-next meeting 3 February. A number of new tutors have been appointed. The Gala Dinner is planned for 06 09 14. Jazz on the Lawn 01 06 14.
- i. Netball-Net Set Go & afternoon training yr 2-3, Tour planning with 18 confirmed to South Island.
- j. Rugby-The November meeting was well attended with a new executive formed. Training plans were in progress with the Opens commencing week 3. A Launch BBQ was confirmed for 19 02 14. Catering for Holt Bolt taken on in the absence of other SG interest. BBQ duties for SPS Welcome event 07 02 14 confirmed.
- k. Swimming-Meets to start 31 01 14. A relay carnival v Everton Park & Eagle Junction state schools was confirmed.
- l. Tennis- TAS girls starts 01 02 14. The term 4 raffle raised approx. \$1400. A tennis partnership grant to secure lighting was being explored with a planned meeting at 8.30am 28 01 14 with school representative mindful success is dependent on engaging the wider community. In 2013 only 4 grants of between \$20-000 -\$30 000 were awarded for all of Brisbane reflecting the competitive nature of the process.
- m. Touch- no attendance or report.

8. **Treasurer's report** – as tabled. Peter Beahan spoke on Oct- Dec reports.

- a. Retail shop profit \$64 000 v \$53 000 (2012) v \$103 000 (2011) despite poorer sales, probably due to better stock control.
- b. Tuck shop profit \$30 000 v -\$18 000 (2012) v -\$39 000 (2011) due to a number of factors including better credit control, Flexischools making it easier for students to spend and price increases.
- c. Sippers profit \$20 000 v \$9 000 (2012).
- d. Net cash balance \$34 000.
- e. Share of 2012 Fair profits to be utilised.
- f. Aux had approx. \$10 000 left over when disbanded after the allocated Library

refurbishment expense (\$40 000). This is to be used for the Tuck Shop.

g. Approx. \$114 000 held by SG in Association Account.

Moved Peter Beahan, Seconded Helen Duncan.

9. Funding Approvals: Previous as below- for new see general business.

From October 2013 approval of \$900 for two printers for the tuckshop to be FU

A freezer had been delivered and used in the Sports Canteen. Thanks to Kimberley Reed for arranging.

10. General Business:

- a. Surplus Wine available for sale: SG to advise their members & contact HD for sales.
- b. Feed back end of year function: venue good, difficult to hear – for consideration of portable PA system.
- c. Welcome Family BBQ: 5.30-7.30pm numbers tbc. RSG to arrange food; NSG serve cold drinks/ice poles for catering, which will be ordered by Sarah Slade. Sippers to be opened with Music Ensemble outside. Catering limited to BBQ & cold drinks. Uniform swap to be arranged by JSSG; all SG to contact members for any donations.
- d. Succession issues: all parents including SG members would be approached to expand support for potential executive members esp.an accountant for future treasurer role. Consideration of year parents, House parents, CPLs for Middle/Senior School to improve communication post JS.
- e. Budget: Peter Beahan reported the aim to manage expenditure in a controlled fashion.
 - One of the major projects discussed on 2012/3 was the outdoor stage with current quotes of between \$90 -97 000.
 - Other project is to make the tuckshop cooler; the fans are working. Proposal to put in a glass door instead of the roller door? a) the current one is worn b) better comfort for workers. It was to be clarified who was responsible for such expenses.
 - Retail shop stock control was being optimised.
 - Coffee Shop cooling was being explored ? air curtains.
 - Bunnings BBQ were to be centrally coordinated with Peter Beahan making a single application for a weekend BBQ from the Association, including the offer to accept any cancellation.
- f. Cardigans: this was discussed at the Uniform Committee. The option of a Permapleat cardigan would be placed on Flexischools with ordering to go ahead if 20 of the 25 minimum numbers were ordered before the end of February. The upfront payment would negate any stock issues. The option would be the same as the current green jumper with two red strips on the ribbing and behind the buttons & buttonholes as per the example offered.
- g. Numbers of new students were enquired about. Paul Browning would clarify but commented there were three full preps classes, majority of these students had progressed from the ELC.
- h. JS sport communication issues had been explored. Comments about the sign on process for sport discussed as it was agreed that information delivered at Assembly & handout notices do not work for all students in the JS and some students have missed out. It was confirmed a partnership including direct parental communication was optimal. The JS sports handbook was being compiled? a single document rather than one for each sport, which has the potential to improve the issues.
- i. Market Day: as some had not been aware of the timing in adequate time to optimise it was agreed to clarify if there was to be another for 2014.
- j. Funding Round: ranked applications had been received from Paul Browning after staff had been asked for EOI. A single grant round selected.

Priority 1

Included C of A, Year 12 funds which had already been allocated

Supported

- Safe driver program
- Guest Speaker Michelle Mitchell yr 5-7? Share with JSSG
- Air curtain for Sippers
- 2 x 4 burner BBQ –

Total \$7500

Priority 2

- Relocation of S&C to be considered
- Cubby Houses material purchase? JSSG

11. Business Operations as submitted from Louise Carter

- i. **Tuckshop:** It was a very busy week with the cleaning and catering on Wed, Thurs and Friday.

Loss of stock

All stock (\$529.57) was lost in freezers due to the circuit tripping. Charles has had the electricians out to take a look and they have put the big milk fridge and the big four-door freezer on their own circuit to stop a recurrence. The electricians have fixed the ceiling fans. Previously there were only two speeds, turbo or nothing which meant they be on whilst food preparation was in progress as it would dry everything out. They now run at a pleasant pace.

Equipment

The pole at the front of the tuckshop has been cut off which now gives the extra room needed to replace the cold bain marea with a bigger display fridge to put the cold pre-orders in. A brochure from Freeze Beverages (? company used to purchase the fridge for the sports canteen) with a 'school special pricelist' including a display fridge, which ticks all the boxes, reduced from \$6719 to \$4799. Approval is sought to purchase a display fridge as soon as possible or someone to discuss the issue.

Menu

Changes have been made to Flexischools to coincide with the break changes with a limited the morning tea menu. A copy of the menus will be given to Sarah for updating the web site and it will be an attachment in the Link. There have been two minor price increases – frozen juice cups are now 70c previously 60c and zooper doopers now 50c previously 40c. Costing is in progress pending the invoices to check price increases including coke and Homestyle Bakeries.

Roster

The roster is looking very vacant at the moment with two days with no volunteers and 3 days with only one volunteer. There are two new volunteers

- ii. **Sippers @ Sutton**

Sippers was open all of last week 9am – 1pm. It was steady on Monday quite busy on Tuesday and for the rest of the week the occasional staff member. A very busy morning on the first day of school.

- iii. **Retail Shop**

Trade was steady in the last week before school with a very busy on Tuesday morning. There are no 10c dresses in stock and Michelle is currently in contact with Cathy (rep) in regards to this. One irate parent demanding her child's embellished blazer; a pick up of some blazers for students needing them for the start of school induction ceremony was arranged. The rest are due back this week. A parent has enquired why there is a 30% mark up on embellishments, instead of a handling fee. They feel it is not fair that some parents are paying more than others on top of the embellishments. With a handling fee all would be paying the same "extra" amount

14. Applications for membership and recording of new members

Nil received.

Next meeting Feb 25th commence 6.30pm; Michelle Davies to speak at 7.30pm.

Meeting closed 8.10pm

Actions

Date	Description	Action by Whom	Due Date
22/10/2013	Holt Bolt	Claire Jackson to forward details to NSG for the 30 03 14 Holt Bolt canteen and parking	ASAP
27/8/2013	Handbook	Claire Jackson to forward to HSG & finalise the Supporter Group Handbook	COB 31 01 14
25/10/2011	Association information & SG Minutes on parent lounge on school website	Sarah Slade to ensure presented in a more user friendly manner	Ongoing
26/2/2103	Outdoor Stage	Peter Beahan to progress	Ongoing
31/01/14	Excess Auxiliary Funds	Peter Beahan to progress with tuck shop	Feb meeting
31/01/14	Printers for tuckshop	Helen Duncan to progress	Feb meeting
	Surplus Wine	Claire Jackson to advise SG to promote to members & contact HD for sales	Feb meeting
	PA system for end of year function	Claire Jackson to contact Tim Hughes	Feb meeting
	Welcome Family BBQ	Helen Duncan to confirm Sippers to be opened & speak to encourage volunteers for Tuckshop & future Association executive Claire Jackson to contact SG to encourage members to donate any unused uniform items for the Gold Coin Donation table	ASAP
	Communication in MS/SS	Paul Browning to investigate year parents, House parents, CPLs	Feb meeting
	Tuckshop & Sippers cooling	Peter Beahan to progress	Feb meeting
	Bunnings BBQ	Peter Beahan to progress	Feb meeting
	Cardigans	Claire Jackson to progress	ASAP
	JS sport communication	Paul Browning to clarify with Helen Shepperd	Feb meeting

	Market Day	Paul Browning to clarify with Tim Hughes	Feb meeting
	Funding round	Helen Duncan to circulate outcome to all applicants & relevant SG where considered appropriate Claire Jackson to source application form and update	Feb meeting
	Tuckshop	Helen inspect display cabinet, liaise with Sam Gray (also has contacts for air curtains) & confirm all stock to be run down pre-Christmas break to ensure repeated losses due to freezer failure does not recur	ASAP
	Embellishments	Peter Beahan to investigate a) mechanism to ensure blazers are available for induction ceremonies in 2015 b) pricing	Feb meeting
	Association Membership	Claire Jackson to remind SG to submit any membership forms in hand and explore with Colleen if membership Association can be set up via Flexischools	Feb meeting

FUNDING APPROVALS FROM THIS MEETING

Amount	Description
Previous commitment confirmed	<ul style="list-style-type: none"> • C of A prizes • Year 12 leadership programme
Approx. \$7500	<ul style="list-style-type: none"> • Safe driver program • Guest Speaker Michelle Mitchell yr 5-7 +/- JSSG • Air curtains for Sippers • 2 x 4 burner BBQs