**Minutes of General Meeting**

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| --- | --- | --- | --- |
| Date | Tuesday 25th October, 2016 | Time | 6.30pm |
| Place | St Pauls School Tooth Centre | | |
| **Minutes** | | | |
| * **Welcome and Opening Prayer:** Samantha Gray opened the meeting at 6.30pm with an opening prayer and welcomed all attendees. Dr Browning took meeting members on a short tour of the outside of the newly built PEC * **President’s Comments:** Samantha Gray thanked Greg Smith for holding the August meeting. Samantha handed out a USB to each Supporter Group, USB has relevant information eg. Forms etc, which the Supporter Groups would need * **Attendance and Apologies:**   **Attendees:** Dr Paul Browning, Samantha Gray, Jamie Petterson, Metilda Trench, Cindy Stelzner, Gerard Yorston, Kym Kuenstner, Paul Hardie, Karen Mellor, Nilesh Patel, David Fagan, Peter Deane, Suellen Rush, Sarah Slade, Merita Hammond, Helen Thew, Margaret Devaraux, Gaye Grieve, Julie Deacon, Sarah Reilly, Sandra Stanley, Andrew Thomas. **Apologies:** Greg Smith and Tracy Dare   * **Headmaster’s Report:** Dr Paul Browning stated there will be a tour of the new PEC on Monday at 4.30pm for parents and others. Dr Browning stated that Dylan Malloch has updated school website to reflect “current parents”, as well as “new parents”. Dylan has created a “one stop shop” for current parents. This will be completed in the next few days. Dr Browning has requested guest speaker Michael Grose to give a talk on either 7th or 8th March 2017. Mr Grose will get back to Dr Browning over the next few days. * **Confirmation of Minutes from previous meeting:** 23rd August 2016 Moved: Sandra Stanley; Seconded: Jamie Petterson. * **Business or Actions arising from previous minutes/meeting:** Refer to the action table below. * Correspondence: Tabled – refer to Correspondence table below * Supporter Group Reports: As circulated and set out at the end of the minutes  |  |  | | --- | --- | | Cadets – Nil report | Netball | | Cricket | Rugby – nil report | | Football – Nil report | Swimming – Nil report | | Hockey | Tennis | | JSSG | Touch Football | | Music | Volleyball |  * Treasurer’s Report: August 2016 and September 2016. Jamie Petterson stated that money put into Term Deposit yielded small amount of interest. As of 30 September 2016 funds amount to approximately $93,000 once Supporter Groups funds taken into account. Moved: Jamie Petterson, seconded: Suellen Rush. * Special Business: Budget: Association in a good financial position at present, but we need to bear in mind there is no income coming in. The only guaranteed income is from St Pauls School in accordance with the hand over agreement of the Retail Shop. This income will be $30,000 paid to the SPSSA each year over the next 4 years. And $15,000 to be allocated yearly by the SPSSA towards grants. These grants are set for 2016 and are Year 12 leadership, Year 11 Safe Driving, the Celebration of Achievement, Junior School guest speaker, and Junior School activities such as Recycling Week. Samantha Gray proposed the Association keeps these same allocation for 2017. Moved: Samantha Gray, decision unanimous. * Samantha Gray enquired from Dr Browning if there are any items the school might need, e.g. for the new PEC, Dr Browning stated that he would do further enquiries and get back to the Association. Dr Browning stated that the Association should consider a sustainable model for new year. * The Fair in August 2017 may net a good income for the Association. The Association would have to create opportunities that will generate income for the future beyond the 4 years definite income from St Pauls School. * Samantha Gray stated that the Association should grow the Fair as a bi-annual event. Jamie Petterson enquired as to whether the Fair could be held annually, most were opposed to this, however, the statement was made that the Association organise some other event/events on the alternate years. Samantha Gray stated that it is difficult to find volunteers who are willing to take on work for events, however, it is possible to run a couple of events per year, for example, the Association can use the fact that the school now has a new PEC to create an event day. * Dr Browning stated that the new family welcome function has been replaced with a new house welcome function to introduce the new house system to the school community. There is an opportunity for the Association to contribute to this function. It was suggested that there be a House Warming Party for the 5 new houses. Dr Browning stated that St Pauls School would pay for the function, however, if it grows to include all the Association may now have to contribute somewhat. * House Warming Party to take place on Friday 3rd February 2017. Ideas have been put forward as to how House Warming Party would take shape, for example, 5 “stations” or “locations” throughout the school, finger food, cheese and wine ? etc. It is therefore decided that this function will be the Association’s first event of 2017. Discussions will be ongoing as to planning and execution of this event. * Condition of grandstands – Charles Sweeney (Groundsman & Maintenance Officer) has replaced seating in 2 grandstands * The condition of the playing fields/ovals is an ongoing major project. Andrew Thomas stated that the condition of the playing fields is a usage issue. He suggested that, during the week, the students not play on the same fields, rotation of play would help the condition of these fields. Mr Thomas suggested that an irrigation plan/roster be put in place to ensure irrigation rotation. Dr Browning stated that he would discuss this with Mr Sweeney. * Reporting an absentee on St Pauls website - Dylan Malloch is working on setting up a system that would send a confirmation text to parents once reporting an absence has occurred * JSSG – Agreement with Coffee Royale. A verbal agreement with Coffee Royale (as no contract could be found by JSSG) states that Coffee Royale will hand over a percentage of its earnings from trading in the Junior School carpark. To date, the JSSG have not received money due for this year, Coffee Royale is paid up until the end of 2015. Coffee Royale is therefore almost a full year in arrears. It was suggested that Coffee Royale pay the JSSG a fixed fee per term. Also suggested that the agreement be between St Pauls School, SPSSA and Coffee Royale. It should then be decided how fee from Coffee Royale will be distributed between groups. Samantha Gray will issue Coffee Royale the Sport Calendar for 2017 in order for them to know which Saturdays they might be required. Samantha Gray would like a 12 month contract for 2017 with Coffee Royale to be in place and finalized before the 2017 school year begins * Samantha Gray reminded the Supporter Groups to please make sure they have forwarded their AGM Minutes, General Meeting Minutes, Treasurer Reports and Governance Bonus Form for 2016 to the Association Secretary in order for them to receive the $500 bonus. * General Business: Term dates for 2017 are now up on St Pauls School website * Kym Kuenstner asked if the Tennis Supporters Group can buy their own barbeque in order to have their own sausage sizzles. Dr Browning confirmed that they could, however, an email should be sent to Charles Sweeney to confirm it is in order. * Samantha Gray asked the Supporter Groups to send through their fundraising dates (to be taken up further at meeting on 28th February 2017). It was suggested that the 4 sports groups per term get together for a meeting to organzise fundraising etc so as not to clash with one another * A Supporter Group member asked Dr Browning about storage facilities for each Supporter Group. Dr Browning stated that there is ample storage in basement of new PEC. * Greg Smith has left St Pauls School, Samantha Gray asked if there is anyone that could take over Mr Smith’s IT role at the Association. Gerard Yorston volunteered for this role. * Applications for membership and recording of new members: Request that received memberships be accepted – moved: Samantha Gray, unanimously received * Next Meeting: Tuesday, 28th February 2017 * Meeting Closed: Meeting closed by Samantha Gray 8.25pm | | | |

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Description | Action by Whom | Due Date |
| NAB Bank forms | Samantha Gray will ensure bank forms are up to date | Samantha Gray |  |
| Contact/new procedural log | Samantha Gray and Cindy Stelzner will undertake a Contact and New Procedural/Protocol log | Samantha Gray, Cindy Stelzner | ongoing |
| Arrears Commission | Samantha Gray to seek arrears commission from Coffee Royale | Samantha Gray |  |
| Sport Calendar | Samantha Gray to issue Sport Calendar to Coffee Royale | Samantha Gray |  |
| New contract | Samantha Gray to finalize 12 month contract for 2017 with Coffee Royale before school begins in 2017 | Samantha Gray |  |
| SG Fundraising dates | Supporter Groups to send through to Samantha Gray their fundraising dates for 2017 | Supporter Groups |  |

Funding Approvals for the year to date

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| --- | --- |
| **Amount** | **Description** |
| $600 | Costumes for JS for Holy Week |
| $12000 | 12 x $1000 Supporter Group Association funding payments |
| $6000 | 12 x $500 Governance Bonus payment December 2016 for eligible Supporter Groups only |
| $350 | Colour Run Donation |
| $2000 | Sports Canteen Fridge |
| TBA | Handbook Update |

**CORRESPONDENCE 21 August 2016 – 22 October 2016**

**Inwards**

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| --- | --- | --- | --- |
| **Date** | **From** | **Description** | **Type** |
| 02/09/2016 | NAB | Investment details | letter |
| 02/09/2016 | ATO | Instalment Activity Statement Aug16 | statement |
| 02/09/2016 | ATO | Request for June Activity Statement | letter |
| 02/09/2016 | Blue Card Service | Positive Notice letter | letter |
| 02/09/2016 | St Paul’s School | Remittance Advice | Cheque in letter |
| 09/09/2016 | WorkCover Queensland | Remittance Advice - Refund | cheque |
| 09/09/2016 | ATO | Forms-cancelGST withholding branch | Forms |
| 09/09/2016 | Blue Card Service | Positive Notice Letter | letter |
| 09/09/2016 | NAB | Bank statement | statement |
| 09/09/2016 | NAB | Merchant Statement/Tax Invoice | statement |
| 18/09/2016 | NAB | Advice-returned electronic transactio | letter |
| 18/09/2016 | NAB | Advice-Term Deposit maturing | letter |
| 23/06/2016 | Blue Card Service | Positive Notice Letter | letter |
| 04/10/2016 | NAB | Closure of NAB Term Deposit | Letter and statement |
| 04/10/2016 | ATO | BAS | statement |
| 04/10/2016 | Aus Post-Bald Hills PO | Relocating next door to current PO | letter |
| 10/10/2016 | ATO | Reduced Activity Statement Refund | letter |
| 10/10/2016 | NAB | Bank statement-Business Manage Ac | statement |
| 10/10/2016 | NAB | Merchant Statement/Tax Invoice | statement |
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**Outwards**

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| **Date** | **To** | **Description** | **Type** |
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**SUPPORTER GROUP REPORTS - april, 2016**

**Cadet SupporterS’ Group**

**NIL REPORT**

**CRICKET SUPPORTERS’ GROUP**

* CGS meeting – held on 5th Oct 7pm
* 2016 Matters:
  + Cricket Development Day was held on Sat 1st Oct at St Paul’s School grounds with great fun fair. Around 100 players from various teams participated under sunny conditions.
  + CSG gave away cricket towels and training shirts to all registered players. This was very well received.
  + Players went through drill conducted by coaches from QLD and some Brisbane Heat personnel attended.
  + Lunch + Drinks provided.
  + CSG extends its appreciation to JSSG for the grant for food/drinks provided.
  + 5 teams in the BNJCA completion (1 u/9, 1u/10, 2 u/12s and opens)
  + Planning for 2017 Annual Cricket Dinner underway. Kedron Wavell booked for March 25th 2017.
* Next meeting 2nd November 7pm – Library

**NILESH PATEL – PRESIDENT**

**FOOTBALL SUPPORTERS’ GROUP**

**NIL REPORT**

**Hockey SupporterS’ Group**

We are planning for the junior school development day which will be held on Tuesday 8th November. We will have coaches from Brisbane hockey association who will take the players through a round of skills and different drills.

Also in the planning is a tour which will be held at the end of term one.

The AGM is to be held on the 1st of November..

Mr White has a boys hockey team together and they are to play a game against ormiston college on Saturday the 29/10 at the school.

**Suellen Rush -PRESIDENT**

**JSSG**

The last JSSG meeting was held on the 6th October with approximately 10 people in attendance. As the school year is winding down to a close, the focus is on building the JSSG profile for next year and making the final event for this year a great one.

**Halloween ‘Spooktacular’**

The JSSG will be hosting “Camping at St Pauls” again this year with a Halloween theme on the 29th October. There are approximately 60 families camping and lot more registered to attend the festivities but not stay the night. There will be dinner, activities, games and a movie for the kids followed by breakfast in the morning. There has been a fantastic group of parents working tirelessly to coordinate this event and the JSSG is extremely grateful to everyone involved.

**JSSG Profile**

The JSSG Vice President along with one of our committee members have been working on a strategy to boost the JSSG’s profile within the Junior School community. In consultation with Dylan Malloch, a JSSG Facebook page has been established and is proving to be quite successful. They are also researching the procurement of volunteer vests to make volunteers visible at all our events. There efforts are going to be a welcomed improvement to the JSSG and we look forward to seeing some more positive changes in the New Year.

**JSSG “Helping Hand” fund**

Previously, the JSSG used the funds collected from the Uniform Swaps they held throughout the year to contribute to the sponsorship of a child through the Smith Family foundation. This year, it was discussed and voted in that we would cancel that sponsorship and channel those funds back into the Junior School community to assist families in need. We are in the process of establishing some criteria around the scheme, and will be finalising those at the November meeting.

The upcoming JSSG meeting is scheduled for the 3rd November, at 7.00pm in the Tooth Lounge.

**Merita HAMMOND - President**

**MUSIC SUPPORTERs’ GROUP**

Meeting held 10th October 2016

St Paul’s ‘Art Ensemble’ a small ensemble of our talented students were invited to play at Jugglers Art Space, Fortitude Valley for the Paint It Red chamber music series. Students accompanied by Kellee Green and Clint Allen played a set of music by Dutch trumpeter Eric Vloeimans.

Junior Strings and Choral Concert took place on 11th September at Kedron Wavell. MSG held a raffle and raised over $400. Gifts of wine were provided for the supporting teachers and tutors.

6th October - Hawaii Tour parents’ information evening held invited parents to join Tour Supporters Committee.

SPS Fest took place on 14th October an outdoor music festival which will replace Battle of the Bands. Student led bands and soloists will compete for the SPS Fest trophy. MSG ran a BBQ and donate prize money.

Next meeting 7th November 2016

**KAREN MELLOR – PRESIDENT**

**Netball Supporters’ Group**

Earlier this month, the NSG held their AGM and there was not much movement through the positions, in fact all of the same people remain in the executive team however we have had two more people join the general committee, which is fantastic. We will now have a break from meetings until the beginning of next year where we will start to plan for next year’s netball season. We had a successful joint fundraising venture with the RSG (Holt Bolt) in September and we are open to more joint fundraising ventures in the future. We also had another fundraising activity on Sunday at the Bribie triathlon. Mrs Power went to the Samsung Cup in Toowoomba with 2 junior school netball teams and both teams came away with pleasing results.

**MELISSA LIESSI - PRESIDENT.**

**rugby supporterS’ group**

**NIL REPORT**

**Swimming Supporters’ Group**

**NIL REPORT**

**Tennis Supporters’ Group (TSG) Report**

TSG held our AGM on Monday 12/09/16 with 9 attendees. We welcome Patrick Glowrey as Treasurer and Silvana Nairn has switched positions to Secretary.

TSG 2015/2016 in a Nutshell:

Another fabulous year for ***tennis*** at St Paul’s School:

* Highly successful season for Boys and Girls TAS tennis in 2016:
  + **4 premierships**
  + 2 second places
  + 2 third places
  + **8 out of 12 teams in top three placings**
  + Girls had the best result in recent history (3 premierships in the 10’s, seconds and firsts)
* 2 x Teams competed at the Brisbane International Teams Carnival – huge congratulations to the Year 6 team which made it to the finals and will now represent St Paul’s School and play in the Brisbane International School Challenge during the Brisbane International Tournament in January.
* Congratulations to Kanika Jayathilake from Year 6 who placed second at the Qld Tennis Championships and was selected to represent St. Paul’s School and QLD in the Bruce Cup National Finals in October. Also, Kanika was a key member of the Met North team which won the overall championship, Boys championship and Doubles championship.

TSG achievements for 2016

* Australian Open Gala Day held in February this year / wonderful day of social tennis, BBQ and fun for approximately 80 guests who attended.
* All TAS tennis representative players have been awarded a small gift for their efforts
* All Year 12 students who have supported TAS tennis at St Paul’s School honoured with an engraved keyring
* All TAS tennis representative players to be offered a Ground Pass to the Brisbane International Tennis event in January 2017
* TSG Logo finalised
* Annual TSG raffle raised $495 – a big thank you to Dale Roach Good Guys Morayfield for providing the prizes (TV, bar fridge and esky) at cost price.
* Raised $15 for Breast Cancer on “Pink” day by selling Popcorn (and $136.18 for TSG)

TSG challenges in 2016

* Construction of the new PEC adjacent to the tennis courts resulted in difficult conditions to play tennis, a loss of the rotunda and shaded viewing areas during the Boy’s TAS season and the Cancellation of Wimbledon Gala Day in July.

Finally, I would like to **thank** each member of the TSG for their unwavering support and assistance during 2016. It is very much a team effort and I look forward to an exciting 2017!!

**Kym Kuenstner - PRESIDENT**

**Touch Football SUPPORTERS’ GROUP**

The 2016 Touch Football year has been an eventful one with success on and off the field.

On the field we enjoyed a great TAS season with ultimate success (2nds premiership) and some great participation and improvement throughout the other teams.

The kids have been fortunate to have some great coaching and the TFSG appreciates and thanks all coaches (teachers and past students) for giving their time.

I would also like to acknowledge the amazing energetic efforts of Erica – without her drive and passion the touch footy scene at St Pauls would not be what it is today!

Paul Sullivan has created a wonderful “extension/growth” environment for our more serious athletes through the South Pine Touch extra-curricular competition and this has been complimented nicely by the entry of 2 teams into the All-Schools carnival recently completed at Whites Hill.

These programs along with the work being done with the younger teams and into the junior school is really building a true Touch Community and I for one am proud to be involved in any way that I can.

Off the field the TFSG has made significant contribution to the procurement of new playing strips for all teams. This was made possible through the generosity of several sponsors who were largely recruited by one committee member…who prefers to remain nameless.

Thanks to our generous sponsors :

* Remax Strathpine (1sts)
* SRJ Walker Wayland
* Livi Paper
* Gerni
* Oates
* Hanleys Online (2nds)

The TFSG also supplied training shirts to all players this year funded from the various activities carried out including:

* Movie night
* Zooper Dooper sales
* Raffles

I would also like to thank our PTCs who stepped up to help the respective coaches throughout the season. Thanks also to the TFSG committee members for their support and assistance throughout the year and a fond farewell to Adele Engelbrecht, Warren Hanley and Lina Quinan who will no longer have children at the school….

Finally, to the players and parents, without you the TFSG would have no goals or ambitions. Well done for getting to training and getting behind your teammates and coaches.

I hope to see all of you back next year with a few more of your friends and can’t wait to see the new crop of touch stars coming through from Junior School.

Stay in Touch!

**Runsheet:**

**Presentations:**

Thank coaches and invite them up to accept caps and speak briefly about their teams

Coaches:

* Craig Cook (Yr7)
* Chris Sheahan (Yr8)
* Taylor Kerta
* Carla Wise (Yr10)
* Andrew Duncan (2nds)
* Paul Sullican (1sts)

Thank PTCs:

* Melita Baxter (yr7)
* Rachel Russell (yr8)
* Fiona Chapman (yr 9)
* Bec Kerta (yr10) special mention for helping with tonight
* Kim Skeates (yr 11)

Thank TFSG committee and special thanks to departing members :

* Adele Engelbrecht (flowers)
* Lina Quinan (flowers)
* Warren Hanley (absent)

Thank Erica and present gift

Thanks to players.

**AGM**

Open meeting

Acknowledge attendance of Sam Gray

Apology – Warren Hanley

**Presidents comments:**

* Great season
* 2nds premiers
* Great participation
* All Schools Comp & South Pine Comp
* New Jerseys Sponsors –
  + Remax Strathpine
  + SRJ Walker Wayland
  + Livi Paper
  + Gerni
  + Oates
  + Hanleys Online
* New training shirts
* Fundraising – Movie Night, Zooper Doopers

Minutes from previous meeting – move and second

Treasurers Report – Gabe Carson

Declare positions vacant and handover to Sam Gray

**Dinner!**

**GERARD YORSTON - PRESIDENT**

**volleyball SUPPORTERS’ GROUP**The VSG are currently out of season with no Volleyball played this term.

The girl’s season ended on a high with TAS Premierships in both the First’s and Year nines. A great platform to continue building into the future.

Also a congratulations to present and former Volleyball players involved in the Australian Junior Volleyball Cup Nationals.

[Sophie Hicks](https://www.facebook.com/profile.php?id=100004345069175) - Bronze u19 girls maroon   
[Sarah Strong](https://www.facebook.com/profile.php?id=100010686406149) - Gold u17 girls maroon (Australian all star 7)  
Blake Harrison - Silver u15 boys white   
Lauryn Spiller - Gold u15 girls white  
Mitch Broom (SPS 2015) - Bronze u19 boys white

The VSG has its AGM this Sunday 30/10/16 at 4:00. The location is Club Pine Rivers. Corner Sparks and Francis Roads, Bray Park.

The AGM will be followed by a celebration dinner from 5:00pm to 7:00pm for all players.

There is a senior girls and boys team, and a Junior girls team currently training hard and preparing for the Australian Schools cup competition to be held in Melbourne in December. We wish them the very best of luck.

**DAVID FAGAN – PRESIDENT**