

Minutes of General Meeting

Date	Wednesday 26 th April 2017	Time	6.30pm
Place	St Paul's School Tooth Centre		

Minutes

- **Welcome and Opening Prayer:** Gerard Yorston opened the meeting at 6.35pm with an opening prayer and welcomed all attendees.
- **President's Comments:** Gerard Yorston thanked everyone for their support. He stated that he enjoys being involved in the community and is looking forward to everyone working together. He stated that he is in the President's role to help and support everyone.
- **Attendance and Apologies:**
Attendees: Dr Paul Browning, Gerard Yorston, Andrew Thomas, Sandra Stanley, Metilda Trench, Cindy Stelzner, Kym Kuenstner, Karen Mellor, Cathy Donaghy, Peter Deane, Suellen Rush, Sarah Slade, Danielle Page, Melissa Liessi, John Hodgson, guest speaker – Dylan Malloch **Apologies:** Tracy Dare
Headmaster's Report: Dr Browning thanked those who had organised tours, ie. rugby, hockey and music tours. He stated that it's of value for students to learn about different cultures and countries and create new friendships. Dr Browning also stated that discussions with Coffee Royale are still ongoing. We will not be signing new contract with them until they have settled debt, deadline, Friday 28/04/2017.
- **Confirmation of Minutes from previous meeting:** 28th March 2017 Moved: Gerard Yorston; Seconded: Suellen Rush.
- **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	Netball
Cricket	Rugby
Football	Swimming
Hockey	Tennis
JSSG	Touch Football
Music	Volleyball

- **Treasurer's Report:** No Treasurer's Report. Incoming Treasurer, Sandra Stanley will let Supporter Groups know when handover to her has occurred.
- **Special Business:** Gerard Yorston introduced John Hodgson who is the 2017 Fair Convenor. John stated that the Fair Committee was formed at the end of last year, however, since then they have lost some committee members due to personal reasons. Sarah Slade is on the committee and they have acquired a few more members. It was decided that the theme for this year's fair would be "A World of Experience", to be held on Saturday 26th August 2017 from 10am to 6pm. Cultural experiences and the new House structure to be the features. John explained that he would run this year's fair more like a business, cutting costs and increasing funds/profits, yet still in the spirit of a community event, which is the prime focus. He stated the following key points:

- Spending less than previous year's fair
- Profit sharing with ride operators
- No Stage, money saved not having a stage
- Raffles
- Prizes, eg. some expensive prizes donated by Michael Hill Jewellers
- Sponsorship, good leads being followed up
- St Paul's families would be asked if they would like to sponsor
- Communications are up to date, ie. Banners and flyers are done (Flyers will go home with students)
- Quotes are being obtained for cultural displays, eg. Bollywood Dancers etc
- "Eat Street" theme – 16 vendors, who will be charged a fee to have a stall at the fair
- Looking at possibly having roaming performers
- School stalls

-Junior School stalls – eg. Cake stalls to try and fit in with the theme of “A World of Experience”

-Junior School will fund their stalls

-Middle and Senior School will be asked to run their stalls (Fair Committee will meet with School's Cultural Captains to decide on stall ideas)

-Undertaking to have 10 commercial cultural stalls eg. Cultural art that would add to “Eat Street” theme. Charge a set fee to have stall at fair

-Close to organising a coffee franchise to run Sippers on the day at no charge, plus sponsorship arrangement

-Hoping to acquire a bar sponsorship who would run a bar at no cost (John stated that no additional Liquor Licence is required for the fair)

-In the process of organising the entertainment, ie cultural performances etc. Possibly hire professional entertainers

-Fire Works at the end of the day, provided by the ride operators at half price

-Ride wrist bands to be purchased online through Flexischools. (1.82% to be added to price of wrist band to cover Flexischools fee) Wrist bands will also be for sale on the day at the fair

-Volunteers will be sought to help a couple of days before and on the day. SPSSA will be called upon in this regard.

-John has not, as yet, decided on the fairground layout. He is working on that

John will attend SPSSA monthly meetings to provide updates. If he is unable to attend he will supply written update. Gerard Yorston stated that out-sourcing food stalls and reducing costs will ultimately be of benefit to the School.

Guest Speaker – Dylan Malloch

Dylan's speech was centred around the possibility of acquiring a new LED Display Board at the front of St Paul's School. The existing board would be relocated to the back of the school at the Junior School entrance. A board of good quality would be ideal, where businesses could advertise. Income from this board could assist in funding the School's Vanuatu Outreach Program. Dr Browning stated that it is his vision that all students are able to go on this Outreach. St Paul's School owns land in a village in Vanuatu and it would be ideal to build accommodation on that land for students to stay at while there. We would need to find a way to make this vision sustainable because not every family can afford to send their child on this Outreach. He stated that the School has the land and a plan to develop, however, the next step would be to build/incorporate this Program into the School Curriculum.

St Paul's School is situated on a main road with high traffic volume, which makes it an ideal place for businesses to advertise. Andrew Thomas asked about whether there would be any issues with Council Regulations concerning the location of the board. Dylan stated that the School would adhere to any regulations and guidelines the Council may have, ie. how often advertisements flick over etc.

Dylan stated that only 6 businesses would be offered to display on this board in order to avoid saturation. Business could advertise on the School's LED Board, plus they could have a one-off post on the School's Facebook page for a fee, or possibly have a banner added on The Link.

The initial set-up cost of LED board would be in the region of \$30,000. The intention would be to fund the board from the first 6 month's revenue, or advertising revenue. The School would ask SPSSA to leverage our business contacts to introduce potential advertisers – Dylan to provide proposal for us to share.

All profits made would go towards the Vanuatu Outreach Program and supporting children in this developing country.

Dylan also discussed the School's new website. Even though there have been some concerns from parents stating that they find it difficult to navigate the new website, Dylan has modelled new website on other sites that have proven to be very successful. He did extensive research to this effect. He stated that the Parent Lounge is there for student specific information.

He stated that “My Team App” might be taken on board. Sandra Stanley enquired as to when the trial for this App would be concluded. Dylan stated that the trial would end at the end of the current term.

Dylan advised that the School's Newsletter format has changed, news is now in Newsletter in real-time instead of days later.

Peter Deane expressed concerns that there is no security behind reporting an absence on the School's website. Dylan expressed that he will look into implementing a procedure where the parents receive an email or text message once an absence has been lodged online. All agreed that this would be appropriate.

- **General Business:** Peter Deane raised the issue of Flexischools in March's Meeting Minutes. Peter stated that Maree Deane, who has taken on Flexischool duties, has requested that the below email from Colleen Willmot be included in order for everyone to understand the process:

Hi SPSSA and Supporter Group Volunteers

I am no longer a parent at St Paul's and Maree Deane has very kindly offered to take on the duties of Flexischools. Maree can be contacted at flexischools@spssa.org.au to set up future services for your Supporter Groups.

A reminder that Maree will need

- a) the name of your event
- b) which supporter group is running the event
- c) the date of the event/fundraiser
- d) the date/time you want to start selling or activate the event on FlexiSchools website
- e) the date/time you want to stop selling or event to be deactivated on FlexiSchools website
- f) details of items to be sold – includes tickets /registrations for events as well
- g) the cost of tickets, items to be sold etc
- h) who is to receive a copy of the daily order summary.
- i) if a service that has run in the past it would be helpful if a copy of the past information is attached to request
- j) in regards to ticketed events information such as dietary requirements/preferred families to be seated with can also be entered
- k) is the event opened to the entire school/outside guests and/or specific grades at St Pauls.

If it is a service that has run in the past it would be helpful to Maree if you could forward her one of the past daily summaries from previous years so she can be certain of which event you are referencing.

Remember set up time is usually a week – so please don't wait until the last minute to send Maree the details. As soon as you know you are planning an event let Maree know and she can have it all ready to go in the background and just have it automatically activated on your preferred date (for this year and even for future terms or years!). For example, the Junior School Car Park Raffle is already set up for the March And June raffles (way to go JSSG!). The wording of services can always be tweaked by Maree. The dates need to be set up by Flexischools and that is the part that can take time – especially for new events.

Good Luck with 2017 at St Paul's.

Regards
Colleen

Sandra Stanley stated that there is a "Monster Raffle" being held this term for Rugby, Netball, Hockey and Tennis Supporter Groups. There are \$1,800 worth of prizes, raffle draw to take place on Annual Gala Day on 13 May 2017. Gerard Yorston stated that it would be a good idea for Term 3 Sports Supporter Groups to also have a raffle for fundraising.

Andrew Thomas stated that the Sports Canteen renovation and installation of new equipment is progressing well. Canteen will be cleaned on Thursday 27/04/2017 and ready for operation on Friday 28/04/2017.

- **Applications for membership and recording of new members:** Request that received memberships be accepted – moved: Gerard Yorston, unanimously received.
- **Next Meeting:** Tuesday 23rd May 2017
- **Meeting Closed:** Meeting closed by Gerard Yorston at 8pm.

ACTION ITEMS

Action	Description	Action by Whom	Due Date
NAB Bank forms	Samantha Gray and Jamie Petterson will ensure bank forms are up to date, also, Gerard Yorston, Sandra Stanley and Metilda Trench will ensure they are linked to NAB accounts	Samantha Gray Jamie Petterson, Gerard Yorston, Sandra Stanley, Metilda Trench	ongoing
Arrears Commission	Samantha Gray to seek arrears commission from Coffee Royale, Renee to assist	Samantha Gray Renee	ongoing
Sport Calendar	Samantha Gray to hold off on issuing Sport Calendar to Coffee Royale	Samantha Gray	On hold
New contract	Samantha Gray to finalize 12 month contract for 2017 with Coffee Royale	Samantha Gray	Ongoing

FUNDING APPROVALS FOR THE YEAR TO DATE

Amount	Description
\$12000	12 x \$1000 Supporter Group Association funding payments
\$6000	12 x \$500 Governance Bonus payment December 2017 for eligible Supporter Groups only
TBA	Dorelle to undertake some administration duties
\$11554.80	Sports Canteen Cooktop and Oven

CORRESPONDENCE 25 March 2017 – 23 April 2017

Inwards

Date	From	Description	Type
28/03/2017	Trybooking.com	Intro to new version of Trybooking	letter
07/04/2017	NAB	Account Balance Summary	statement
20/04/2017	BSG Australia Pty Ltd	Statement/letter addressed to RSG	Unopened-handed to RSG on 22/04/2017
20/04/2017	BSG Australia Pty Ltd	Statement/letter addressed to RSG	Unopened-handed to RSG on 22/04/2017
20/04/2017	Scottish Pacific BusFinan	Letter addressed to RSG	Unopened-handed to RSG on 22/04/2017
20/04/2017	Sandgate Home Assist	Letter addressed to Swimming Club	Unopened-handed to Sarah Slade to give to SwSG on 26/04/2017
20/04/2017	Australian Fundraising	Brochure	Handed to JSSG on 22/04/2017
20/04/2017	Disaster Recovery Group	Invitation to Samantha Gray	Invitation to Annual Forum
21/04/2017	NAB	Merchant Statement/Tax Invoice	Statement & invoice
21/04/2017	NAB	Letter:Returned electronic transaction	letter

Outwards

Date	To	Description	Type

SUPPORTER GROUP REPORTS – APRIL 2017

Rugby Supporters' Group

The Opens Rugby tour to New Zealand was an outstanding success and a heartfelt thanks to all those involved in organizing the tour. The tour is the culmination of two years planning but it is worth every e-mail and every meeting. This tour gave a win on the field in Palmerston North and along with the off field experiences the boy will remember this for ever.

22 of April was the start of term two sport, we ventured to Daisy Hill for a much anticipated meeting. Last years 1st XV game was not a result that sat very well with most of us and righting that has been in the planning for some time.

I was extremely pleased with all our teams efforts on Saturday. We were competitive in in age groups and scored at least three try's in each game. The sight of the boys in formal uniforms, then in 2017 training shirts for warmups shows that the boys have pride in what they are doing.

The win on the weekend by the 1st XV (only the 3rd or 4th at that venue) is a direct result of the very successful New Zealand tour and solid training this month. Everyone involved has righted the result from last year and started the season on the right note.

The was no JTAS rugby this week but their season starts away to Ormiston in week two. I know the team have been training well and wish all teams a successful season.

Round one Results

RSG President

Andrew Thomas. AT

Tennis Supporters' Group

The Tennis Supporter's Group (TSG) are preparing for the Term 2 TAS Boy's season of tennis following a highly successful Term 1 where the girls did us proud bringing home **3 premierships**. Of note our First's girls won their **5th straight Premiership** – what an achievement!

The TSG's next meeting is **Monday 24th April at 7:30pm** in the tennis pavilion. All tennis parents are invited and welcome to attend.

For **home matches** this term, the TSG will be doing our own **sausage sizzle** during the morning and cold drinks/ice blocks will also be available for sale. The TSG is looking forward to be part of the monster raffle in Term 2 as well.

Good luck boys for another great season!

Kym Kuenstner

TSG President

Netball Supporters' Group

Term 2 sport has commenced with the first fixture against JPC - always tough competition! In a pleasing result though, the majority of the netball teams won on the day, achieving great results. Last Thursday afternoon, a mini netball carnival was organised, which allowed teams to play against each other in the lead up to the season. Everyone seemed to have a great time and provided the opportunity for all of the girls to get to know each other.

Blue Dog Training has sponsored netball at SPS this year and provided training shirts to each netball participant. A big thank you to their wonderful contribution. Most of the middle and senior school girls have received their shirts, whilst JTAS teams will receive their shirts on Thursday. Looking forward to another wonderful netball season.

Melissa Liessi

President NSG

Hockey Supporters' Group

The hockey tour to Hervey Bay went ahead despite the bad weather. Unfortunately the girls only got one game in before the rain set in. However a good time was had by the girls watching movies, playing cards & ten pin bowling.

The girls are all set for the beginning of the season this weekend.

Raffle tickets for the monster raffle are being handed out now.

Suellen Rush – HSG President