

Minutes of General Meeting

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| Date | Tuesday 24 th April 2018 | Time | 6.30pm |
| Place | St Paul's School Tooth Centre | | |

Minutes

- **Welcome and Opening Prayer:** Gerard Yorston opened meeting at 6.35pm with a prayer and extended a warm welcome to all
- **Attendance and Apologies:**
Attendees: Nigel Grant, Gerard Yorston, Andrew Thomas, Metilda Trench, Cindy Stelzner, Suellen Rush, Dale Roche, Patrick Glowrey, Fiona Chapman. **Apologies:** Sarah Slade, Sandra Stanley, Peter Deane, Allan Deacon
President's Comments: Gerard Yorston stated that he had attended the Anzac Service at St Paul's School today. He was impressed by the organisational skills demonstrated by the students. He stated that the Service was thought provoking.
Acting Headmaster's Report: Nigel Grant reiterated that he is attending meeting as he has stepped in as Acting Headmaster in Dr Browning's absence. Dr Browning will be returning to School on 10 May 2018. Mr Grant said he attended, enjoyed, and was impressed by the CSG and NSG Annual Dinners. NSG informed him that the tour to New Zealand during April holidays was a success. Mr Grant stated that he had discussed with Gerard Yorston the issue of parental complaints. Mr Grant said it was worth suggesting to parents and actually encouraging parents to take any issues they may have directly to the School. The best way for parents to receive a response and resolution is to deal directly with the School.
Confirmation of Minutes from previous meeting: 27th March 2018, Moved: Gerard Yorston; Seconded: Andrew Thomas
- **Business or Actions arising from previous minutes/meeting:** Refer to the action table below for updates
- **Correspondence:** Tabled – refer to Correspondence table circulated prior to meeting
- **Supporter Group Reports:** Short update below:

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| Cadets – written report attached | Netball – written report attached |
| Cricket | Rugby – written report attached |
| Football | Swimming – written report attached |
| Hockey | Tennis |
| JSSG | Touch Football |
| Music | Volleyball |

Hockey – Suellen Rush stated that hockey teams are playing well. Some teams achieved a couple of good wins, however First Team lost this week. Year 7 team is low on numbers this year.

Tennis – Patrick Glowrey stated that tennis players won 3 out of 6 games last week. Concerns over damaged courts put back On Agenda

Music – Gerard stated that Music Supporter Group now has an Executive Committee in place. Ben Myers is new President.

Up-coming Music in the Park has been changed to an evening event this year.

JSSG – Dale Roche stated that the JSSG has a particularly big/interesting prize for their raffle this year.

Treasurer's Report: (as circulated at meeting) Moved: Gerard Yorston, Seconded: Dale Roche

A few key points brought to our attention:

Payment requests for March 2018 – 20

Unallocated Funds - \$48 (eftpos machine)

Canteen renovation cost – painting & cleaning products) - \$473.53

Coffee Van commission received for Term 1 - \$84.96

Association Grants of \$1000 to each Supporter Group has been processed. (will show in April report)

The School has been invoiced for next \$30,000 instalment due to Association

General Business: Nigel Grant stated that he had again been in contact with the organisers of Worlds Biggest Garage Sale (General Business-Minutes-27 March 2018). He will keep us posted as to progress in this regard.

Sports Canteen oven needs cleaning – Samantha Gray will be asked if she is able to assist in this regard.

Can cage – Andrew Thomas stated that there is a metal cage full of empty soft drink cans outside the Sports Canteen. Dale Roche will make enquiries as to having cans removed for recycling.

Cafe Royal – Gerard will make enquiries as to whether the owners of the Coffee Van are aware as to which Saturday home games they are required

Cash float for SG's – Andrew Thomas enquired as to how the RSG could receive a cash float from the Association. Metilda Trench (Assistant Treasurer) stated that once she receives a completed and signed (2 signatures) Float Form she will process and transfer the required amount of funds into the nominated bank account.

Square Reader – Gerard Yorston put forward the idea of perhaps acquiring a Square Reader for the Association. This is a device that connects into a smart phone and is used in a similar way to a eftpos machine. It's easily carried/portable (small device) and enables people to pay with their credit cards (not debit cards) at functions, for example, home games when they are not carrying cash. This device has the potential to lessen revenue loss (those with no cash can still purchase). An App is available for download onto smart phone, an account is set up with Square Reader, with a log-in. Device retails for approximate \$60 at Officeworks. Standard merchant fee is 1.9%. Gerard will send out more information to SG's and would also bring device to next monthly meeting for a demonstration. It was decided that a final decision would be made regarding purchasing this device when Treasurer, Sandra Stanley, attends next monthly meeting, as her opinion on the matter is sought.

- **Applications for membership and recording of new members:** Request that received memberships be accepted – moved: Fiona Chapman, Seconded: Gerard Yorston
- **Next Meeting:** 22nd May 2018
- **Meeting Closed:** Meeting closed by Gerard Yorston at 8pm

ACTION ITEMS - OPEN

| Action | Description | Action by Whom | Due Date |
|-----------------------------------|---|-------------------------------|----------|
| Sports Fields | <p>22/08/17 Log barriers in a poor state of repair. Dr Browning advises that these are on maintenance schedule – keep item open to monitor</p> <p>23/01/2018- some repaired</p> <p>27/02/2018 – ongoing</p> <p>27/03/2018 – ongoing, Allan Deacon advised more logs down</p> <p>24/04/2018 – ongoing</p> | Dr Browning & Charles Sweeney | ongoing |
| Flexischools Admin | <p>Work required to maintain FlexiSchools has been identified as potentially unreasonable for one volunteer</p> <p>24/10/2017 GY has investigated – each SG to take on Flexischools for themselves -GY to contact Flexischools Rep re: training/help/setup.</p> <p>GY to send out another email to SG's re: taking on Flexischools for themselves</p> <p>23/01/2018- Gerard stated still ongoing</p> <p>27/02/2018 – Gerard looking to get trainer from Fexischool to present training course, few more nominations still required for course – either 15 or 22 March – Gerard to send out another email to SG's re: nominations</p> <p>27/03/2018 – Gerard unable to organise as per above note on 27/02/2018 as the trainer concerned is no longer available. Gerard is in contact with another trainer, Colin King, and sessions will, in due course, take place electronically. Peter Deane advised that his wife, Marie, is still available to help in the mean time. Gerard advised training will take place in the next 2 or 3 weeks.</p> <p>24/04/2018 – Access arranged for most SG's. Colin King on leave, Gerard spoke to Kate in Melbourne, she advised that training sessions probably not necessary as help is available telephonically from Melbourne</p> | Gerard Yorston | ongoing |
| Volunteer Levy | <p>24/10/17-Gerard to speak to Dr Browning regarding introducing a volunteer levy (in writing within school forms) for those parents unable to volunteer their time</p> <p>23/01/2018- Gerard will discuss with Dr Browning in February 2018</p> <p>27/02/2018 – Gerard discussed with Dr Browning – Dr Browning sent out enquiries to other school principals -some feedback indicated that schools that surveyed parents showed that parents wanted levy. Dr Browning may survey St Paul's parents in due course</p> <p>27/03/2018 – Gerard spoke to Nigel Grant about levy in Dr Browning's absence, however, it was decided that this decision would have to wait until Dr Browning returned from sabbatical</p> <p>24/04/2018 – No progress as Dr Browning on sabbatical</p> | Gerard Yorston | ongoing |
| Directional signage around School | <p>27/02/2018 – Patrick Glowrey suggested directional signage to be put in place around the School. Gerard Yorston to look into this and see what signage is available</p> <p>27/03/2018 – Gerard spoke to Charles Sweeney, and he advised Gerard that School is in the process of taking possession of new signs, therefore old signs could be placed/used elsewhere around the School. Nigel Grant stated that there is a site map on School website.</p> <p>24/04/2018 – Nigel Grant spoke to Charles Sweeney, some new signs going up around school (not directional signage), however, 3 school maps close to school entrances. Lack of signs for cloakrooms is an issue. Charles Sweeney has a plan in place to introduce new signs around school gradually, year by year.</p> | Gerard Yorston | ongoing |
| JSSG Sporting Day | <p>27/03/2018 – AT is in the process of organising a Sporting Day at Junior School in order to show those parents what's on offer – date set for 12 May 2018. AT will ask Danielle Page as to what exactly JSSG required in this regard and will inform SPSSA at next Monthly Meeting.</p> <p>24/04/2018 – AT in process of organising this day</p> | Andrew Thomas | ongoing |
| Tennis Courts | <p>24/04/2018 – No report from insurer as to damaged tennis courts. TAS program needs 6 functional courts, currently, lack of courts has an impact on tennis community. Only one court has lighting, this inhibits training during winter (gets dark early). Nigel Grant will follow up with Charles Sweeney regarding this issue</p> | Nigel Grant | ongoing |
| Blue Cards | <p>24/04/2018 – Gerard Yorston in process of working on attaining Blue Cards</p> | Gerard Yorston | ongoing |

ACTION ITEMS – CLOSED

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|-----------------------------|--|--------------------------------------|--------|
| DATES-Sports Canteen | 24/10/17-Gerard Yorston will enquire from the School re: Sports Canteen dates, he will then let the SG Presidents know once this information comes to hand 23/01/2018- Gerard will get these dates from Tim Hughes in due course 27/02/2018 – Ballot took place this meeting – see “Special Business”Closed | Gerard Yorston | closed |
| Sponsorship-sports ovals | 24/10/17-Sarah Slade to speak to Dylan Malloch about sponsorship around sports ovals, tennis courts etc 23/01/2018 – Dylan stated sponsorship is possible, take ideas to him...Closed | Sarah Slade-to report back to Gerard | closed |
| Clean-up swimming pool area | 24/10/17-Sarah Slade to ask Charles Sweeney (Maintenance) to clear away long grass, bushes etc inside swimming pool area 23/01/2018 – Sarah stated that clean-up occurred, although will require constant maintenance as all gardens do.....Closed | Sarah Slade | closed |
| Float (cash) | 24/10/17-Gerard Yorston to look into putting a policy together regarding the use of floats 23/01/2018 -in progress and Gerard will also create new form for this 27/02/2018 – new form created and in use – working wellClosed | Gerard Yorston | closed |
| Potholes | Potholes, driveway-student carpark entrance, Attunga Street. Dr Browning will speak to Charles Sweeney about it. 22/08/17 Potholes now filled. New action for logs.....Closed | Dr Browning & Charles Sweeney | Closed |
| Prep table-Sports Canteen | Sports Canteen in need of stainless steel preparation table. Andrew Thomas will endeavour to source a table. 24/10/17 – AT stated progress is ongoing 01/2018-Cindy Stelzner enlisted to help AT. With the help of Lesleigh Rodin ordering of suitable tables is imminent 27/02/2018 Sandra Stanley advised that stainless steel preparation table has been ordered and ready to be collected this week.....Closed | Cindy Stelzner | closed |
| Secure storage cages | Gerard Yorston will discuss with Charles Sweeney re: secure lockable storage cages in Walker Centre storage area 24/10/17 Danielle resolved issue...Closed | Gerard Yorston/Danielle Paige | Closed |
| School Bus for Sports | Question was raised about availability of school bus for away games – Saturday sports. Dr Browning will look into possibilities and advise. 22/08/17 – GY and PB discussed. Rules and regulations and costs still being investigated. Revisit next term 24/10/2017 PB to discuss with bus owners 23/01/2018- Dr Browning stated that school no longer has contract with bus owners for a St Pauls School bus, therefore this action now Closed | Dr Browning | closed |
| Sports Canteen fridge | 24/10/17-Fridge in Sports Canteen burnt out. Sandra will make enquires to determine whether fridge was insured, and she will endeavour to get fridge replaced. 23/01/2018- Sandra waiting on Dale for details in order to put forward a claim to school 27/02/2018 – Sandra Stanley stated new fridge was ordered and delivered and installed...Closed | Sandra Stanley | closed |
| NAB Term Deposit | 24/10/17-Alan Deacon suggested some funds be placed in a Term Deposit. Gerard Yorston to look into this request 23/01/2018- Gerard in process of following up 27/02/2018 – Sandra Stanley scheduled meeting with NAB on 02/03/2018 to discuss Term Deposit – will advise in due course 27/03/2018 – \$50,000 to be placed in Fixed Term Deposit for 3 months. See notes under Special Business.....Closed | Gerard Yorston | closed |
| Lifeline Donation Bins | 27/02/2018 – Lifeline Donations Bins removed from front of School carpark. Gerard to find out why this occurred as loss of revenue for Association 27/03/2018 – Gerard stated that bins were done away with due to them being unsightly and hazardous as people dumped next to bins when bins were fullClosed | Gerard Yorston | closed |

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 2018 for eligible Supporter Groups only |
| \$2000 | Dorelle to undertake some administration duties/submit NFP Governance |
| TBA | Stainless Steel preparation tables for Sports Canteen |
| \$1696.36 | New Fridge – Sports Canteen |
| \$800 | Funds to cover miscellaneous expenses – Sports Canteen |

CORRESPONDENCE - 22 March 2018 – 20 April 2018

Inwards

| Date | From | Description | Type |
|------------|--------------------|---------------------------------|---|
| 09/04/2018 | NAB | Business Management Account | statement |
| 09/04/2018 | NAB | Business Visa Debit card | Brochure /application form |
| 09/04/2018 | NAB | Business Visa Debit card | Brochure/application form |
| 09/04/2018 | ATO | Business Activity Statement | Statement - April |
| 20/04/2018 | Connecting Up | Invite to conference & Expo | Brochure |
| 20/04/2018 | NAB | Merchant Statement/Tax invoice | Statement & invoice |
| 20/04/2018 | BSG Australia | Addressed to RSG -letter 1 | Will hand to RSG at meeting on 24/04 |
| 20/04/2018 | BSG Australia | Addressed to RSG -letter 2 | Will hand to RSG at meeting on 24/04 |
| 20/0/2018 | Cadbury Fundraiser | Addressed to Julie Deacon (CSG) | Will hand to CSG at meeting on 24/04 or 02/05 |
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Outwards

| Date | To | Description | Type |
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SUPPORTER GROUP REPORTS – APRIL 2018

Netball Supporters' Group

Currently NSG have projected funds available (after commitments) of \$6,049.77, which is a healthy balance for the start of a tour year. The NSG donated \$4,300 in February and will donate a further \$3,400 (which came from assisting at triathlons and a half marathon), for the netball tour (April 2018).

We sent 15 girls on tour to NZ over the Easter holidays. Whilst the girls did not win any games, Kathleen Power, the Head of Netball congratulated the girls on a fantastic tour and said they learned a lot and have brought back many new skills to their respective teams. She said the girls and parents should be very proud of the conduct displayed on and off court and she received many compliments on their good behavior whilst they waited for over 8 hours at Wellington airport to come home, before the flight was cancelled altogether that night. A big thankyou to Kathleen Power, Katherine Kolb and Donna Holliday for taking the girls on tour!

The netball teams have been chosen and we had our first games of the season on 21 April. We had 6 of the teams win against JPC, one of our longstanding rival schools in netball, including some very convincing wins by the Firsts and Seconds. Great job girls!

A Tour dinner was held at Sippers on 28 March for 15 very excited tour girls and their parents to farewell the girls and give them their tour kits.

The NSG hosted an All Stars Netball Clinic after school on the first day of Term 2, where 3 Firebirds gave the 45 girls 2 hours of intensive skills training, which the girls advised was fabulous and they can't wait for the next one!

There will be 4 home games in Term 2 and the NSG will be doing a BBQ at each, as well as a car wash at one of those games as fundraisers.

The NSG is hosting a Mocktail function (with mocktails and food to be prepared by Grade 11 and 12 HLT students) as a fundraiser on Friday 11 May at 5.30pm.

The NSG is jointly running the JTAS canteen (with the JSSG) on 25 May 2018 as a fundraiser.

Fiona Chapman, NSG President

Cadets Supporters' Group

The SPS Cadet unit has just wrapped up our busiest month of the year!

The unit has completed a total of seven Anzac Services over a period of three days.

The Cadets paraded at St Paul's School, Lawton State School, Bray Park State School, Musgrave Retirement Village Sandgate, Bray Park Dawn Service, Sandgate Dawn Service, Sandgate March and main service.

At times they were spread between two locations at the same time.

All members of the Cadet Unit have shown commitment and pride in themselves and their unit. This experience has put them on centre stage and tested skills in front of very large audiences.

There has also been a new recruit camp held this month at Murrenbong camp ground. This camp taught the newest members of the unit essential camp and cadet skills to use moving forward in their cadets journey.

Also CUO Lachlan Smith attended NATA (National Adventure Training Award) week in Canberra. During this week he competed in many physical challenges from abseiling off buildings, to building rafts and range target shooting. Each challenge was scored and behaviour and presentation assessed constantly, all while sleeping out under 'hootchies' on almost zero degree temperatures. Lachlan was successful in maintaining the standard required for completion of this award. At the end of the week he was presented with the NATA award to wear on his uniform by His Excellency Sir Peter Cosgrove, Governor General. This is the only cadet award that can be worn on defence uniform if the recipient joins the ADF as a career, so it is very coveted.

Marion Smith
President Cadet Supporters Group

Rugby Supporters' Group

Game Day ONE. It was a super day at Daisy Hill yesterday, not only because of the result in the 1st's but the feeling was a lot different than in the recent past.

I believe we performed well with all teams being competitive. The 2nd XV's 12 aside competition is different and was a little bit of a unknown. We can now reset and will quickly adapt to this new format. Overall it is pleasing that the training sessions are translating into performances on the field to be proud of.

The game day PTCs are working well. It would be good if on all game day we have a central place to all meet so we can transcend age groups and put more faces to names. May be PTC names and faces in an email.

With a touch of luck the new Heritage supporters jumper will arrive this week. I am hoping to have them sorted and available to give to supporters on Saturday. We will have surplus to sell as well.

Monster Raffle tickets should be in the bottom of the boy's gear bags so we will email coaches and captains to get them out and sold. We will have lock till/box for raffle funds on Gala Day.

Our Home Game this week has JTAS joining us at the School for their games.

The SPSSA is still trying to get someone from Flexi School to do an information night. This is not as easy as it sounds but that is Flexi Schools. I will keep us updated.

I think we are at a stage to pay the deposit and set some numbers in place for the Rugby Dinner at the EH.

Yours in Rugby
Andrew Thomas. AT



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

PO Box 57
Bald Hills QLD 4036
ABN: 68 049 461 619

Monthly ~~Swimming~~ Supporter Group Report for

~~Swimming~~ select mth APRIL

Financial Summary

Present situation, major income & outgoing callouts

Performance

Season has ended until Term 4 2018

Events

What events have you just completed or are coming up?

Help Needed/Offering

✓ We have a complete list of people nominated to join and complete the committee. We will Liase with SPSSA president to find a convenient date

Compiled by: Dale Roche