

Minutes of General Meeting

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

Minutes

- **Welcome and Opening Prayer:** Gerard Yorston opened meeting at 6.30pm with a prayer and extended a warm welcome to all
- **Attendance and Apologies:**
Attendees: Dr Paul Browning, Nigel Grant, Gerard Yorston, Sandra Stanley, Fiona Chapman, Andrew Thomas, Metilda Trench, Suellen Rush, Dale Roche, Patrick Glowrey, Allan Deacon, Sarah Slade, Peter Deane,. **Apologies:**, Ben Myers, Cindy Stelzner, Danielle Page, Helen Thew, Tracy Dare

President's Comments: Gerard Yorston acknowledged the long break since last meeting and also the sad passing of Jamie Bird. The St Pauls community rallied behind the Bird family.

Headmaster's Report: Dr Browning covered several topics:

- Netball dinner was a great night
- Looking forward to Rugby dinner
- 4 tours from St Paul's over the break and some excellent feedback from the public on our kids – very pleasing
- Tennis court update – approval from insurer to repair provided some drainage work is first completed by the school. Dr B has engaged Simon to acquire some pricing
- Grants – there are 2 gaming grants available and Dr Browning asked SPSSA to support:
 - Lighting for tennis courts
 - Community gardens
- Fair is due next year however it was proposed that considering a 60 year anniversary in 2020 it may be worth considering alternatives for 2019 instead of a full-scale Fair. Perhaps events such as Blue/Pink Days, Back to St Paul's Day and Music in the park could be expanded on to reach across the school. To be considered and tabled at next meeting keeping in mind committees will need to be formed soonish.
- **Confirmation of Minutes from previous meeting:** 22nd May 2018, Moved: Gerard Yorston; Seconded: Suellen Rush (again!)
- **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 - Nil | Netball – written report attached |
| Cricket- verbal summary provided | Rugby – verbal summary provided |
| Football - verbal summary provided | Swimming -written report provided |
| Hockey – written report attached | Tennis – written report attached |
| JSSG - nil | Touch Football - verbal summary provided |
| Music – nil | Volleyball - nil |

- **Hockey** – Season now complete. Looking to send a survey out with a view to a an international tour next year
- **Tennis** – Great season, 2 premierships and good results across the board. Insurance approved to repair court.
- **Football** - Season off to a good start – weather was sweet. They had a good Brisbane Roar training day that attracted 60 kids. Will be selling blue socks for blue day with proceeds going to the cause
- **Netball** – Good season with premierships in lower years. Will struggle for committee members at AGM. Great break up dinner – keen to support proposal to conduct all girls sport dinner in 2019
- **Cricket** – Tour of UK was awesome. Jamie Bird was well known to CSG and had been a big part over last 5 years – he will be missed. Girls cricket team up and running. \$2k provided by QLD Cricket – Leanne Linton leading the charge
- **Swimming** – out of season. Plan to have AGM done and dusted before next SPSSA Meeting
- **Touch** – good start to season. Arranged coaching clinic for coaches and a few year 1sts players
- **Rugby** – summary of Gold Coast Rugby Carnival. Ended up with 2 St Pauls in TAS team (coached and managed by St Pauls peeps) due to ski tour etc.
- **Junior School** – Fathers day stall sales to go to Bird family. Trivia night coming up – Dale to arrange some info for this group

Treasurer's Report: (as circulated) Moved: Sandra Stanley, Seconded: Patrick Glowrey (just beat Suellen)

A few key points brought to our attention across 2 months of reports – see reports for details.

- No outstanding payments – 2 months in a row
- \$75k has been invested and new accounts established to reduce fees. Still a work in progress and will require new bank books and account numbers for deposits

Special/General Business:

- **SG sponsorship of CoA.** Further discussion was had. Consensus was that SGs are happy to continue to support within their means and it would be good if parents could become more aware of the sponsorships.
- **SPSSA Email Issues.** GY advised that our deal with our provider limits each mailbox to 500mb and an overall limit of 5gb. Provider now enforcing limits so GY archived and reduced quite a few. There are still approximately 5 to go but they are less urgent and it is a time consuming process.
- **Pink & Blue Day.** Pink Day funding came in the form of a school “themed casual dress” day with gold coin donations being collected. \$1500 was collected. Term 2 sports will also pool collections they made and send to Robert (school). Blue Day will come down to SGs at this point with socks contributing some funds. More on this to come
- **Reporting an Absence.** Peter Deane highlighted security concerns as anyone can click on the website and mark any student as absent. Dr B advised that the next release of software promises to remedy the situation
- **Applications for membership and recording of new members:** None submitted
- **Next Meeting:** 28th August 2018
- **Meeting Closed:** Meeting closed by Gerard Yorston at 8:20pm (We couldn't stop AT once he took the floor)

CORRESPONDENCE - 19 May 2018 – 20 July 2018

Inwards

| Date | From | Description | Type |
|------------|-------------------------|---|---|
| 05/06/2018 | NAB | Business Management Account | Account Balance Summary/statement -will hand to Treasurer at Exec Meeting 27 June |
| 05/06/2018 | ATO | Instalment Activity Statement May 2018 | Instalment Activity Statement - will hand to Treasurer at Exec Meeting 27 June |
| 22/06/2018 | Hon. Dr Andrew Leigh MP | Info re: reporting & accountability for charities | Letter -emailed copy to President |
| 22/06/2018 | ATO | Activity Statement Refund- for action | Letter- emailed to Treasurer, will hand original to Treasurer at Exec Meeting 27 June |
| 22/06/2018 | NAB | Details of NAB Term Deposit | Letter-will hand to Treasurer at Exec Meeting 27 June |
| 22/06/2018 | NAB | Merchant Statement/Tax Invoice | Statement-handed to Treasurer at Exec Meeting 27 June |
| 22/06/2018 | Smart Gift Ideas | Brochure-Father's Day gift ideas | Brochure |
| 27/06/2018 | ATO | BAS April – June 2018 | Statement-will hand to Treasurer at Exec Meeting 27 June |
| 20/07/2018 | Brisbane City Council | Remittance Advice-Grant-\$1053.80 | Remittance Advice-to be handed to Treasurer meeting 24 July |
| 20/07/2018 | NAB | Business Management Account | Account Balance Summary-to be handed to Treasurer meeting 24 July |
| 20/08/2018 | NAB | Merchant Statement/Tax Invoice | Statement-to be handed to Treasurer meeting 24 July |
| 20/08/2018 | Harlequin Group | School collection - backpacks | brochure |
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Outwards

| Date | To | Description | Type |
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ACTION ITEMS - OPEN

| Action | Description | Action by Whom | Due Date |
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| 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> <p>22/05/2018 – progress being made, thank you to ground staff. Grandstand for sports fields still on agenda, Gerard will consult with Charles Sweeney (Head of Maintenance)</p> <p>24/07/18 – Allan Deacon met with QLD Cricket with a view to some funding for a new cricket pitch. No progress on grandstands – Gerard to meet with Simon to discuss. New item around making back gate area more functional. Scoreboard isn't functional – Dr B to investigate with Simon</p> | Dr Browning | 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> <p>22/05/2018 – Now that Dr Browning is back from sabbatical, we can potentially look at survey to parents. Gerard suggested short survey, couple of questions. Dr Browning has done some research: most schools that have levy have done so from school's inception. Dr Browning asked if SPSSA needed this levy to keep operating/as income or would levy only be considered as additional funds. Allan Deacon stated that because SPSSA has lost some income stream lately the levy would be needed as income. Further discussion to take place between Dr Browning and SPSSA Executive Committee.</p> <p>24/07/18 – GY has go ahead to craft survey questions for review by Dr B</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> <p>22/05/2018 – Patrick Glowrey stated that most recently he was still asked by visitors on sports day as to directions to cloakrooms/toilets. Dr Browning stated that he would asked Charles Sweeney about providing more toilet signs.</p> <p>24/07/18 – Still people asking for directions..... Also identified lack of signs at back gate area. Open for discussion. GY to progress with Dr B at next catch up</p> | Gerard Yorston/Dr Browning | 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> <p>22/05/2018 – Nigel Grant has emailed Charles Sweeney regarding insurance claim for courts. Charles is in regular contract with insurance company. Insurance company was waiting on Structural Engineers report. On 8 May 2018 insurance company stated that there was enough information to make a decision about claim. Dr Browning, Patrick Glowrey and Charles Sweeney to meet to discuss going forward with problem of tennis courts.</p> <p>24/07/18 – Insurer as approved repair following drainage works to be completed by school. Simon currently acquiring quotes</p> | Nigel Grant | ongoing |

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| Blue Cards | <p>24/04/2018 – Gerard Yorston in process of working on attaining Blue Cards</p> <p>22/05/2018 – Gerard stated still in process/ongoing. He is waiting for a response from Blue Cards re: meeting/satisfying St Paul's School and Anglican Diocese regulations</p> <p>24/07/18 – New push to have this done – GY has sent out a list and Sarah provided some forms at meeting. Submissions by Dale, Gerard, Allan & Fiona</p> | Gerard Yorston | ongoing |
| Bunnings Warehouse (Carseldine)-BBQ | <p>22/05/2018 – Gerard stated that Sarah Slade is in process with Bunnings to organise dates for fundraising BBQ outside Bunnings. More discussion re: available dates, to following in due course</p> <p>24/07/18 – Discussion around selection process. We first voted in favour of a ballot. Ballot was then drawn from nominating SGs. RSG were the winners. Close</p> | Gerard Yorston Sarah Slade | ongoing |
| Back gate area signage and enhancements | <p>24/07/18 – New signage and general tidy up required for back gate area.</p> | TBA | |

ACTION ITEMS – CLOSED

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| DATES-Sports Canteen | <p>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</p> <p>23/01/2018- Gerard will get these dates from Tim Hughes in due course</p> <p>27/02/2018 – Ballot took place this meeting – see “Special Business”Closed</p> | Gerard Yorston | closed |
| Sponsorship-sports ovals | <p>24/10/17-Sarah Slade to speak to Dylan Malloch about sponsorship around sports ovals, tennis courts etc</p> <p>23/01/2018 – Dylan stated sponsorship is possible, take ideas to him...Closed</p> | Sarah Slade-to report back to Gerard | closed |
| Clean-up swimming pool area | <p>24/10/17-Sarah Slade to ask Charles Sweeney (Maintenance) to clear away long grass, bushes etc inside swimming pool area</p> <p>23/01/2018 – Sarah stated that clean-up occurred, although will require constant maintenance as all gardens do.....Closed</p> | Sarah Slade | closed |
| Float (cash) | <p>24/10/17-Gerard Yorston to look into putting a policy together regarding the use of floats</p> <p>23/01/2018 -in progress and Gerard will also create new form for this</p> <p>27/02/2018 – new form created and in use – working wellClosed</p> | Gerard Yorston | closed |
| Potholes | <p>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</p> | Dr Browning & Charles Sweeney | Closed |
| Prep table-Sports Canteen | <p>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</p> <p>01/2018-Cindy Stelzner enlisted to help AT. With the help of Lesleigh Rodin ordering of suitable tables is imminent</p> <p>27/02/2018 Sandra Stanley advised that stainless steel preparation table has been ordered and ready to be collected this week.....Closed</p> | Cindy Stelzner | closed |
| Secure storage cages | <p>Gerard Yorston will discuss with Charles Sweeney re: secure lockable storage cages in Walker Centre storage area 24/10/17 Danielle resolved issue...Closed</p> | Gerard Yorston/Danielle Paige | Closed |
| School Bus for Sports | <p>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</p> <p>24/10/2017 PB to discuss with bus owners</p> <p>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</p> | Dr Browning | closed |
| Sports Canteen fridge | <p>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.</p> <p>23/01/2018- Sandra waiting on Dale for details in order to put forward a claim to school</p> <p>27/02/2018 – Sandra Stanley stated new fridge was ordered and delivered and installed...Closed</p> | Sandra Stanley | closed |
| NAB Term Deposit | <p>24/10/17-Alan Deacon suggested some funds be placed in a Term Deposit. Gerard Yorston to look into this request</p> <p>23/01/2018- Gerard in process of following up</p> <p>27/02/2018 – Sandra Stanley scheduled meeting with NAB on 02/03/2018 to discuss Term Deposit – will advise in due course</p> <p>27/03/2018 – \$50,000 to be placed in Fixed Term Deposit for 3 months. See notes under Special Business.....Closed</p> | Gerard Yorston | closed |

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| Lifeline Donation Bins | <p>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</p> <p>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 full Closed</p> | Gerard Yorston | closed |
| 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> <p>22/05/2018 - AT advised that this sports day did not go ahead. He said enough notice was given, however, it did not come to fruition. Gerard suggested perhaps try for another sports day in August, in order to obtain more participation..... Closed</p> | Andrew Thomas | closed |
| 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. 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 Flexischool 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> <p>22/05/2018 – Gerard stated that help is available via telephone from Flexischools for those that need it..... Closed</p> | 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 |

SUPPORTER GROUP REPORTS – JULY 2018

Hockey Supporters' Group

TAS hockey is done and dusted for 2018.

The season wrapped up with a catered breakfast for the players and coaches. Thanks to everyone who supported hockey in 2018.

Next year the hockey supporters group are hoping to run a tour to New Zealand most likely in the Easter holidays. They are currently working on a proposal to put to the school to look at and hopefully approve.

We look forward to a bigger and better 2019

Suellen Rush
HSG President

Netball Supporters' Group

NSG had a closing balance of \$13,095.02 as at 30.06.18. We now have projected funds available of \$11,389.55 after commitments. NSG are in discussions over what to use some of these funds for, such as further training clinics next season, and perhaps some seating and shade for outdoor courts.

We had a great season in Term 2 with 2 premierships – 7A and 8C teams.

We also had our Firsts girls beat arch rivals JPC at the beginning of the season for the first time ever, which was an amazing feat. They went onto compete in the grand final against St Columban's (this was the first time since 1995 that JPC had not been in a final for the Firsts team). Whilst our Firsts girls lost what was a close game, they played extremely well and should be very proud of themselves to place second in the competition overall.

Our Seconds girls also had a great season, losing only one game on their way to the finals which they also played against St Columban's. Our girls fought hard, winning the last quarter, however it was unfortunately not enough to catch up, so they lost, placing second in the competition overall.

Other mentions should be made to the girls in 8B (achieving 2nd place) and 10B (achieving 3rd place), as well as 9A, 10A and Thirds (all achieving 5th place).

The NSG will be looking for a new Treasurer for 2019 as our Treasurer is retiring at end of 2018 when his last daughter at school finishes grade 12.

Fiona Chapman
NSG President

Swimming Supporters' Group

We have had no out goings from our account making the balance \$10,513.06

It is still Winter, the pool is cold and the geckos are breeding in the pool canteen

Dale Roche
SwSG President

Tennis Supporters' Group

Sport Update

Final standings for Boys TAS Tennis 2018 were as follows:

Firsts - 3rd.

Seconds - Premiership

Yr 10 -5th.

Yr 9 - 2nd.

Yr 8- Premiership.

Yr 7 - 5th.

A great result overall.

Activities

The TSG ran a Canteen on 5 June for Met North Cross Country. The day was a success with all the help from volunteers on the day (Thanks to All!). After costs we cleared \$1668.20.

A pizza lunch was held for all tennis kids on 22 June to celebrate the TAS tennis and the great results from Girls and Boys TAS for the year to date.

We have been advised that the insurance claim for the repair of Court 1 has been approved. It is conditional on additional work being undertaken to fix the drainage around the tennis courts. St Pauls is now seeking quotes to rectify the drainage also.

Account

Our bank balance is currently sitting at \$6572.92 with the inclusion of expenses for the pizza and trophies in late Term 2.

Patrick Glowrey
TSG President