

## Minutes of General Meeting

<b>Date</b>	Tuesday 24 <sup>th</sup> October	<b>Time</b>	6.30 pm
<b>Place</b>	Centre for Innovation face to face		

### Minutes

1. **Welcome and Opening Prayer:** Sebastiaan opened the meeting in prayer at 6:30pm

2. **Attendance and Apologies:**

**Attendees:**

School Representatives			
John O'Sullivan Williams	Principal	Stephen Brown	Parent Liaison
Sue Bain	Principal (Executive)		

Committee Members		Visitors	
Sebastiaan Fick (Pres/RSG)	Mel Bolton (MSG)	Jane Sutherland-Bak	Alice McNab
Kathy Wright (secretary)	Fleur Harvey (PCSG)	Carey-Ann Squire	Debra Marshall
Mel Bauer-Ludbey (VSG)	Amanda Carter/Lisa Smith (FSG)	Simone Zylstra	Amanda Barratt
Nicole Stevens/Kylie Stephan (JSSG)	Tamea Ramsay (CSG)	Phoebe Ferguson Danielle Page	Bobby-Lee Norton Abbie Brooks
Glen Neville (HSG)		Fleur Harvey	Alex Mumme
Brittany Morgan/Anthony Auckland (PSSG)		Kye Macdonald Miriam Kohl	

**Apologies:**

School Representatives			
Alice Kullich	Archivist		

Committee Members			
Debbie Burches	Tennis		
Krishna Lakhotia	Cricket		
Louisa Pike	Treasurer		
Russell McCurdie	Past Students		

3. **President's Report: Sebastiaan Fick**

**4. Confirmation of Minutes from previous meeting 26<sup>th</sup> July 2023 as distributed with this Agenda.**

- *Approved by consensus. Moved: Seb Fick Secoded: Mel Bolton*

**5. Business Arising from previous minutes:**

**a) SPSSA futures project**

- Met twice in August and September
- Discussion on the SPSSA format and where to from here
- Workshops for reimagining the SPSSA – a report has been received and will be attached with the minutes.
- The report outlines key discussion and take aways from the workshops.
- Report a little limited with regard to what it provides for us to move forward.
- From here we need to address the issues each SG is currently facing and incorporate that into our next steps.
- Create a parent entity that potentially has a broader scope of function – work in with new school master plan.

**b) Governance**

- Handbook & Constitution changes: for updating and review – wait now until repurposing of SPSSA discussions have been held.

**6. FIXED ORDER OF THE MEETING: no fixed order**

**7. Correspondence**

**Incoming:**

**26.09.23** SRJ Walker Wayland – audit fee quote

**19.09.23** AAS response from SPSSA letter sent 17.09.23

**Outgoing:**

**17.09.23** Letter to Bishop J Greaves

**17.09.23** Letter to Australian Anglican Schools Commission

- **Supporter Group Reports and challenges currently faced:**

**Cadets: suspended**

**Cricket (CSG): (Tamea Ramsay)**

- Facilities for cricket – some concerns with nets, more turf and more turf nets
- Rough 12-18 months without a full committee
- AGM next week
- Struggling to get volunteers
- Senior kids go out and play club cricket – no turf training fields/zones
- Some of those back fields are not suitable as they have poor drainage
- Canteen issues – found the canteen in a very poor state of cleanliness
- Sponsorship agreements being negotiated

**Football (FSG): (Amanda Carter/Lisa Smith)**

- Sum up season – biggest season yet across boys and girls
- 130 guests for the dinner at Kedron Wavell – feedback was good so going back again next year
- Football teams did well this season
- Head of Football was difficult to negotiate for a while. Emmaline was eventually appointed.

- Struggles – getting head of sport plus getting coaches (including the fact that their payments don't cover their costs to attend coaching – 2 training sessions plus a Saturday game and travel)
- Effectively \$100 per week
- Toilets not opened by ground staff and no ground staff to contact in Term 3 of 2023
- Major issues with the safety switch in canteen due to overloading of canteens – do not unplug-leave as is
- No first aid kit in canteen (*has since been added*)
- Replacement of executives after 2024 season has finished due to parents leaving the school.
- With organising Jerseys and sponsorship confer with Dylan Malloch

#### **Hockey (HSG): (Glen Neville)**

- AGM – previous night
- Good season
- Couple of sponsors this year which helped pay for training shirts for senior teams
- Looking for more sponsors next season for JTAS shirts
- Contention of volunteers with other groups and parents assisting in general
- Consistency of the playing fields (maintenance and condition)
- No stands or seating for spectators.
- No running water or power to the fields
- No covered areas for spectators or for our bake sales
- Not enough uniforms to go around all players – will need to be addressed for next year
- SG's competing for same resources

#### **Junior School (JSSG): (Nicole Stevens) & Swimming (Kylie Stephan)**

- Done well fundraising wise especially the Father's Day stall
- Bush Barn dance – postponed to 2024
- Junior school – fun Fridays in November – social gathering
- What left for the year – BBQ, AGM – 6<sup>th</sup> November 6:30pm, Christmas party break-up
- Swimming has started up again on Friday nights
- Under pool bathrooms are in need of work
- Committee is doing well
- Volunteers across the board are not keen to assist with events even if they attended the event
- Events calendar was difficult to fit in with other school and off-site events.
- Financial expenditure and reimbursements needs to be looked at
- Policy clarification between what is the school's responsibility and the SG group responsibility
- Reminder that members of the committee are volunteers

#### **Music (MSG): (Mel Bolton)**

- Successful fundraising events - Con Brio, SPS Fest – Battle of the Bands
- Junior School Christmas concert
- Purchased the grand piano for the Walker Centre and money left-over
- Note to other SG's- Raffles have been the best fundraising avenue and the easiest to put together
- Challenges – volunteers

- Would love to see some more junior school parents on the committee.
- Co-ordinating resources with sporting groups (eski's and fridges)
- Need eski's with plugs.

**Netball (NSG): (Glen Guy)**

- No report

**Parent Connections (PCSG): (Fleur Harvey)**

- Helping the JSSG with some of their Friday afternoon events
- End of year break-up
- Looking at events for 2024
- Would like more people to join the committee.
- Postcards for 2024 new families (Kathy to drop off to the school)
- Primarily set up to improve family engagement with the school
- Looking at what our new direction will be now with new leadership

**Past Student (Brittany Morgan)**

- Previous Past Student's Association & bank account closed
- Pink Day well supported – Blue Day less supported
- Traction from past students has been quite limited.
- School database not available to PSSG, Need a database that is maintained by the school and a website – discussions are already in happening with the school.
- Biggest feedback is that past students were not aware of events.

**Rugby: (Sebastian Fick)**

- Reinstate International Tours – as this is the dream of junior players to achieve 1<sup>st</sup> XV Tour Team
- More preparation time (both TAS & JTAS) as this is a contact sport – lead to injuries – clash with Boys Volleyball training
- Special basis skills training for JTAS
- Attract better players in Year 9 & 10 – possible sport scholarships
- Liaise with International school to attract rugby players from Japan/ Fiji/ Tonga
- Better coaching staff – higher seasonal pay
- Pre-season gym training
- Scrum machine
- Improvement in JTAS playing fields – ground very hard

**Tennis: (Alex Mumme)**

- Tennis courts are close to being unplayable.
- They are 25 years old and the asphalt is cracking.
- We could do a patch up which would give us 2-5 years
- We have applied for a grant
- Look at multi-use application – Piquet Ball.
- If courts can't be saved – will need to consider external courts – possibly Club Coops for home games
- Construction of Walker Centre resulted in drainage issues for a court and it's eventual repair under insurance.
- Looking at getting expert advice on what to do next.
- Geotechnical Report \$2k

**Touch Football (TFSG):**

- No report

**Volleyball: (Mel Bauer-Ludbey)**

- Volleyball – waiting to hear back from school regarding sponsors for jerseys.
- Lack of communication and timing of communication
- No head of volleyball at present
- Replacement of beach volleyball courts

**Discussion Points:**

- Having a head of sport (for each sport) is imperative
- Head of Sport playing a more major role in the following:
- Players training jersey's and first's kit art design and procurement for all sports
- Coaching wages (including payments for student coaches)
- Student coaches – look into colour points (mentoring)
- Look at Chloe's position description to allow her to have this time to absorb these added jobs.
- Replacement of sports gazebos for SG's to use as current ones are broken and unusable.
- Formal communication from the school executive around sponsorship and what exposure the SG's are allowed to give those sponsors (banners, signage, shirt logos etc.)
- Look at having a permanent canteen co-ordinator who works across all SG groups and events (this includes interschool sports and metropolitan north events)
- Kathy to send Handbook and Constitution with draft changes to the principals.

**Treasurer's Report:**

- Louisa passes on her apologies - unable to attend.
- NAB Term Deposit Maturity date is 30th November 2023 – see below recommendation.
- Reports have been completely redesigned after last feedback.
- Please review unallocated deposits as always. Need everything claimed by end of November so that all financials can be ready for auditors first thing January. As per previous years, any unclaimed funds by November 30 will be redirected to the SPSSA Income. Please talk with Louisa if you think any of the unclaimed funds belong to your supporter group. [Secretary here: remember that it is not Louisa's job to chase Supporter Groups up – it is your job to make sure you account for any outlying funds. Remember to submit any paperwork for square and EFTPOS takings and bank deposits]
- Supporter groups please review their reports and email Louisa with any discrepancies that arise. Everything with an e"date" after the deposit means that documentation claiming income has been received from the supporter group.
- There have been 200 payments this year up to 30th September 2023 and Louisa says THANK YOU to all supporter groups for sending ALL Income documentation for August 2023, NO Unallocated Deposits.
- The 2021 OFT (Office of Fair Trading) Annual Return for SPSSA was lodged on the 05/10/2023 – this was not lodged by the previous treasurer. The 2022 OFT Annual Return for SPSSA was lodged on the 20/10/2023.
- Still have the ACNC Annual Information Statements to lodge for the 2021 & 2022, currently linked to old account, Louisa and Kathy are working on getting this straightened out.
- Due to personal family stressors at present, Louisa is unable to remain as treasurer moving into 2024. At the March AGM the SPSSA will be calling for a new treasurer. Louisa would like you to know that she is happy to work with the new treasurer for a period of 3 months to help with the transition and settling in.
- Please look around for anyone who would be available to apply: They would need to have experience using MYOB Business. I have a good streamlined system now, they will need to have space to allocate up to 4hrs a week (during the week or nights) and an extra 3hrs per month for reporting, depending on if all information has been provided. [Secretary: Even better would be to have two people, one who could be an assistant as Louisa was the first SPSSA treasurer to have to do this role solo and that has meant the job was overwhelming at times.]

- Louisa has had troubles accessing the square account for one of the old readers. Could those who currently have square readers please check that the treasurer is set as the 2FA so that this can be reported on and added into our financials. Currently, Louisa does not have access. Please see the treasurer's notes and contact Louisa if you can help.
- Louisa requests for October and November that all income claims be submitted to her within 5 working days after End of Month. It is this waiting for documentation that stalls end of month reporting. They will be generated by the 10th of every month moving forward and published to Sharepoint and I will email a link as I did this month.
- Recommendation 1:
- The SPSSA approve the rolling over of the NAB Term Deposit for a further six months once it reaches it's 30th November 20223 maturity date.
- Moved by Seb Fick and Seconded by Amanda Carter.
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- Recommendation 2:
- That the SPSSA appoint Ms Louisa Pike (SPSSA Treasurer) as our BAS Agent for GST (as per the 2022 Audit Report Advice) and to deregister the SPSSA.
- SPSSA deferred this recommendation to the November meeting.

**General Business:**

1. Appointment of New Secretary of the SPSSA: Miriam Kohl

**Recommendation:**

*That the SPSSA appoint Ms Miriam Kohl as Association Secretary, effective 1<sup>st</sup> November 2023.*

**Consensus Moved Kathy Wright Seconded by Amanda Carter**

**Recommendation:**

*That the SPSSA approve Ms Miriam Kohl as signatory and authoriser on the Association bank accounts.*

**Consensus Moved Kathy Wright Seconded by Amanda Carter**

2. Approval of FY23 audit fee

**Recommendation:**

*That the SPSSA approve SRJ Walker Wayland audit quote*

**Recommendation not approved, committee to look into other quotes from other accounting groups and given the suggestion to speak with John Risely of SRJ Walker Wayland as well. Bring to November meeting.**

[john.risely@srjww.com.au](mailto:john.risely@srjww.com.au)

8. Applications for Membership and Recording of New Members:

Miriam Kohl

9. Meeting Closed: 9:00pm

10. Next Meeting:

General Meeting | Monday, 20 November 6:30pm Centre for Innovation

AGM | Tuesday 26<sup>th</sup> March 2024 6pm Centre for Innovation followed by general meeting at 6:30pm