

Minutes of General Meeting

Date	Tuesday 27 February 2024	Time	6.30 pm – 10.00pm
Place	Centre for Innovation Level 1		

Minutes

- Welcome and Opening Prayer:**
- Attendance and Apologies:**

School Representatives	Position	Visitors	Position
John O'Sullivan Williams	Acting Principal		
Attendees/Online (OL)	SG Representation	Attendees	SG Representation
Sebastiaan Fick	SPSSA President	Matthew Ramsay	CSG
Miriam Kohl	SPSSA Secretary	Melissa Bolton (OL)	MSG
Alex Mumme	TSG	Nicole Stevens	
Amanda Barratt	JSSG	Russell McCurdie	PSSG
Amanda Carter (OL)	FSG	Tamea Ramsay	CSG
Belinda Merchant	TSG	William Fry	
Bobby-Lee Norton	JSSG	Glen Neville (OL)	HSG
Brittany Morgan	PSSG	Mel Bauer-Ludbey	VSG
Craig Norton (OL)		Jesse Kohn (OL)	
Estelle Beevors			
Kate Fraser			
Kylie Stephan	JSSG		
Lisa Smith (OL)	FSG		

Apologies:

Committee Members	Position	Committee Members	Position
Louisa Pike	SPSSA Treasurer	No Representatives	TFSG
No Representatives	PCSG		

3. President's Comments

- Community
- New Auditor per voting last meeting
- AGM - Executive roles up for grabs – President, Treasurer, Assistant Treasurer
- Deserving projects to be brought to the AGM – up to \$20,000
- Aquisition of new score board - \$40,000 SPSSA to put in some cash, a vote for other groups to contribute to the nomination. Groups wanting a more information about the score board and a cohesive plan. - Seb to provide - Action item – on the St Pauls legacy sponsor – can this be something for that person
- Should we offer a Raffle for all the groups at School events – discussed in detail.
- 2-year fete – not this year but we need to get the wheels in motion.

4. Acting Principal Report

- Community engagement what does our community look like – it's the supporter groups so thank you to all of you.
- Facilites update – Focusing of WH&S priority, safe classrooms, doing a building audit, master plan coming Sporting, social and playgrounds after consultation with the community.
- John spent some time over the break really looking at the resources and cleaning, areas of concern – Canteen, Junior school. (watched the Junior school initiative).
- Alumni new focus bring it into school acknowledgement of the committee and its passion.
- New report coming.
- Come have a chat – open door.

5. Other business – Floor discussion on various aspects of the committee and supporter groups

- It was discussed the structure of the supporter groups are we the right model a call to Jon to discuss this with other schools of the same size and structure.
- We need to look at current governance.
- What is acceptable sponsorship, can we have a template to create bespoke supporter groups - request for Dylan to be at the next meeting and Seb to provide information on sponsorship rules.
- Supporter shirts sharing ideas can we have a template.
- Communication channels – global handbook, cheat list of all contacts – Miriam to research privacy and provide information where we can.

6. Confirmation of Minutes of Meeting held on Monday 23 November 2023 (as circulated)

Approved by consensus

Moved: Seb Fick

Seconded: Kylie?

7. Treasurers Report

- A lot of work done, President shared, should be complete by AGM
- President shared the account balance and noted the items which are still yet to be balanced – very few left.
- Discussed the Expense process.
- Request from SG to have a credit card, President to investigate 2 test groups to look into the whether this will be a better way.

8. Business or Actions arising from previous Minutes/Meeting (see Action Table below)

9. Fixed Order of the Day - None

10. Correspondence

Incoming:

NAB statements, ACC registrations and forms.

Marketing

Outgoing: NONE

11. Special Business

- 11.1. Supporter Group Resources – Nicole Stevens (JSSG) - Asset register to be created Miriam to send have a look and start compiling.
- 11.2. Filing and access to SPSSA documents – Brittany (PSSG) - Action plan – to file in an accessing folder for all groups and parent lounge for non-executives – Miriam to also assist groups in obtaining a file structure to copy procedures for filing.
- 11.3. Setting SPSSA calendar invites direct to presidents of the groups – Brittany (PSSG).
- 11.4. Facilities - mowing specifically or lack there-of – Glen Neville (HSG).
- 11.5. Debit cards - there was discussion around getting supporter debit cards – Glen Neville (HSG) - Action - Brittany and Sebastian to take this one away – 2 group pilot.
- 11.6. Share point sharing agenda and minutes for executive teams to access before sharing on parent lounge. Also, a call for any other storage of information requests. Miriam Kohl (SPSSA)

12. Supporters Group Reports:

- **Cadets:** Mel temporary acting member to close out Cadet funds back to the Army representatives (Mel was previous defence force) Discussion held on where the funds should go, Mel and Seb to liaise on such matter.
- **JSSG and Swimming:** The unexpected departure of JSSG President with no notice has resulted in Bobby-Lee Norton being elected to the President role.

Events this year:

Second-Hand Uniform Stall – Minor issues due to the immediate exit of the President and the Second Hand Uniform Stall Coordinator, the FSUR not being actioned on the morning resulting in the late delivery of the uniform stock and the EFTPOS machine not being logged in. Volunteers stood up and took charge, but it was a harrowing first experience for them.

Swim Club – Weekly swim club events are going well with 27 individual registered swimmers this season. The season ends with a breakup event on Sunday 17/3 (with trophies and gifts). T1 started with issues when it was identified the fridge had been switched off during the holidays full of meat and drinks. SPS has removed and replaced the fridge (only locks outstanding for freezer). Sink installation nearing

completion with installation of a complimentary stainless steel side table due this week.

Upcoming events:

JS Swim Carnival Canteen this Friday 1/3

JS Easter Disco 22/3 – We are working with JS leadership to ensure at least one major JS community event this term. With the focus on community, we are aiming to use food trucks for something different. Delays with risk assessment activity is holding up progress.

JS Village Opening – Working with JS leadership to contribute to the new village opening event. Details TBD.

Other business:

JS refurbishment has a few of JSSG initiatives on hold (events and spend) pending more information and timing.

Significant effort has been put into cleaning up our storage in the swim shed and JS storage shed as the majority of storage was lost with the demotion of the Possibility Hub over the summer break.

- **Music:** No events until May, AGM in a week, brainstorming for more support
- **Parent Connections:** – no update.
- **Past Students:** - Have been meeting with John (Acting Principal) to align the group and address the Alumni purposes with the school, focus to bring more past students in the older generation less likely to get involved now, (30-year reunion only had 2 show up) - PS want to be at your next event – please invite us.
- **Cricket:** - 2 successful canteens, some pitch issues not being prepared and not long enough (not there is so much rain).
- **Tennis:** Due to court conditions, they have applied for a grant to fix the Tennis courts has been submitted, playing offsite at Coups in the meantime. Request for cages for equipment for storage at school.
- **Volleyball:** Issues with things going missing shades etc, 18 teams 2 more than last year. Can students be paid as coaches, they can be paid as referees. Community trailer needs repairs – \$10,000 to be fixed. Can be put in as a deserving project. Beach Volleyball teams increasing, did really well – need to upgrade beach volleyball courts too. Shortage of double door fridges, restock, keep fridges in the walker centre, there is a dedicated space – Ask - Look and find and get quotes for new fridges.
- **Football:** – 2 new teams, JSSG Grade 6 have joined a grade 7 team. 2 fields being used. Need to review canteen operation. Saving for shirts. Canteen being offered to Hockey in term 3. Collaboration suggested between groups for canteens to raise money. Formal end of year dinner smaller events now as School has agreed to host the sport awards night.
- **Hockey:** – Girls and Boys, Puma Shirts, Project to get aluminium seating at field.
- **Netball:** – Signups for Term 2.
- **Rugby:** Off season, welcome to Rugby coming up.
- **Touch:** No update – President has reached out – we need to locate the President and Secretary.
- **Dance:** – New group forming.
- **Basketball** – Dan Page new president unable to continue in the role.

13. Next Meeting:

AGM | Tuesday 26th March 2024 6.30pm Centre for Innovation followed by a hybrid general meeting.

Executive roles up for grabs – President, Treasurer, Assistant Treasurer

14. Decisions / Voting

- 14.1. Purchase of 2 additional squares (as a result of loss during the Junior School Mould issues) Supporter Group Resources – Nicole Stevens (JSSG) - Asset register to be created Miriam to send have a look and start compiling.
- 14.2. Voting on QR code to approve Square terminal acquisition – 100% - 16 people
- 14.3. Identifying in principle support for SPSSA funds to be applied for a new Score Board
Voting Results – Scoreboard, 11 Yes 2 No's, Since then 1 Rescind
Concerns – How much is the supporter's group up for with all these improvements

15. Meeting Closed: 10:05pm

Attachments -None

ACTION ITEMS – OPEN

Action	Description	Action by Whom	Due Date
NAB Account	<p><i>Recommendation 1:</i></p> <p><i>The SPSSA approve the rolling over of the NAB Term Deposit for a further six months once it reaches it's 30th November 2023 maturity date.</i></p> <p><i>Moved by Seb Fick and Seconded by Amanda Carter</i></p>	Treasurer / President	30 th November 2023
BAS Agent GST	<p><i>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.</i></p>	TBC	20 th November 2023
Auditor increase	<p>Approval of FY23 audit fee</p> <p><i>Recommendation:</i></p> <p><i>That the SPSSA approve SRJ Walker Wayland audit quote be approved.</i></p> <p><i>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.</i></p> <p><i>Bring to November meeting.</i></p> <p>john.risely@srjww.com.au</p>	Seb	20 th November 2023 – This was voted on with 3 quotes provided in the meeting – Appointing new auditor
Governance	<p>Handbook & Constitution changes: for updating and review – the draft copy has been sent to new school executive leaders for review.</p>	Seb	Complete
Fete	When and where – lets discuss	TBC	Ongoing
Debit Cards	Brittany and Sebastian to take this one away and bring back information – 2 group pilot - Weel	Brittany and Seb	To be submitted at 26 Mar Gen Meeting
Score Board	More information to be submitted in relation to the Score Board	Seb	To be submitted at 26 Mar Gen Meeting
Communication	Group email has been created,	Miriam	Complete
Filing in Teams	Miriam to provide filing templates and share with secretaries of each group to be adopted as information migrates	Miriam	Ongoing