

## Minutes of General Meeting

<b>Date</b>	Tuesday 24 April 2024	<b>Time</b>	6.30pm
<b>Place</b>	St Paul's School, Innovation Centre		
<b>Minutes</b>			

### 1. Welcome and opening prayer

### 2. Attendance and Apologies:

School Representatives			
John O'Sullivan-Williams	Acting Principal	Robert Nettleton	Business Manager
Alice Kullrich	Liaison office / Archivist		

Committee Members			online
Seb Fick	Amanda Barratt	Russell McCurdie	Nicole Stevens
Miriam Kohl	Kye Macdonald	Brendan Mikkelson	Glen Neville
Angela Teufel	Bobby-Lee Norton	KK Lakhotia	Amanda Carter
Brittany Morgan	Fleur Harvey		Belinda Marchant
Melissa Bolton	William Fry		
Kylie Stephan	Nirla Hausler		

Visitors			

Apologies:			
Tamea Ramsay	Matt Ramsay		
Heidi Parker	Mel Bauer-Ludbey		
Lisa Smith			

### 3. Special Business - All Special business to be motioned at future meetings

- Association Structure

Robert Nettleton addresses the committee with the association structure of other schools and raised the issues of public liability insurance of the school maybe not covering all aspects of the activities of the supporter groups. Presentation to made available.

It was noted that in the past it was always believed that the SPSSA and the different supporter groups were covered, however the SPSSA may be liable for harm to a person that was because of an activity of the SPSSA not acting on behalf of the school (i.e. not a school sponsored event)

However, it did raise a debate about the structure and whether this should be investigated – but insurance was the first point of action.

Other items of interest that were raised during the night on this same topic.

Policies and procedures that are completed by the school may not cover the SPSSA for example risk assessments, policy's etc as the SPSSA is an incorporated separate entity to the school.

Most school supporter groups now operate within the school framework as a P&C.

Assets would return to the school but held on a separate ledger if the SPSSA became a P&C.

SPSSA would adhere to school direction and policies.

JOSW – suggested to take this topic in a private forum to discuss.

#### **4. Acting Principal's Report – John O'Sullivan Williams**

- Thanks to the great school team.
- Culture in sport important to the school thank you to the supporter groups.
- Junior school new precinct open.
- Providing some strategies for child commitment to sport – as challenge to keep kids engaged (starting at the beginning of the season with dropouts towards the end)
- Provide some strategies at parent events.
- Next priorities – Sutton building, scoreboard.
- School to raise the profile of feedback.
- Monday briefings raise the successes and raise problems to start the dialogue for change
  - Housekeeping – discussion on where supporters groups can work from – i.e. dance studio, music storage etc. – K Block is to be an exam room – so where to next – JOSW to investigate spaces.
  - Request from Dance group to not be held to using Dance Direction studios as Dance troupe is restricted on practice times to AM only.
    - Sporting facilities.
    - Beach volleyball – not a school priority as not a school sport – but happy for groups to fix it.
    - Tennis courts – waiting on tennis grant.
    - Hockey fields – issues with drainage.
    - Plan getting put together – for those with needs fill in the survey.
- Dylan to contact on the advertising process requirements etc.

#### **5. Acceptance of the Minutes of General meeting held 23 April 2024**

- Motioned – Seb Fick
- Accepted – Melissa Bolton

**6. Appointment of SPSSA Treasurer**

Brendan Mikkelson – CPA from NZ, has a child in grade 8 and one coming next year in grade 7.  
Voting by QR code – 9 in total in all in favour.

**7. Fixed order of the day**

- Motion of the adoption of the core commitments
  - Agreed from last month in hands – 9.
- Motion of the expenses by the President
  - Agreed in hands – 9
- Motion of spend in respect of canteens for SPSSA - \$2000
  - Agreed in hands – 9
- Motion to deposit the startup fund for the new supporter group – Dance
  - Agreed in hands – 9

**8. Correspondence**

- Nothing of notable mention (NAB statements, advertising etc.)

**9. Confirmation of the supporter group reports as circulated and any additions on the night.**

- Appendix 2.
- Notable mentions on the night:
  - Dance group came to realize that the assets currently owned by the school for performances were outdated and needed replaced, going through the process of selling on various dance networks to get funds for new costumes.
  - Hockey not mowed again to the level as required – has been a standing issue with the ground keep – Glen and JOSW were at St Johns and they touched the grass to show what is required for a professional field – Glen will raise again.

**10. Next Meeting:**

Tuesday 28 May 2024, 6:30pm, Innovation Centre

Confirmed no other required meeting for the structure discussion but some information would be sent in the meantime.

Confirmation from Mark/ Robert in respect of what we are actually covered for under the School PL and what is the gap.

**11. Meeting Closure – 8.55pm**

## Appendix 1. - Action Items

Open Action	Description	Action by Whom	Due Date
BAS Agent GST	<i>That the SPSSA appoint (SPSSA Treasurer) as our BAS Agent for GST (as per the 2022 Audit Report Advice) and to deregister the SPSSA.</i>	TBC	Ongoing
Governance	Handbook & Constitution changes: for updating and review – Ongoing changes	President of SPSSA - Seb	Ongoing
Basketball	New President to continue the SG	President of SPSSA - Seb	TBC
Asset register	Miriam sent email to SG groups to provide whereabouts or sample of one already set up	SPSSA Secretary	Ongoing
Fete	2-year fete plan / team required - JSSG members want to create a committee to explore the fete – update required - Make it for the community	SPSSA Group	Ongoing
Communication	Global address book ask – Cheat list, email groups – Form sent out	SPSSA Secretary	Ongoing
Debit Cards	Looking into 2 trial cards for purchasing food etc. – discussion with group – extremely expensive, maybe not worth it.	Treasurer to investigate	Ongoing
Touch Group	Advice whether ongoing – no confirmation yet	SPSSA Secretary	Ongoing
Parent connections	Advice whether ongoing – confirmation will be provided as school has re-engaged	PC President	Ongoing
Completed Actions	Description	Action by Whom	Due Date
SPSSA	Expense refund to S Fick for purchasing Square Terminals	President of SPSSA - Seb	Completed
Legacy sponsor	St Paul's Legacy Sponsor – To reach out and find out what projects wants to sponsor – no longer an option	Dylan – Marketing	Completed
Sponsorship	What is acceptable in school sponsorship – can Dylan attend next meeting	Acting Principal - John	Completed
SPSSA Structure	Structure of the SPSSA and supporter groups – John to investigate what other schools are doing	Acting Principal - John	Completed