

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

**Cadet Supporters' Group**

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**General Meeting held in SPS Cadet Shed  
Monday 2 November 2015**

**1. Meeting Opened**

The meeting was opened by Paul Hardie (President) at 7.00 pm.

**2. Attendees and Apologies**

Attendees: (as per the attendance register) being:

<b>Parents</b>	Paul Hardie Marion Smith (Acting President) Ken Stansfield (Treasurer) Tracy Dare (Secretary) [ <i>late - Paul Hardie acted as Secretary until arrived</i> ] Martine Hunt Alex Verrall
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<b>Cadet Unit</b>	CAPT(AAC) David Gertner
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<b>Other</b>	Claire Collins
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Apologies: Rob Hyde, Scott Burton

**3. Minutes of General Meeting – Tuesday 6 October 2015**

Paul Hardie thanked Marion Smith for chairing the last meeting in his absence.

**Proposed:** Marion Smith **Seconded:** Ken Stansfield

*"That the minutes are accepted as a true and correct record with the following amendments:*

- *Item 3 – remove "Annual General Meeting – Tuesday 21 April 2015" and replace with "General Meeting – 7 September 2015"*
- *Item 8 General Business – amend "David Dillon" to "Dillon Mallach" "*

Carried unanimously.

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**4. Review of previous Actions Items arising from previous Minutes/Meeting**

Note new comments for this month are in Blue

<u>Reference</u> (YY,MM.item no)	<u>Action Item</u>	<u>Responsibility</u>	<u>Due Date</u> (month, YY)	<u>Status report</u> (updated monthly to report on progress until item completed.)	<u>Status</u> (not started, in progress, completed. Completed items stay on for the month they are completed and are then removed)
01.09.02	<b>Blue Cards</b>	Capt Gertner	<del>June 2015</del> February 2016	Capt Gertner confirmed that all parents involved in the supporters group needed to have current Blue Cards. Capt. Gertner to send out relevant forms and instructions on completion & lodgement). Once updated paperwork is received. Not urgent given that the Cadet Unit is based at SPS and those involved are parents of students at SPS. At 3/8 this was still being looked into by the SPSSA. 2/11 TJD provided update and brought relevant paperwork for committee members to complete. All committee members to complete on/before February meeting.	In progress
15.06.01	<b>Dining In Night (Nov 2015) -</b> Confirm Date and Venue.	David Gertner  Claire Collins	Sept 2015	6/10 - Capt. Gertner advised that booked for 16/11/2015 at the Bray Park/Pine Rivers Club. Menu tabled. 2/11 – Capt Gertner advised: - Alex co-ordinating - Menu confirmed - 6-9 pm - Letter sent requesting	In progress

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				room discount. No response received yet.	
15.10.06	<b>Recruitment Drive</b> options for recruitment drive for new	Claire Collins	Feb 2016	Claire Collins to liaise with Dillion (Manager Direct Marketing & Communications) and School about how/when to present. Senior Cadets to present at Middle School Assembly Clair to provide SPS Pamphlets at Tooth Centre Pamphlets also to be handed out at Association 'new families' breakfast in late February 2016.	In progress
15.10.06	<b>Donation of Furniture:</b> Capt. Gertner to liaise with Steve and Jenny Hickey in relation to taking up their kind offer to donate furniture to the cadet unit.	David Gertner	<del>November 2015</del> February 2016	Not yet actioned. Carry over to next meeting	Not yet commenced

**New Action Items arising (this meeting)**

15.11.02	<b>Meeting Dates – 2016 –</b> Secretary to update meeting date schedule	Tracy Dare	February 2016		
15.11.02	<b>Governance Payments – 2015 –</b> Secretary to complete and lodge with SPSSA	Tracy Dare	November 2015		

**5. Officer Commanding Report – Including upcoming events**

Capt. David Gertner provided this month's report as follows:

 - **Upcoming events:**

- Wednesday 4 November – Annual March out Parade at SPS. Ceremonial. 2IC of 7 Combat Signals attending as Reviewing Officer.
- Monday 9 November 2015 – Final Parade Night - no uniform required. Bring togs. Pizza.
- Wednesday 11 November 2015 – Remembrance Day SPS & Bray Park RSL. Relevant cadets are aware of roles. No uniforms required but optional.
- Monday 16 November – Annual Dining In Night – Ceremonial.- refer notes in Action List
- Monday 1 February 2016 – first Cadet Parade Night for 2016.

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### **6. Treasurer's Report**

Ken Stansfield tabled report as **attached**. Compasses not sighted but have been posted to us.

**Proposed** Ken Stansfield **seconded** Linda Scott

*"that the Treasurer's Report as tabled be accepted"*

Carried unanimously

### **7. St Paul's School (Bald Hills) Supporters' Association Inc. (SPSSA)**

Update provided by Tracy Dare. Key points as follows:

#### **Agenda Item 5: The future of the SPSSA businesses (Retail Shop, Tuckshop and Sippers).**

The current SPSSA executive considers it too time-consuming, and the risk associated with running these businesses too great, with volunteer committee members. View is that this is better placed with the School and the parent group to focus on other community engagement activities. Further analysis and discussions to occur.

#### **Agenda Item 10 – Treasurer's report**

Governance grants ready to go. Seeking lodgment from Supporters Groups that are entitled to the \$500 asap.

#### **Agenda item 11 – General or Special Business**

- **End of Year Arrangements** –emailed all Presidents seeking advice of any exiting parents from the committees so that they can recognize them in some capacity at the end of the year. Most are expected to be Grade 12 parents.
- **2016 meeting/events schedule** – refer Sarah Slade email to presidents seeking details/dates of meetings and events for 2016 for the calendar.
- **Executive Membership – succession planning** –need some new Executive Members.
  - o The current treasurer is leaving, will stay until the AGM, but they need a 'new one' and this needs a qualified accountant
  - o need a secretary
  - o need an IT administration person

#### **Other Matters**

- **Fundraising** –need Supporter Groups' fundraising activity/requests by 13/11.
- **Update of Supporter Group Committees** – send details of any changes in committees so that can update the contact details at the SPSSA level
- **Blue Cards** - The Executive Committee, in combination with Dr Browning/the school is updating the policy documentation and it will be completed as soon as possible. In the meantime, the advice was as follows:
  - o All members of the Supporters' Groups need a Blue Card unless their child is in the activity that they are supporting (directly involved)
  - o School is updating the volunteer handbook
  - o Recommendation is that all members of the Supporters' Groups obtain a Blue Card.
  - o Supporter Groups to complete the forms (google and download) then get Samantha (the President) to sign and authorize for lodgment. (Note: on behalf of the Cadet Supporters Group Tracy Dare indicated that all members of the committee would be asked to complete the forms asap - suggested that it may be beneficial that a

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memo/update be issued to the Supporters Groups, setting out what the requirements were, the recommendation and the process/forms to apply.

- **Membership/Membership Forms** – based on the current Constitution all memberships laps at the time of the AGM and hence it is necessary to complete membership applications each year.

### **8. General Business**

EMAIL FROM SPS – Events, meetings and commitments

As tabled/distributed with Agenda. Noted.

MEETING DATES FOR 2016

Discussed and confirmed with the following amendments:

- AGM to be held in March (no meeting in April 2106)
- Meeting to be held in May – Monday 2 May 2016.

**Action:** Secretary to update meeting date schedule for 2016

APPLICATION FOR GOVERNANCE PAYMENTS

Relevant paperwork to be completed and lodged by secretary.

**Action:** Secretary authorised to finalise and lodge the Governance Application forms with SPSSA

### **9. Application of Membership**

Nil.

### **10. Next General Meeting**

Next meeting: **Monday 2 February 2016 at 7.00pm** Cadet Shed.

*(\*\*Supporters: **Please print minutes and bring with you to the next General Meeting - copies of the Agenda will be available but no printed copies of minutes will be provided).***

### **11. Meeting Closed at 7.45 pm**