

MINUTES

ST PAUL'S JUNIOR SCHOOL SUPPORTERS' GROUP

Minutes of General Meeting

Thursday 2nd June 2011

1. Meeting Opened

The meeting was opened at 7.28 pm by President Paul Hardie.

2. In Attendance

Paul Hardie, Alan Bradley, Justin Lawson, Becky Mammen, Cheryl Wegener, Juanita Rayner, Wendy Kirkham, Jason Samuel, Sue Elliott, Brooke Long, Marianne Connolly, Allan Deacon, Gary Jackson, Kathy Lollback

Welcome to Cheryl Wegener and Marianne Connolly

Apologies

Julie Hardie, Kylie Graham, Antonia Lockitch, Anita Lendvay.

3. Acceptance of Minutes from 5th May 2011

Amendment to minutes from 5th May: The proposal for the JSSG to contribute \$2,000 towards the \$8,000 for speed bumps, signs and repainting. Should have read:

- Proposed: Paul Hardie Seconded: Becky Mammen (not proposed by Paul Browning).

Minutes accepted as true and correct. Proposed: Becky Mammen, Seconded: Alan Bradley.

4. Head/Deputy Head of Junior School Report

Marianne Connolly reported:

- Thanks to the parents who helped and came along to watch the early-years Cross Country.
- The children in year 3 & 5 have completed the NAPLAN tests. The process was smooth with no hassles.
- Sneak Peak is scheduled for Wednesday 8th June. You should have received the invitation to visit your child's classroom to see your child/children's work that has been assessed or viewed.
- Wednesday 8th June – (same evening) Parent Partnerships will be held in the Junior School classrooms. A variety of topics have been scheduled and two classes may be chosen.
- Teachers are preparing for reports and conducting assessments.
- There are events occurring every day during the last week of term. This includes:
 - Grandparents Day – Tuesday
 - Sports carnival - Wednesday
 - Science Day - Thursday
 - Buddy Day - Friday – this is a chance for the children from the younger grades to meet and spend time with the older children eg. Preps and Year 4, Year 2 & Year 6.

5. Treasurer's Report

Allan Deacon spoke to his written report:

JSSG TREASURER'S REPORT

AS AT 31 MAY 2011

Matters raised for the consideration of the JSSG include:

- Monies banked for Coffee (keep drinking!) of \$822.26, Mothers' Day \$728.80, Car Park raffle \$570.00, Cross Country \$306.40 and Uniform Swaps of \$247.25.
- Only funds spent since last report relate to Movie night – cheques to Roadshow for \$517 and cups of \$48.41. These are netted off in the income item.
- Canteen vouchers owed from Sports Canteens from last October of \$551 still not received after a number of follow ups. Recommend write-off and re-think on why we charge for staff anyway. Why don't we give staff a 50% discount on the day instead of charging the School \$10 for food & drink that probably cost the JSSG less than \$5.
- There are funds available of \$17,990.93 before impending payments and ongoing commitments as at 31 May 2011.
- Uncommitted funds stand at \$8,690.93 as at 31 May 2011.

Allan Deacon
Treasurer
31 May 2011

- Alan Deacon raised that the JSSG may need to rethink the lunch process for staff at events as there is a problem with the vouchers not being paid.

Action: Paul Hardie to discuss voucher reimbursement issue at the Association and report back at next JSSG.

- Alan Deacon asked for the commitment of \$2000 being the JSSG contribution to the Lolly Pop person for 12 months is accepted.

Moved Allan Deacon, Seconded Jason Samuel

6. CPL Report

Julie Hardie advised by a written report:

Car park Raffle

Brooke Long has organised the raffle for the second car park space to be run next week – from Monday 6th – Friday 10th June. CPL's will be selling tickets from the Attunga Street Bus Shelter every morning from 8.15 – 8.45am and again in the afternoon (Monday through Thursday) from 2.30pm - 3pm. An email has been sent out to the Junior School advertising the raffle - Tickets are \$5 each or 3 for \$10.

Uniform Swap

Amanda Carter (CPL 1B) has volunteered to take on the role of Uniform Swap Coordinator – THANKS Amanda. The next uniform swap will be held at the Junior School Interhouse Track and Field Carnival on Wednesday 15th June. If anyone has any good quality second hand uniforms they would like to donate, they can be left at the coffee van prior to 15 June and Amanda will collect them from there.

Canteen – JS Athletics Carnival

An email will be sent out via the CPL's asking for volunteers to help run the JSSG Canteen at the Junior School Interhouse Track and Field Carnival on Wednesday 15th June and will also include a request for baked goods. Any offers of help or donations can be directed to Kylie Graham graham4@futureweb.com.au or Julie Hardie julie.hardie17@bigpond.com

A note and price list will be sent home next week asking for students in Preps-3's and years 4-6 to preorder their lunches for the Athletics Carnival to help with catering. The Preps-3 lunches will be collected from the canteen and delivered to them on the oval; Years 4-6 will be able to go to the canteen and collect their own orders.

Father's Day Sale

We will begin sourcing items shortly for the Father's Day sale which will be run from Monday 18th – Thursday 21st July. Brochures will be sent home the first week of term 3.

If you have any questions or there is something we can help with, please feel free to email either myself julie.hardie17@bigpond.com or Brooke Long brookelong@live.com.au

Thank you
Julie Hardie

7. Correspondence

Kathy Lollback reported the correspondence since the last JSSG meeting and passed around the folder for Committee Members to view:

This included correspondence regarding–

- Athletics Development Day Update & Enrolment
- Attunga Street Car park
- Cookbook Fundraiser
- Development Office Short Staffed
- Financials and Report for Movie Nights
- Function Set Up Request Form (FSUR)
- Fundraising Opportunity – Met North Track & Field
- St Paul's Annual Corporate Golf Day
- Move Night Thank you
- Parent Survey for St Paul's School
- Soccer for the Preps
- Uniform Swap Coordinator
- Attunga Street Lollypop Person funding
- Coffee Royal at Athletics Development Day
- Family Portrait Day Fundraiser – Lecture Theatre Booking
- MSG Photography Fundraiser
- Car park Compliance

Sue Elliott spoke to the correspondence regarding the cook-book as a Prep parent forwarded the correspondence to her. Sue asked if the school had done anything like it before and if the school would be interested.

Paul Hardie advised that no, the school hasn't done anything like a cookbook and if there is merit and the school approved, then if we had someone who is prepared to coordinate it then it could proceed.

After discussion it was identified that there may be a significant risk with having to commit to a number of cookbooks. The initial cost to print a minimum quantity of books could be expensive if they were unable to be sold.

Thank you to the Prep parent for suggesting for consideration.

Action items arising from May meeting

Details regarding the Met North trials to be (1) emailed to the CPL Coordinator who will send out via the CPL network and (2) possibly the parent lounge. (Cheryl Wegener)

Mrs. Wegener reported that Rowena Harle agreed she would do it via the CPL coordinator.

Contact Patrick Green to ask for a second car park raffle sign to be made. (Cheryl Wegener)

The sign will be completed over the school holidays.

Originally was planned to be next to the existing car park space.

Brooke Long raised a concern from a parent who thought that the proposed space was a smaller car park and would not fit a lot of the larger vehicles. Discussion took place proposing alternative car parking spaces however it was decided to position the second car park space next to the existing car park.

Wendy Kirkham tabled that the car park winner signs are a bit dangerous as they are low and at the height of young children. Justin Lawson said that the signs just need a rubber strip around the edge of the signs. It was agreed that the signs should have a rubber strip attached.

Action: Ensure car park winner signs have rubber strip attached. Marianne Connolly

Co-ordinate the second car park raffle. (Brooke Long)

Action underway

Bring JSSG Supporter's Group Handbook. (Paul Hardie)

The JSSG Supporter's Group Handbook was passed around for committee members to view. It was decided that the Secretary should be the keeper of the folder.

Follow up issue of Toilet Paper dispensers in Toilets. (Marianne Connolly)

A toilet paper test was performed and it was realised that obtaining paper off the roll could be a problem for some children. Marianne has organised for half of the toilet paper dispensers in the Prep toilet block to be changed to the style typically found at home.

Note on Attunga St car park rules to be drafted and sent home. (Marianne Connolly)

Items have appeared in the Link and Mr Browning's report.

Investigate and report on power and water outage at YMCA holiday care. (Marianne Connolly)

School failed to advise the YMCA that the works were scheduled. Marianne spoke to Andre and asked to ensure that the YMCA is notified if any facilities need to be shut down so that alternative arrangements can be made.

Send proposal regarding the need to book the Lecture theatre to Paul Hardie who will send to Julie Hillier. (Sue Elliott/Paul Hardie)

Cheryl will follow up

Advise school of Family Portrait Day on 9th October to be published in white calendar. (Kathy Lollback)

Advised and closed

Investigate whether the TICK can be featured on the Parent Lounge. (Paul Hardie)

Carry forward

8. **Sports Programs**

Nothing to report.

9. **Other Supporter Group events**

- Cricket sign on 5th August, Paul the PUMA (school mascot) will be there.
- Junior School Cricket Development Day on Monday 3rd Oct – this is the pupil free day.
- Rugby Supporters in conjunction with School are hosting a Corporate Golf Day - Friday 9th September 2011 at North Lakes Resort Golf Club
Rugby and Netball Gala Day – Saturday 4th March, 8am – 11.30am. The gala day signifies the first games played at home (St Paul's). Activities will include a Jumping Castle, Paul the PUMA (school mascot), SPS radio station with special guest, Ian Skippen. Netball car wash also available for \$5.
- Swimming Supporter's Group has been granted \$10K each from School and Association for the construction of a new store room at the pool.

10. Other business

Association Meeting

- Held on 24th May
- The new Sutton building includes provision for a coffee shop. The Association has written to the school to ask if they can be considered to run it.
- Student Smart Cards used broadly in Middle and Senior School. Each card has \$10 notional fee which allows the children to photocopy at various locations around the school. The card may be loaded with more money as required. The Association is also investigating how it can be applied to the tuck shop.
- The AFL supporters won't be disbanded and will carry on until their AGM. The funds have been frozen until the AGM after which a plan will be required.
- The School musical was outstanding.
- A professional development day was organised for the recent pupil free day. Guest speaker Professor Art Costa spoke regarding the habits of the mind and how to be better providers for children in the school.
- The school is active on Facebook , Twitter and YouTube. Posted items include snippets from the musical and war cries from end of sports activities, plus many more events. It is a good way to keep up with what is going on.
- An invitation has been sent to 3 potential suppliers for expression of interest regarding the school uniform tender.
- The Auxiliary are planning some events:
 - Cocktail party.
 - Fashion parade and morning tea - Sunday September 11
 - Shopping tour - 16th October
- Football Supporters are struggling for new people to help and it is concerning as a lot of parents have year 12 students and will be leaving the school this year. The Football Supporter's Group is hosting a Wine and Cheese night on June 8, all interested people are invited to attend.
- A bus with children travelling to hockey was involved in an accident, no one was harmed.
- Mr Browning personally did a letterbox drop to all neighbourhood residents seeking interest for the lollypop controller position. Call to all families if they know anyone would like to apply for the role.
- The Retail shop made a profit of \$12000.
- The Tuck shop made loss of \$9 000 against budget of \$3,000. The Association Treasurer is investing the paperwork to ensure that this is not an accounting error.
- Investing in security screens for tuck shop.
- The insulated cooler bags that transport the JS tuck shop meals need to be replaced. The Association is getting quotes and the quotes received indicated they are \$100 per bag.

Action: Marianne to investigate new tuck shop cooler bag options.

- Junior School tracksuit pants and tops are available in Retail shop.
- Hot chocolate is in demand at the Tuck shop.
- There is a proposal to convert an Army Cadet trailer into a mobile kitchen. The proposed cost is \$12,000.

Fundraising opportunity

- Correspondence was received asking if the JSSG would consider hosting a canteen at the Met North Track & Field events at Nudgee as they would not be opening their canteen. Items required for sale included sausages, sandwiches and cold drinks. Dates for the canteen are July 19/20 and August 24/25. All equipment including bbq's marquees, tables and chairs would need to be transported to the venue.
- Paul Hardie asked if the JSSG was interested in running this event offsite. It was decided not to proceed and ask Association if any other supporter groups are interested.

Action: Paul to refer BBQ fundraising opportunity to the Association.

Junior School Movie Night

Alan Bradley spoke to the report prepared by Carol Bradley:

- Few dramas with the equipment on the first night but this was resolved for the second night.
- A pizza deal was negotiated at \$5 delivered for first movie night and nice platters were ordered for second night.
- Many thanks to helpers, Justin Lawson, Gary Jackson, Natalie Nixon, Tammy Lawson and Alan Bradley. Thanks also to parents who helped pack up at the end of both nights.
- Special thanks to Charles MacKenzie-Smith and Alan Lihou for being our teachers on the night.
- Generally went down well.
- Second night was a bit flat and some children a bit scared.
- Made a profit which was not the aim but a nice bonus.
- Paul Hardie expressed his thanks to Carol, Justin, Nat and the movie night committee.

Jason Samuel offered some feedback he was given from some Prep parents:

Some parents were unsure where to go and followed the crowd.

Some parents were not sure of what food was included eg pizza, wine and beer.

The comments were discussed and will be taken on board for future events.

There was discussion about the movie choices. Justin advised that we are limited by the offer from Village Roadshow and that recent releases are chosen they have learnt from a previous event that this is required to attract students.

A parent suggested having another movie night later in the year.

- Paul Hardie advised the original premise was to have a social night at the beginning of year allowing children and families to meet in a social setting, however the event does seem to have grown from there.
- Paul asked if there was a willingness to have another movie night at the end of term 3 and there does seem to be some enthusiasm for such an event.

Action: Discuss possibility of movie night in term 3 at July general meeting.

Car Park Sub Committee

Becky reported that the speed bumps and signage have made a significant difference. The traffic does seem to bank up, however, having a Lolly-pop Controller managing the traffic flow at the crossing should resolve this issue.

Paul Hardie gave credit to Becky for coordinating the team and achieving great outcomes.

A parent asked can you park in the car park places with arrows. With the new line marking 4 spaces that were previously utilized as car park spaces have been painted with arrows making two exits side by side. It was thought that perhaps this was designed for when the chains are hanging but they do not seem to be used anymore.

Action: Paul Hardie to seek advice on car park spaces with painted arrows.

Senior Sergeant Jeff Landsdown of Petrie Police Station has written to the school regarding compliance in Junior School car park:

Yesterday morning (1.6.11) I spent some time down in the Junior School Car Park and monitored our drop off zones. I parked on the grassed area adjacent to the Disabled Car Parking spaces which was a very visible position to all traffic approaching the drop off zones.

Well, I am pleased to say that during the 45 mins (8.00am – 8.45am) I was there, not one driver contravened the signage that has been installed. All drivers seemed very conscious of the Police vehicle presence and utilised the drop off zones in line with the time restrictions.

From my observations the change in driver behaviour has certainly created a much safer environment for the children and with the vehicles constantly moving on without delay from the drop off zones seemed to improve the general flow of traffic coming and going from the area.

From a Police point of view, it was very pleasing that the drivers respected the signage and the Police presence in general. Hopefully the situation will continue along these lines.

As a point of note, I, along with local Traffic Branch and local Police will continue to perform random (morning/afternoon) patrols and stationary observation of the car park and monitor compliance with the drop off zones. Furthermore, these random visits may be conducted by unmarked Traffic Police vehicles which also have onboard time recorded video camera's fitted. These are utilised in a fashion which enables Police to review footage of vehicles contravening time limitations in loading zones etc and the subsequent forwarding of Traffic Infringement Notices by mail to the vehicles registered owner.

Also, for the information of drivers utilising the drop off zones the Brisbane City Council Local Laws Officers (Parking Inspectors) may also randomly patrol the drop off zone as they do in other school zones. They also have the ability to perform the same function in relation to commencing enforcement action and from past experience generally don't show the same level of leniency as Police in these types of situations.

As previously stated, our presence is not about catching people out and handing out fines, it's about creating and maintaining a safe area for our children to come and go from school and hopefully prevent dangerous situations occurring.

Kind regards,

*Jeff LANSDOWN
Senior Sergeant*

Athletics Development Day

- 115 students attending.
- Athletics Qld couldn't get 7 coaches. They currently have 5 coaches and will charge the school \$500. A parent, Lindsay Sneider, who is a Qld Athletics coach, has kindly volunteered to coach the prep children.
- Alan advised he has pretty good parent volunteer support.
- Would appreciate help setting up marquees, from 9.15am.

Require funding approval of \$500 for Coaches and approx \$200 for sausages.

- Proposed Alan Bradley, Seconded Justin Lawson
- All in favour, no one against.

- Paul Hardie expressed his thanks to Alan Bradley for organising.

Before/After School Soccer

- There is a plan to proceed on Thursday afternoons for the Prep students. Paul asked Sue Elliott to ask Dave Overlack to keep the JSSG informed. Sue Elliott advised that she thought the after school soccer was likely to go ahead in term 3 as the Total Academy soccer program is currently still running.

Family Portrait

- Sue Elliott has made a booking with the photographers she needs confirmation that the Lecture Theatre has been booked.

Action: Cheryl Wegener to confirm Lecture Theatre booking for Sunday October 9.

JS Athletics Carnival

- Wednesday 15th October
- We are looking for **DONATIONS** of tasty treats e.g.patty cakes, slices, muffins, cakes, brownies etc and also for **VOLUNTEERS TO HELP WITH FOOD PREPARATION** from 7.30am on Wednesday and to **HELP SERVE** at the canteen throughout the day. Any donations can be delivered to the canteen on the Main Oval from 7.30am on the morning of the carnival - please clearly label your containers with your name and child's class so we can return them to you.
- If you would like to help by baking or perhaps lend a hand in the canteen on the day please email Kylie Graham graham4@futureweb.com.au or Julie Hardie julie.hardie17@bigpond.com
- Julie and Kylie are both Year 6 parents and need to get someone involved to help learn what is involved in a canteen for next year.
 - Becky Mammen is happy to be included in emails.
 - Brooke Long and Juanita Rayner happy to help on the day.

Action request: The JSSG are seeking a willing volunteer to learn how to run the canteen in 2012. Any interested parents please contact, Julie Hardie julie.hardie17@bigpond.com

Bio Pacific Skin Care Company

- Paul Lendvay donated 80 tubes of 100g sun cream last year and was seeking to know whether it has all been distributed and if the school would like some more as stock take is approaching and he has more tubes where the packaging is slightly marked and is therefore unsaleable.
- Paul Hardie advised that he is sure that the sporting Supporter's Group would be very appreciative. Marianne Connolly advised she will check what is left in the Junior School and advise.

Action: Paul Hardie and Marianne Connolly to advise if the school would like any tubes of sunscreen.

Book Swap

- Alan Bradley raised the possibility of starting a book swap in conjunction with the Uniform Swap. The committee discussed options. It was agreed that a solution was required that did not leave the issue of storage of the books if they didn't sell.
- The committee discussed the possibility of holding a Car boot book sale which then allowed people to take back unsold books.

Action: Juanita Rayner to think about the concept and timing of a car boot book sale and report at next meeting.

Fancy Dress

- Alan Bradley mooted the concept of hosting a Fancy Dress event.
- The committee discussed that this type of event hasn't been done for a while, probably due to the fairs.
- Alan Deacon advised it was a great fundraiser.
- This event has previously been planned at the end of Term 3 and is run in conjunction with school participation as the children learn and perform a dance on the night.
- An event like this would require team of 3 – 4 volunteers.
- Marianne Connolly advised it would be great if some parents of Year 3 – 6 would take on the coordinator role as the younger parents would not have seen a "dance".

Action: CPL's to call for expressions of interest to join a Fancy Dress project team.

Camping at St Paul's

- Date claimer - 29th and 30th October
- Alan Bradley provided a brief outline of the schedule:
 - Arrive from lunchtime on Saturday, set up tents, formal and informal games. Dinner is provided. Bonfire and marshmallow toasting. A movie is shown and then the children go to bed. The children rise early; have breakfast and more informal games. Everyone packs up and goes home.
- Volunteers: Gary Jackson, Paul Lendvay, Paul Hardie.
- Looking for firewood, food, lights, movie equipment, and teacher.

Action: Marianne to see if we can get a teacher for the CASP.

11. Next meeting

The next meeting is scheduled for **Thursday, 14th July 2011** from 7.30pm and will be held in the Library.

Meeting closed at 9pm.

ACTION TABLE

Paul Hardie to discuss voucher reimbursement issue at the Association meeting and report back at next JSSG.	Paul Hardie
Ensure car park winner signs have rubber strip attached.	Marianne Connolly
Investigate whether the TICK can be featured on the Parent Lounge.	Paul Hardie
Marianne to investigate new tuck shop cooler bag options.	Marianne Connolly
Paul to refer BBQ fundraising opportunity to the Association.	Paul Hardie
Discuss possibility of movie night in term 3 at July general meeting.	Paul Hardie
Paul Hardie to seek advice on car park spaces with painted arrows.	Paul Hardie
Cheryl Wegener to confirm Lecture Theatre booking for Sunday October 9.	Cheryl Wegener
The JSSG are seeking a willing volunteer to learn how to run the canteen in 2012. Any interested parents please contact, Julie Hardie julie.hardie17@bigpond.com	All parents / Julie Hardie
Paul Hardie and Marianne Connolly to advise Paul Lendvay of Bio Pacific Skin Care Company if the school would like any tubes of sunscreen.	Paul Hardie and Marianne Connolly
Juanita Rayner to think about the concept and timing of a car boot book sale and report at next meeting.	Juanita Rayner
CPL's to call for expressions of interest to join a Fancy Dress project team.	Julie Hardie
Action: Marianne to see if we can get a teacher for the CASP.	Marianne Connolly