

MINUTES

ST PAUL'S JUNIOR SCHOOL SUPPORTERS' GROUP

Minutes of General Meeting

Thursday 5th May 2011

1. Meeting Opened

The meeting was opened at 7.33 pm by President Paul Hardie.

2. In Attendance

Paul Hardie, Allan Deacon, Linda Waldock, Jason Samuel, Brooke Long, Sandy Martin, Sue Elliot, Alan Bradley, Natalie Nixon, Becky Mammen, Wendy Kirkham, Cheryl Wegener, Kathy Lollback.

Apologies

Julie Hardie, Kylie Graham, Juanita Rayner, Justin Lawson, Marianne Connolly, Julie Chippendale, Anita Lendvay.

3. Acceptance of Minutes from 14th April 2011

As tabled. Proposed: Brooke Long, Seconded: Alan Bradley.

4. Head/Deputy Head of Junior School Report

Cheryl Wegener reported:

- The children have settled well after a few weeks with holidays and rain.
- Hope that all Parents have received the notification regarding the Junior School Cross Country which has been rescheduled to May 24, which is the same day as the Under 8's day.
- On Tuesday all parents were invited to a Meet and Greet session with Cheryl and Marianne. The aim of the session was to be available to meet new parents and answer questions on general school running, curriculum and policy queries etc.
- Mother's Day celebrations tomorrow (Friday)
- Naplan testing is scheduled for Tuesday 10th, Wednesday 11th and Thursday 12th May. Each test takes about 50 minutes. Children are test ready. The Naplan tests are marked and feedback will be provided in September.
- **Date Claimer:** Junior School Interhouse Track and Field Carnival is scheduled for Wednesday 15th June, which is in the last week of this term.
- A History and Science day are also during last week of term 2.

Paul Hardie advised that he received feedback regarding the Meet and Greet session with Marianne and Cheryl. Whilst some parents were unable to attend they did appreciate the effort made towards the School leaders making themselves available.

Paul Hardie also received an email received from a Year 6 parent regarding the trials for the Met North Teams for Soccer and Football as their child missed out on the trial. The Parent was keen to clarify the process by which the children are notified of the upcoming trials and if there is an avenue for Parents to also be advised.

- The response from Rowena Harle was that it was read out in the morning messages and it is all about discipline and initiative of the children to follow through.
- The Parent didn't know if their child missed the notice when it was read out due to absence or other reasons and requested that the notices be posted on the Parent Lounge as it is a practical avenue or sent out via the CPL's. The Parent understood that they should not take away the responsibility from the child, however if the child is away when it is read out it could reach the intended audience via another avenue.

Allan Deacon asked who is responsible for identifying children for the Met North team trials.

- Rowena Harle co-ordinates the teams for the Met North selections and organises trials if necessary. All children participating in the trials must be sent by the school accompanied with a nomination form.
- Met North produce a calendar detailing their trials for each sport. These dates have been posted in the school's white calendar and electronic calendar. They are also advertised in the LINK.
- If children are interested in participating in the trials they can either speak to the Teacher in charge of the sport or Rowena Harle.

Action: Cheryl Wegener will ask for details regarding the Met North trials to be emailed to the CPL Coordinator who will send out via the CPL network and investigate if it can be posted on the parent lounge also.

5. **Treasurer's Report**

Allan Deacon reported:

The Car Park raffle raised \$570. During the month \$500 was spent on hire of films for the JSSG Movie Night.

There are funds available of \$14,119.93 before impending payments and ongoing commitments.

Uncommitted funds stand at \$8,019.93 as at 30th April 2011.

Moved Allan Deacon, Seconded Brooke Long.

6. **CPL Report**

Julie Hardie advised by a written report:

Mother's Day Sale

THANK YOU to everyone who supported the Mother's Day Sale this year. All the orders have been delivered to the classrooms and should have made their way home with the children this afternoon. A special thank you to all the wonderful CPL's and helpers who volunteered their time to help wrap and pack the orders in the Specialist Centre this morning. All items sold very well - the most popular pieces were the 'I Love my Mum' mugs and 'World's Best Mum' pens. A profit of around \$710 is likely once a couple of last minute sales are finalised tomorrow.

Car park Raffle

Brooke Long spoke with the CPL's at the Mother's Day wrapping this morning about the possibility of offering an additional car park space and running a second car park raffle as discussed at the JSSG meeting in April. The overall response was a positive one and the consensus was that it would be worth running the second raffle towards the end of term 2 to see what the response is like. The raffle winner would receive parking for terms 3 & 4 2011. Brooke will discuss with the JSSG and Mrs Connolly about sourcing another sign for the second car park space.

Thank you also to Mrs Connolly and Mrs Wegener for the CPL function hosted by them recently.

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

Until we "meet" again.

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-

Confirmation that JSSG would support 2011 Celebration of Achievement medals/prizes to the value of \$1,000.00 (maximum)

Car Park – support of \$2000 for new signage in car park

Athletics Day – date moved to June 12, Posters and Flyers completed

Thank you from Netball Supporter's Group for \$250 donation towards pre season training

Advanced Life Photography – Family Fundraiser information

8. **Action items arising from April meeting**

Take suggestion of running a second car park raffle to CPL's for discussion and seek their feedback and interest in manning the raffle.

- Brooke Long advised that the CPL group believed it was worth trialing. A second sign would be required to identify the additional parking space which they think the school sourced and the JSSG paid for.

Action: Cheryl Wegener to contact Patrick Green to ask for a second sign to be made.

Action: Brooke Long to co-ordinate the second car park raffle.

Request for parents with electrical, plumbing, building and concrete connections to contact Paul Hardie if they could assist with this project.

- Handed over to Swimming Club

Note on Attunga St car park rules to be drafted and sent home.

- Carried forward

Investigate and report on power and water outage at YMCA holiday care.

- Carried forward

Toilet Paper in Toilets –

- Carried forward.

9. **Sports Programs**

- Swimming Supporters now have a formal committee and Friday night swimming club will proceed better than ever in Term 4.

10. **Other Supporter Group events**

- Cricket dinner raised \$2400 for Cricket Supporter's Group. Ian Healy didn't charge for his appearance.
- Cadets marched at the ANZAC March and were featured on TV.
- Music Supporter's Group – Trivia night – check calendar.
- Netball Supporter's Group acknowledged the JSSG donation for pre season training.

11. **Other business**

The Association Meeting

- Held on 26th April.
- Please look out for the new Parent survey. The School would appreciate as many parents as possible to complete the survey which asks for input on a variety of topics including the ethos and culture of the school.

- Supporter's Group Handbook – this handbook provides an overview, initiation, documents, resources and protocols for the Supporter's groups. It is a handy reference tool and Paul Hardie will bring a copy to the next meeting and will pass it around. An update to the Handbook is currently underway.

Action: Paul to bring JSSG Supporter's Group Handbook

- AFL's Supporter's Group – their viability is in question as they haven't responded to the Association.
- The School has proposed building a Jubilee Garden outside of farmhouse. A gift registry will be set up which will allow families the opportunity to purchase or fund items. The registry will be published next month. There will be opportunities to contribute from \$10 so that it is affordable and children choose to contribute.
- All Supporters' Groups minutes are now on the Parent Lounge. To view the minutes you need to select the third tab. It is a handy reference to see what is happening in the other supporter groups.
- The Auxiliary has had to contract its spending. Its biggest source of income was the sale of second hand text books and due to the introduction of the laptop program this revenue stream no longer exists. This is a massive loss to the Auxiliary. As a result the Auxiliary can no longer fund the tour group shirts and the groups will have to co-ordinate fundraising to pay for them.
- The Association is going to tender for uniform supply. The Association hasn't gone to tender for some time and there have been a few concerns about uniform quality so it is timely to test the market. The tender will be mostly aimed at the formal uniform. The intention is to have the chosen supplier in place for 2013 school year. This proposed date is in place as the sunset clause may be enacted to use up the existing material.
- Funding round coming up in June. The Association had previously held two funding rounds which have now been cut back to one round. Interested sectors within the School can apply for funding for up to the \$15000 cap, of which \$4400 is already allocated.
- Unfortunately there are quite a number of errors in the 2010 SPS Yearbook. Mr Browning was horrified and disappointed. If you have noticed you can send feedback to Paul to send through to Mr Browning.
- The School has recognized that the LINK has a lot of out of date information and they are working to fix a bug in the program.
- **Retail Shop** March profit \$1000 against budget \$5000 and \$5000 in 2010.
- YTD \$55000 against budget \$49,000 but down against 2010 budget of \$65,000
- **Tuckshop** loss of \$1000 vs (\$1K) budget and \$5000 in 2010.
- YTD loss \$6.7K vs \$6.4K budget and \$5.2K in 2010
- Tuckshop is working on ways to reduce costs.

JS Movie nights 2011

- Despicable Me – 6th May, over 70 children attending
 - Few paid too much or not enough
- Legends of the Guardian – 13th May, low numbers

Action: Cheryl to promote at Assembly on Friday.

Action: Require a teacher for the second film on Friday 13th.

Car Park Sub Committee

- Met with Paul Browning, Andrew Van Zyl and Patrick Green
 - Committed to put in **5 new speed bumps**, 4 along straight section and one on far side of roundabout. One on each side of crossing, one near main straight and one in between.
 - Alan Bradley suggested a staggered approach to installing the speed bumps. The speed bumps are movable/removable and will be considered as part of the six month review.
 - School has discussed with Police and existing signage wasn't compliant with Schedule 2. New signs will be schedule 2 and enforceable. School has agreed to spend money. Signs to be ordered yesterday so should be put up in a timely manner. **Police** have committed to come in and **enforce new signage**. The motive is not to annoy people parking in those areas it is to ensure the grounds are safe. It has become a source of frustration and hopefully as a result we will see a noticeable change in the way the parking areas are used. Cost is \$8000, it will later be proposed that the JSSG contribute towards this expenditure.
 - School has agreed to employ a **Lolly Pop Controller**. This should ease frustration for both drivers and pedestrian safety. The cost to employ a lolly pop Controller is \$8000 a year. It will be proposed that the JSSG to contribute \$2000 a year. The Association has proposed to contribute \$2000 which will leave the school with the balance of \$4000.
 - Speed limit will be reduced to **10km/hour** in the shared zone which commences as you turn of Attunga Street.
 - A **notice will be displayed on the school board** at the entrance to the JS car park advising when the signs have changed and that Police will be visiting and will charge people who do not comply with signage.
 - Will review Car Park in six months. The effectiveness of the changes will be reviewed.
 - Jason Samuel asked to consider sticking two speed bumps close together either side of the crossing as it will definitely slow down traffic at the crossing.
 - Thanks to Becky for pursuing simple and practical methods to make the car park safer.
 - Proposal – JSSG to contribute \$2,000 towards the \$8,000 for speed bumps, signs and repainting. The Executive are in favour.
 - Proposed: Paul Browning Seconded: Becky Mammen

- All in favour, no one against.
- Proposal to contribute \$2,000 a term to the cost of employing a Lolly Pop Controller. The total estimated cost is \$8,000 a year. Paul proposed that the parent body pay half and School pay half, this means the Association pay \$2,000 and the JSSG pay \$2,000 with the school paying the remainder.
- The Car park raffles will contribute to funding.
- \$500 per term will need to be allocated for this purpose.
- School has taken action to find local resident to take on the role. The School is looking for 2 local people or parents, grandparents who may be interested in taking on the Lolly Pop Controller role.
- Interested parents to contact Pat Green. School will pay for training.
- Moved by Paul Hardie, Seconded Linda Waldock
- All in favour, no one against.

Athletics Development Day

- Athletics Qld can't get anyone for the 12th June, may need to move back to the 5th June. Ask Rowena to see what she would prefer. Track and Field Carnival is scheduled for the 15th June, so the Athletics Development Day needs to be scheduled prior to this.

Action: Paul Hardie to advise Chippendales of change of date to 5th June, if approved by Rowena.

Photography

- Brett McDonald is keen to do it again. Proposed 9th October, 2011
- Need to confirm the Theatre is free.

Action: Sue Elliot to send proposal regarding the need to book the Lecture theatre to Paul Hardie who will send to Julie Hillier.

Action: Kathy Lollback to advise school of 9th October date to be published in white calendar.

Uniform Swap

The Uniform Swap will be held on the day of the Cross Country, Tuesday 24th May at the Coffee Royal Coffee Van.

Call for donations of outgrown uniforms to be given to Julie at the Coffee Van.

All the money raised is used to support a Smith Family child. The money goes towards this child's education.

Before School Soccer

Feedback from a Prep Parent regarding the Soccer program:

A parent asked where it was advertised and will it still happen this year or will it be postponed until 2012.

The call for a coordinator was put out in the minutes, listed on the JSSG agenda and featured in one of the Connections newsletters.

We have a Prep Parent who may be interested in helping. If there is enough interest and we can get Coaches for the other year levels the program can proceed this year as all the equipment is available.

The interested parent will put in contact with Cameron Carter who organised it last year.

The organiser chooses the time and the day of the week.

An indemnity form is to be completed by each parent. A child can't play soccer unless the form is completed. A parent asked if they (the parent of child playing soccer) is required to stay. The answer is no, the School covers the insurance through the completion of the indemnity.

TICK

Becky Mammen would like to acknowledge Paul Hardie and Focus Paper who donated the paper for the TICK. Thank you Paul.

Sue Elliot asked if we should limit the TICK to one copy per family. Paul advised it was trialed and not successful. The TICK can not be sent out electronically or put on the school intranet due to privacy restrictions. A parent asked if it could go on the Parent Lounge which is only accessible by an individual log in.

Action: Paul Hardie to investigate whether the TICK can be featured on the Parent Lounge.

12. Next meeting

The next meeting is scheduled for **Thursday, 2nd June 2011** from 7.30pm and will be held in the Library.

Meeting closed at 8.48pm.

ACTION TABLE

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
Contact Patrick Green to ask for a second carpark raffle sign to be made.	Cheryl Wegener
Co-ordinate the second car park raffle.	Brooke Long
Bring JSSG Supporter's Group Handbook	Paul Hardie
Promote JSSG Movie Night at Assembly on Friday. Require a teacher for the second film on Friday 13 th .	Cheryl Wegener
Advise Chippendales of Athletics Development Day, change of date to 5 th June, if approved by Rowena	Paul Hardie
Note on Attunga St car park rules to be drafted and sent home.	Marianne Connolly
Investigate and report on power and water outage at YMCA holiday care.	Marianne Connolly
Toilet Paper in Toilets	Marianne Connolly
Send proposal regarding the need to book the Lecture theatre to Paul Hardie who will send to Julie Hillier.	Sue Elliott / Paul Hardie
Advise school of Family Portrait Day on 9 th October to be published in white calendar.	Kathy Lollback
Investigate whether the TICK can be featured on the Parent Lounge.	Paul Hardie