



Junior School Supporters' Group

MINUTES

General Meeting – Thursday 2nd August 2012

1. Meeting Opened

The meeting was opened at 7.32 pm by President Becky Mammen.

2. In Attendance

Becky Mammen, Richard Frenken, Colleen Willmot (SPSSA), Sue Elliott, Todd O'Rourke, Juanita Rayner, Robyn Kozera, Kim Kreisel, Sharon Langton, Justin Lawson, Kathy Lollback, Alan Bradley

Apologies

Wendy Kirkham, Jason Samuel, Kylie Marshner, Brooke Long, Gwen Bell, Marianne Connolly, Cheryl Wegener,

3. Acceptance of Minutes from 7th June 2012

Minutes accepted as true and correct. Proposed: Alan Bradley, Seconded: Sharon Langton.

4. Head/Deputy Head of Junior School Report

Marianne and Cheryl apologised for being unable to attend the meeting tonight.

5. Treasurer's Report

Alan Bradley presented the Treasurer's report:

The funds available after committed expenditure and unbanked income is \$12,356.03.

Indicative end of year balance after forecast commitments and income is \$9,418.80

Refer to attached report.

Moved by Alan Bradley, Seconded by Richard Frenken.



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6. CPL Report

Brooke Long submitted a written report:

Term 3 promises to be a very busy one for the CPLs and everyone is now in the midst of organising their Fair stalls. The CPLs have put a great deal of time and effort into each stall and are doing a fabulous job.

The car park raffle last term raised \$275, with the coveted spot going to Mr Glen Allen-Ankins, father of Mac from Prep Green. A big thanks to all the CPLs who assisted in selling tickets and to all the parents who supported the raffle. The next raffle will be held at the end of Term 3.

The Fathers' Day stall brochure will be sent home with children next week, with orders being taken in the morning outside JS reception from Monday, 13th August – Thursday, 16th August. A basket with samples of the gifts will be taken to the classes next week by the CPLs and will also be available to be viewed at Mrs Abbott's office. A set quantity of each item is available and so orders will be filled on a "first in, best dressed" basis. If we sell out of any particular items, children will be offered the opportunity to change their orders or substitute with an item of similar value.

Finally, we've had a huge response to the Coles Sports for School and Woolworths Earn and Learn programmes and thank everyone for their support and participation. Gwen Bell has kindly offered to co-ordinate the bagging of the vouchers once the donation period has finished. Thanks Gwen! Coles dockets can continue to be donated until August 14th and Woolworths sticker charts until August 12th.

7. Correspondence

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

This included correspondence regarding:

- Thank you from Rugby Supporters' Group
- Year 4 Carnival Shirts in Action
- Parent Coaches for Before Soccer program
- Interhouse Athletics Canteen Invoice
- JSSG Courtyard Opening
- Outstanding cheques from The Association
- BHP Billiton Matched Giving Program
- Volunteer call for BBQ at Fair
- Reschedule of Athletics Development Day
- New Families flyer for ELC parents



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Action Items arising from June meeting:

Item	Status
<ul style="list-style-type: none">Follow up with Marianne regarding new parents morning teas and our financial involvement. (Becky M)	Carried over
<ul style="list-style-type: none">Write to Maintenance team to request extension of the speed bump. (Marianne C)	The maintenance team is organising the installation of extra speed bumps to be installed in the main car park due to complaints of parents traveling at speed and taking short cuts. The extension of the speed bump will also occur during this time.
<ul style="list-style-type: none">Follow up with Rowena regarding Athletics Queensland coaching. (Cheryl W)	Carried over
<ul style="list-style-type: none">Find which days suit the school to re-schedule the Athletics Development Day and then find out if there are Qld Athletic coaches available. (Alan Bradley)	Action detailed in Sports programs.
<ul style="list-style-type: none">Check for alternative storage options for JSSG goods. (Cheryl W)	Carried over
<ul style="list-style-type: none">Put notice into connections requesting assistance with pest control of JSSG shed. (Juanita)	Action completed. No responses from school community.
<ul style="list-style-type: none">Speak to SSG to see if support is available to organise a before or after school soccer program. (Becky M)	Before School Soccer is proceeding. The forms went out yesterday. Thank you to Brett Spelman and Tony Kozera. Action: Robyn to contact Rowena regarding soccer kit & bibs. Thank you to Year 11/12 students from FSG for assisting. After receiving requests from Pre-Prep students to join in the program, the program is now extended to include pre-prep children.
<ul style="list-style-type: none">Parents interested in coordinating or assisting with a before or after school soccer program to contact Becky Mammen, email: becks_tony@hotmail.com	As above.



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8. Sports Programs

- Athletics Development Day

Alan is currently attempting to reschedule this event to the 9th September. Athletics Queensland have an event planned for the 7th so have not yet been able to commit any coaches.

Action: Alan to follow up with Athletics Qld regarding coach availability for the Athletics Development Day.

- Red Shirt Soccer Program is commencing for Pre-Prep – Year 3 students. The soccer program will be held on the 14th & 21st August, 4th, 11th and 18th September. Please note there will be no soccer held on the 28th August.

9. Other Supporter Group events

- The Cricket Sign will be held on the 10th August, from 8am – 8.30am outside the Frost Reception..

Todd O'Rourke umpires cricket and offered to liaise with the Qld Bulls to organise players for upcoming cricket events. Todd said the cricket season starts in September with games commencing in October.

Action: Becky to pass Alan Deacon's contact details onto Todd.

- Annual Rugby Dinner 11th August.
- Italian Cooking Class, 11th August from 2pm to 4.30pm at the Home Economics kitchen.
- Battle of the Bands – please contact Music reception to purchase tickets. Please note the date in the white calendar is incorrect. The correct date is 10th August. There will also be a sausage sizzle stall run by the Music Supporters' Group, which will commence at 5.30pm.

10. Other business

- Guest Speaker – Colleen Willmot - Flexi School Tuckshop Online Ordering System

The Tuckshop has been running at a loss for some time and The Association decided to review the Tuckshop operations to identify any underlying causes. As a part of this process The Association reviewed whether the Tuckshop should be a profit making centre or a service to the school. The decision was made that it is a service to the school however it should break even and if it can make some money then that is good for the school.

Part of the investigation led to the introduction of FlexiSchools which is an online ordering system which will eventually replace the need for tuckshop bags. The bags take quite a number of hours to collate the data before the process of making food can begin. With the FlexiSchool system the orders are collated which then details the number of chicken burgers etc that need to be made and labels are printed which may be pasted on to the paper bags. It is already estimated that this process will save two hours per day. The school's goal is to eliminate paper bags by term 4.

Last Friday the Tuckshop received 99 online orders and today (Thursday) they received 57.

Other initiatives The Association has underway include a Point of sale terminal which will allow students to pay with money that parents can pre-load onto their student card. The students pay for purchases at the Tuckshop by swiping their student card and the purchase amount is deducted from the card.



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The Association has a view to extend the FlexiSchools system to the Retail shop. This will allow orders to be placed via the online system, for example, if you discover you need socks, the parent can place an order and pay for the purchase or the child could collect and pay using their student card.

As the FlexiSchools system allows for online transactions it will reduce or eliminate the need for banking.

The reporting tools from the FlexiSchool system provide valuable information about what is being sold, stock that is not selling and the cost of products.

A parent asked a question, "What if you place an order in advance and need to cancel?"

Answer: You may cancel an order until 9am of the day required, alternatively, you can move the order to another date. The system does have the ability to take a permanent daily order.

A parent commented that they have used the system and found it was easy and you didn't have to worry about having the right money.

Question: "Why is there a 25 cent order fee per order ie, lunch and afternoon tea 25 cents each?"

Answer: The charge is made by FlexiSchools and the money is paid to them to cover the cost of printing labels for the tuckshop bag.

Other uses for the FlexiSchool system include making the system available to Supporter Groups for organising functions. Next time an event such as the JS movie night is scheduled the FlexiSchool system can be set up with fields to allow for the collection of rsvp's including food orders. The system may also be used to accept payments and then the money would be transferred to the individual co-ordinator's Supporter Group. There is no charge for an email list, the 25 cent charge is only payable when labels are required.

If a Supporter Group wishes to utilise the FlexiSchool system, contact Colleen who will provide you with a form to complete with the details required which will be submitted and subsequently uploaded into the FlexiSchool system. The fields may be tailored to your needs and only a couple of day's notice is required.

The school is likely to think of other uses for system.

Question: "I heard that the FlexiSchool system will discriminate against JS families as middle and senior won't have to pay a fee as they may utilise a card at the point of sale".

Answer: The fee is not paid to the school it is payable to FlexiSchool for the label. If you choose to use the Tuckshop for convenience it is a small cost, even if buying morning tea and lunch for 2 children, ie., \$1.

At the point when you decide to top up your Flexi school balance a 29 cent charge is payable if you top up using a credit card. There is an option to top up via a bank transfer of funds and there is no charge for this method.

Question: "Will flexi schools hold funds in a trust account?"

Answer: Yes, the money is held in a trust account by FlexiSchool. A parent may request for it to be returned to them by cancelling the account. The money for the purchase is transferred to the school when a purchase is made. Credit card details are held by system with the bank.

The FlexiSchool system has an iphone app which is simple to use.

Action: Becky to communicate to the Junior School families the reason for the 25 & 29 cent charge.



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- The Association Meeting

FlexiSchool and Retail Operations

The FlexiSchool system was discussed and it's use for the Retail shop. Colleen is keen to get both the Retail and Tuckshop operations operating correctly.

Recently, The Association put the uniforms out to tender and shortlisted to five companies. The research from this process revealed that the Retail shop has 28 existing suppliers, 6 – 14 months of uncut material with suppliers and some large quantities of stock. The Retail shop currently holds \$255,000 worth of inventory and the turnover is \$250 K a year.

The introduction of online ordering via Flexi schools will assist the stock ordering requirements.

The importance of the Retail shop and Tuckshop to meet its mandate is a focus for The Association. Over the last 4 – 5 years, a large portion of the bank balance of The Association has been reinvested back into the school to provide facilities and resources to benefit of our children.

Minute Secretary for The Association

The Association is looking for someone to come along and be the Minute Secretary. Please contact the Association if you are interested.

2012 Community Fair

The Fair committee is looking for volunteers for car parking and the cleanup from 4pm in the afternoon.

- Junior School Community notice board

Becky discussed with Mr Wilkins, a year 1 teacher of 14 years at St Paul's the extracurricular activities at our school. Steve is involved with the Junior School Chess club and it is clear that he feels very passionate about the Junior School. Currently there is no definitive source of information and families tend to learn along the way. Steve liked the branding on the ELC and thought we could do something similar for this proposed area.

Mr Wilkins also suggested having a Trophy cabinet on the wall. Some members of the JSSG were concerned about vandalism for this project. It could also be a place for a JSSG mailbox.

As a result of this conversation, the idea was proposed to transform the whole wall of toilet block near the Year 3 classrooms into a one stop place where interested parties may find out about what the JSSG does and all the different clubs and extracurricular activities that are available to the school children.

It was also learned that a lady, named, Michelle Fraser, is responsible for the whole school extracurricular activities. You may call or email her to ask questions about any extracurricular activities that may interest your child/ren.

Becky was interested to hear the thoughts of the Junior School community and determine if we are interested in getting involved. Becky would seek to ask the school Association if they would contribute to the project. Kathy suggested an audio visual approach which would make for much easier maintenance of the information. We could perhaps purchase an ipad and apple tv box to transmit data to a screen mounted on the toilet block wall.

The JSSG thought that conceptually it sounded like a good idea to have something with these resources available.

- **Action:** Becky to meet with Marianne to discuss the Junior School Community notice board project.



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Action: Becky/Kathy to meet with Trevor Smith, IT Manager to determine appropriate options.

Juanita suggested improving the notice board at the opposite end of the Year 3 classrooms which have a "What's on this Week" poster and flyers for specific events. She found it difficult to read because the garden was in front. Kathy suggested that perhaps we could move it to the opposite end of the Year 3 classrooms and opposite the "new" community notice board as there is cement and carpet grass which would mean it would never be blocked.

- Storage Shed Working Bee

Thank you to Richard Frenken for cleaning up all around the JSSG shed. He commented that all the drainage from the soft fall leads towards the entrance of the shed and it will be a constant job to keep clear and rake the mulch away from entrance after heavy downpours.

The committee would like to follow up talks with the school regarding moving the shed or a thorough clean out of the inside, with a high pressure hose. Richard Frenken has offered to seal with flashing around the inside and fill voids with foam to stop majority of creepy crawlies.

Kathy suggested we could perhaps install a clear panel in the roof so it is easier to see inside.

Is anyone prepared to liaise with Charles from Head of Facilities/Maintenance and organise to move the shed? .

Action: Any volunteers, or people with concrete experience to take on project please contact Becky Mammen.

Action: Becky to ask Cheryl about cupboard behind Prep Classrooms as a storage alternative.

- Junior School BBQ Lunch Day

Richard Frenken and Isaac Prasad have expressed their interest and enjoyment of barbequing for the school. They assisted earlier this year at school canteens and did a marvelous job. It is proposed that the JSSG host a BBQ lunch day at the end of Term 4, offering sausages and hamburgers on a pre-order system. The school bbq could be brought up to one of the courtyards.

Action: Becky to seek some date options during the last 3-4 weeks of term 4 to host a BBQ lunch day.

Dates to Remember:

Book Sale Fri 19 Oct JSSG @ Junior School Bus Shelter 2.30pm – 4.00pm

Family Portrait Day Sun 21 Oct JSSG @ Lecture Theatre 8.00am – 5.00pm

JSSG Camping at St Paul's (CASP) Sat 27 Oct - Sun 28 2.00pm -10.00am

The next meeting will be on Thursday, 6th September 2012 from 7.30pm and will be held in the Library.

Meeting closed at 8.53pm.



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ACTION TABLE

Contact Rowena regarding soccer kit & bibs	Robyn Kozera
Follow up with Athletics Qld regarding coach availability for the Athletics Development Day.	Alan Bradley
Pass Alan Deacon's contact details onto Todd.	Becky Mammen
Communicate to the Junior School families the reason for the 25 & 29 cent charge.	Becky Mammen
Meet with Marianne to discuss the Junior School Community notice board project.	Becky Mammen
Meet with Trevor Smith, IT Manager to determine appropriate IT options for JS Community noticeboard.	Becky Mammen / Kathy Lollback
Any volunteers or people with concrete experience to take on project of moving the JSSG shed please contact Becky Mammen.	Parent Community
Ask Cheryl about cupboard behind Prep Classrooms as a storage alternative.	Becky Mammen
Seek some date options during the last 3-4 weeks of term 4 to host a BBQ lunch day.	Becky Mammen
