



Junior School Supporters' Group

MINUTES

General Meeting – Thursday 11th October 2012

1. Meeting Opened

The meeting was opened at 7.30 pm by President Becky Mammen.

2. In Attendance

Becky Mammen, Alan Bradley, Richard Frenken, Justin Lawson, Gary Jackson, Juanita Rayner, Marianne Connolly, Kathy Lollback, Sue Elliott & Robyn Kozera

Apologies

Vivian Younger, Wendy Kirkham, Kylie Marschner, Gwen Bell, Cheryl Wegener, Brooke Long.

3. Acceptance of Minutes from 6th September 2012

Minutes accepted as true and correct. Proposed: Alan Bradley Seconded: Justin Lawson.

4. Head/Deputy Head of Junior School Report

Marianne Connolly reported:

- Fast and furious term with 7 and a half weeks and so much to happen.
- Transition meetings for each level will be scheduled for week 3 and will be either at the start or finish of the school day, ie., around drop off and pick up times.
- Planning has commenced for the Year 6 end of year celebrations in preparation for their move to middle school.
- Most assessment will be done about week 5, which gives staff two weeks to do reports.
- Planning has commenced for the Celebration of Achievement night.
- There will be an extra prep class in 2013. We were dropping back but with Pre-Prep opening the school has extra interest for that age level.

Becky asked was that decision based on the number of Pre-Prep enquiries and Marianne replied that in the June/July holidays the school was inundated with requests for the Pre-Prep program and they responded that the classes were full but they could enter into Prep.



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All Pre-Prep classes are filled for next year. Lots of independent schools numbers are dropping in current economic climate.

- There will be a bit of teacher movement between class year levels depending upon whether there are 2 or 3 classes for that year.
- 4 people from around Australia who work with the Reggio philosophy will visit the Centre.
- On the 1st November, other interested Reggio facilitators are also invited to visit the Centre.
- Ball Games will be held on the 5th November which is the same day as the Foundation Day service which is scheduled for the morning.

5. Treasurer's Report

Alan Bradley presented the Treasurer's report:

The funds available after committed expenditure and unbanked income is \$13,367.66.

Indicative end of year balance after forecast commitments and income is \$9,898.43.

Alan advised the money movement during the month:

\$468 paid out to the Smith's Family "Learning for Life" program.

\$223 banked from Father's Day stall.

\$500 is now committed for the shed relocation

\$60 will be paid for pest control of cottage.

A parent suggested putting a fridge into the cottage, however not sure if it would be used often.

It was suggested that perhaps we could seek a second hand fridge donation. It was decided to leave this and review in 2013.

Alan advised that we still have money allocated for Year 6 construction project.

Celebration of Achievement

The Association requested \$2,241.00 to make plaques and trophies for the children (Athletics, Cross Country, Tennis Chess, School Academic Awards, Maths, English, Science, History, Physics, Values Education, PE, Japanese, Art and Music), the JSSG had \$1000 allocated. This process is coordinated centrally by the school.

Historically the JSSG has been asked to cover the sports where there is no supporter group.

The JSSG discussed the allocated amount. The Association has since advised if the JSSG can't cover the full amount requested then the school will cover the balance or seek sponsorships.

Justin thought historically the JSSG covered book vouchers and the school paid for the awards.

It was decided to send \$1000 to The Association for the Celebration of Achievement.

Refer to attached Treasurer's report for full details.

Moved by Alan Bradley, Seconded by Sue Elliott.



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6. CPL Report

Brooke Long reported via a written report:

The Term 3 JSSG Car Park Raffle was won by Leah Timms (Kasey 5R). The funds raised totalled \$340. The final raffle for the year will be held towards the end of the term. Thanks to all the parents who supported and also to the CPLs who helped to organise and run the raffle.

A big thank you also to Libby Duffin who ran the Uniform Swap last term. It raised \$151.55 towards our Smith Family sponsorship, which is fantastic. Libby will hold the next Uniform Swap at the New Parents Welcome Morning Tea.

I am away from 19th October to 4th November and during that time Sue Elliott will be standing in as CPL Co-Ordinator. Thanks very much to Sue for her help!

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:

- Set up of registrations for Camping at St Paul's on Flexi School system
- Coffee Royal unable to attend Camping at St Paul's
- Red Shirt Soccer thank you to Coordinators and Request for program notes
- Invitation to Rod Chiapello to judge camping competitions
- Notification to Tuckshop of Junior School Community Barbeque Lunch on 27th November
- JSSG Shed Move / storage area in Cottage
- Charles Sweeney offered space in cottage behind specialist centre which was used for surplus storage.
- Request from The Association for Celebration of Achievement sponsorship
- Year 6 Year book
- Camping at St Paul's Sub Committee Minutes
- Thank you to McDonald's Bracken Ridge for sponsoring the Camping at St Paul's

Richard, Selina and Becky looked at the cottage and decided it would be better as it is drier, securer, sheltered and hopefully now free of pests. Richard and Selina have cleaned it out over holidays and organised the pest control and baits. The JSSG will be using the kitchen which is a contained/locked area and has power.

We can now collect gear from everyone's garages. We will need to invest in decent containers as ones from shed have gone brittle and sort out all the tubs and storage. The cottage opens on the same master key as the library. Next year we will seek to have two keys.

Thank you very much to Richard and Selina, your efforts are very much appreciated!



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Steve Brosnan said the shed would stay where it is.

Libby Duffin has requested new containers for the Uniform swap.

Action Items arising from September meeting:

Item	Status
<ul style="list-style-type: none">Pay for the Smith Family Learning for Life sponsorship on his credit card. (Alan B)	Action completed
<ul style="list-style-type: none">Follow up with Marianne regarding new parents morning teas and our financial involvement. (Becky)	Action completed. The JSSG only host the New Parents morning teas on the final Monday of term 4. Change allocated amount to \$50 Proposed by Becky Mammen, seconded Gary Jackson.
<ul style="list-style-type: none">Source names of senior school helpers provided by the Football supporter's group so that we can thank them. (Robyn)	Tony has provided names of student helpers. Action: Becky to email football student helper names to Robyn Cox. Marianne will sign Service Learning cards – 2 boys from Year 10 and 3 Year 11 students. The issue of parents allowing students to self medicate was raised. Marianne advised that unless the child is high risk they can self medicate as the medication can be purchased over the counter and child knows their own dosage. It was decided to add a section on the medical form asking permission to self medicate. A child arrived wearing big loopy earrings. Marianne confirmed that school dress policy applies and only studs may be worn. Thanks again to Tony & Brett. Action completed.
<ul style="list-style-type: none">If any parent can donate some hay bales for people to sit on around the campfire that would be appreciated, please contact kathy@lollback.com	No offers received. Richard advised that Brendale Produce sell bales for \$12 each and any taken back in good condition can receive a refund of \$6.
<ul style="list-style-type: none">Parents willing to participate in the planning meeting for the camp to email, kathy@lollback.com	Action completed
<ul style="list-style-type: none">If anyone has any ideas regarding the electronic Junior School	Action in progress



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Action Items arising from September meeting:

Item	Status
Community notice board, please advise Becky Mammen or Kathy Lollback.	
<ul style="list-style-type: none">Discuss details of the notice board with Cheryl and Marianne, identify resourcing requirements and then request assistance of IT department from Paul Browning. (Becky & Kathy)	Action in progress
<ul style="list-style-type: none">Put notice into Connections inviting ideas from any parent who has IT experience. (Juanita)	Action in progress
<ul style="list-style-type: none">Discuss location and concrete requirements to move storage shed with Charles Sweeney. (Richard, Becky & Marianne)	Move to cottage – action completed.
<ul style="list-style-type: none">Organise the concrete slab for the JSSG Shed. (Richard)	Action no longer required.
<ul style="list-style-type: none">Organise a Function Set Up Request for 2 bbqs, bain marie etc. for the Junior School Community BBQ lunch day. (Cheryl)	Action: Marianne to identify whether school has a bain marie. Alternatively lunch times may be staggered from 10.30am

8. Sports Programs

- Red Shirt Soccer Program completed.

9. Other Supporter Group events

- Swimming Club starts Friday night.
- Ladies Auxiliary Fashion Parade cancelled.

10. Other business

- The Association Meeting

Paul B talked about parking and lots of complaints about the top car park. Police have been invited to the top car park.

Police were talking to parents in the Attunga St car park yesterday.

Financials:

The financial accounts have been moved to MYOB online . This process has been useful from a reconciliation perspective and allowed the correction of errors in manual accounts. It looked like sales were down in Retail shop but found \$19,000 of stock incorrectly accounted for in P&L account, which has been fixed. All is well with the retail shop.



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Now the Tuckshop and Retail Shop staff can input data directly into MYOB.

Tuck shop figures continuing to improve, YTD January - August \$11,535 compared with \$18,845 in 2011.

The initiative of Prefects and staff on roster to watch for theft is working and they feel that this measure is realising a positive outcome.

There will be a full review of the Tuckshop menu. The Association will use the new management information from Flexi Schools to help identify sales and seek the JSSG's assistance with a survey.

The Tuck shop had hoped to move fully online to flexi schools however had resistance from the Junior School. Marianne clarified that the only concern of the Junior School is that the system remains flexible. It is important that if a lunch is forgotten, stolen or squashed it can be replaced with something from the Tuck shop. The Junior School teachers didn't want children not be able to go up and buy something and pay next day or be locked in to ordering by 9am. They want to be able to send children to buy a sandwich or apple and for the system to remain flexible for emergencies.

Treatment of GST - If the JSSG buys something which ends up being owned by the supporter group and not given to an individual or family, it is GST exempt.

Retail shop is now open 5 days a week 8am - 4pm. Robyn has decided to leave and a new full time staff member has been recruited. One staff member from the Retail shop will be made available to help out in tuck shop during peak times.

- Family Portrait Day

There are only 8 slots left and the flexi school system is working well. The only issue with the Flexi School system is that there ended up being a gap of free time in the middle of the afternoon.

Action: Sue to send out an email via CPLs to advise only 8 slots left.

Next year may ask for preferred time slots or release time slots in blocks.

Sue to follow up with Marianne to sort out keys and the alarm. The first appointment is at 9am and the photographer will arrive at 8am.

- Pre-loved Book Sale

This year we have added DVD's to the sale, however they will only be accepting G or PG titles only.

Last year the price points were 50 cents for a paperback and \$1 hard cover book. This year the books and DVD's will be at \$1 and \$2 price points.

The Pre Loved Book and DVD sale will be held on Friday afternoon, 19th October at pickup time, 2.30pm - 4pm in Attunga Street car park. If the weather is bad then it will be relocated to near the Year 3 classrooms.

Alan to give cash box to Juanita.

Marianne will organize for the Year 6 students to bring the books down from the classrooms.

An advertisement will go into Connections on Thursday 18th.

Action: Juanita to send an email via CPL's advertising the Pre Loved Book & DVD sale.



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- Camping at St Paul's (CASP)

This year the fire will be contained in a brazier instead of an open campfire. It has been difficult to source a brazier however Alan did see one on a pit with legs for \$80. This would enable the committee to be able locate the fire closer to the camp area. The committee will contact the Eatons' Hill fire brigade and advise neighbours. Steve Brosnan said that this concept was ok in principle so long as it was checked with the fire brigade.

Camping registrations are now able to be accepted on the Flexi school system. This seems to be going well. There is a report that details who is coming and what they ordered and/or any prize donations.

Prizes will be for the best decorated tent and fancy dress. The committee thought appropriate prizes could include vouchers and itunes cards.

Rod Chiapelo from McDonalds Bracken Ridge has volunteered to judge the competitions.

Unfortunately we don't have a coffee van, Becky will ask if the school has a mobile coffee machine. Urns will be in the kitchen.

Action: Becky to ask Mick Skinner re mobile coffee machine and then seek operators.

Action: Becky to organise CASP FSUR – (Function Set up Request) forms and key for gate onto paddock.

Action: Alan to send details of CASP to Juanita for Connections.

- Storage Shed

Action completed.

- Junior School Community BBQ Lunch Day - 27th November

We will communicate a Pre-order system for our Junior School Community BBQ lunch day closer to the event. Richard Frenken and Isaac Prasad will barbeque the food.

Action: Schedule discussion for Junior School Community BBQ Lunch Day at November meeting.

- Junior School Community notice board

Becky and Kathy brainstormed all in likely inputs to the community notice board and administration and discussed with Marianne. In the meantime, Paul Browning advised that the project may not proceed due to the St Paul's app. **Action:** Marianne is currently seeking clarity of the Community notice board and St Pauls' school app.

Thank you to Kathy for your input to this project and all the work you have been putting in behind the scenes.

- A parent asked if all class teachers have a blog. Marianne advised that some do however they all need to be style guided and setup via school IT department with standard templates.

- Date Claimer: Extra-Curricular Drinks on Friday 23 November at the Eatons Hill Hotel, 6pm - 10pm

This event is hosted jointly by school and The Association, it is called an Extra-curricular drinks function and is for any family who has been involved in a supporter group or the Community Fair during 2012.

The next meeting will be on Thursday, 8th November 2012 and will be held in the Library. Drinks and nibbles will be served from 7pm prior to the meeting commencement at 7.30pm.

Meeting closed at 8.56pm.



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ACTION TABLE

Email football student helper names to Robyn Cox.	Becky Mammen
Identify whether school has a bain marie.	Marianne Connolly
Send out an email via CPLs to advise only 8 slots left.	Sue Elliott
Juanita to send an email via CPL's advertising the Pre Loved Book & DVD sale	
Ask Mick Skinner re mobile coffee machine and then seek operators.	Becky Mammen
Organise CASP FSUR – (Function Set up Request) forms and key for gate onto paddock.	Becky Mammen
Send details of CASP to Juanita for Connections.	Alan Bradley
Schedule discussion for Junior School Community BBQ Lunch Day at November meeting	Kathy Lollback
Seek clarity of the Community notice board and St Pauls' school app.	Marianne Connolly
