



Junior School Supporters' Group

MINUTES

General Meeting – Thursday 1st March 2012

1. Meeting Opened

The meeting was opened at 7.55 pm by President Becky Mammen.

2. In Attendance

Paul Hardie, Michael Skinner, Alan Bradley, Kylie Marshner, Brooke Long, Gwen Bell, Sue Elliott, Vivian Younger, Clark Siemsen, Jason Samuel, Robyn Kozera, Justin Lawson, Juanita Rayner, Marianne Connolly, Becky Mammen, Cheryl Wegener, Gary Jackson, Michael Skinner, Wendy Kirkham, Kathy Lollback, Antonia Lockitch.

Apologies

Ann-Maree Patrick, Julie Hardie, Kylie Graham, Allan Deacon.

Becky noted her thanks to Paul Hardie for all his efforts and mentioned that the JSSG is a fantastic place to get to know the school community. Becky also thanked everyone who has nominated.

3. Acceptance of Minutes from 2nd February 2012

Minutes accepted as true and correct. Proposed: Paul Hardie, Seconded: Sue Elliott.

4. Head/Deputy Head of Junior School Report

Marianne Connolly and Cheryl Wegener reported:

- Successful swimming carnival and thanked parents for their support.
- Excursions for Year 3 Science and to O'Reilly's for the Year 6 students went well
- The students are enjoying the Reading around Australia program which is part of the National Year of Reading activities.
- A "Read Aloud" day is schedule for next week. Some classes have invited people from around the school to read to their class for half an hour.

- The Pre Prep building is well underway, however the rain has slowed down progress. The handover is now scheduled for the end of May/early June. Marianne advised that recruitment and licencing requirements are underway.
- A parent asked if there had been any complaints about the noise of building. Marianne advised that they have not received any complaints from classes or the neighbours due to the construction work. The contractors are waiting until the holidays to complete the work for pergola area.
- The poles for the JSSG Courtyard have been cemented and further work will complete from April 2 while the children are on holidays. A little celebration will be scheduled with drinks and nibbles for the opening.

5. Treasurer's Report

Allan Deacon advised via an electronic report that:

Funds were spent on Year 6 Graduation book.

Uncommitted funds stand at -\$88.00 as at 29 February 2012.

Moved by Alan Deacon, Seconded by Becky Mammen.

6. CPL Report

Brooke Long reported:

- All classes have a CPL.
- Most classes have circulated class contact lists.
- The Mother's Day stall will be early and actioned before the Easter break.
- Car Park raffle will be held at the end of March.
- Libby Duffin has taken over Uniform Swap.

The committee would like to express their **thanks to Amanda Carter** for running the Uniform Swap in 2011 and **thanks to Libby Duffin** for coordinating the Uniform swaps in 2012. Becky asked if we could use the school address for mailing from the Smith Family.

Action: Becky to change mailing address for Smith Family correspondence to the school address.

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:

- Thank you letters and cards from children at St Paul's in recognition of receiving awards / gifts at the Celebration of Achievement:
 - Sharda Steel
 - Hannah Culwick
- Request from Netball SG for support of Pre Season training
- Libby Duffin is Uniform Swap Coordinator

- Car park fix up idea
- Car park “rules” suggestion
- Outdoor seating for children to eat lunch
- Tuckshop Review Terms of Reference and Parent letters
- Request for support of Walla rugby shirts
- Paul Browning update on carpark
- Mars Fundraising Ideas folder
- Mother’s Day Stall Catalogue
- Laura Jean photography fundraiser

Action Items arising from February meeting:

Item	Status
Contact Rowena Harle to arrange a date for the 2012 Athletics Development Day. (Alan Bradley)	Have dates, will contact Qld Athletics to confirm dates and coaches.
Send out communication seeking a Fair Coordinator. (Brooke Long)	Thank you to Kylie Marshner and Brooke Long for taking on role of Fair Coordinators.
Contact Pat Green: (Marianne Connolly) <ul style="list-style-type: none"> • to organise the JSSG plaque for the new courtyard. • requesting a review of speed bump on the straight • advise the construction workers to leave prior to 2.30pm or after 3.30pm to assist with the flow of traffic in the afternoons • to organise painting over the arrows in two car park spaces 	<ul style="list-style-type: none"> • Aasta is organizing plaque. • Maintenance will organise to extend the speed bump. • Pat would speak to construction team, although less traffic. • Line marker will be organised.
Request Police presence in car park. (Marianne Connolly)	Police have been requested to attend.
Write to Paul Browning to advise of afternoon car park congestion. (Paul Hardie)	See car park notes below.

8. Sports Programs

- Pat Greene has been Facilities manager and has resigned from the school and will be leaving tomorrow. Accepted place at near to home. This is a big loss to the school and some issues may take further time to resolve.
- 2012 Fair - Mrs Skinner has agreed to be the teacher liaison. Kylie and Brooke plan to send out a letter next week regarding the fair. Kylie explained that the teachers from each year level decide what stall that year level will host and that they are only waiting on one year level. Kylie is trying to track down what props exist to decorate each stall and Heather Gibbs is assisting with this. Kylie thanked Marianne Connolly for her help.

9. Other Supporter Group events

- Request from President of NSG to provide money for Pre Season training, which JSSG have supported in past. In the past we have given \$250. Becky asked if there were any objections to continuing the support. Moved Becky Mammen, Seconded Justin Lawson.
- Claire Jackson asked for support from JSSG, The Association, Cricket, Rugby and Football SG to fund carnival shirts for year 4 students when the children are playing that sport. The original proposal was to design a rugby shirt but it would only be used once a year so Mrs Harle suggested a pool of carnival shirts that could be shared for a few sports. The pool of shirts would be maintained by Rowena Harle. Mick said the Association would prefer to see if the Supporter Groups would support this initiative. Becky noted the concept was a good idea.

A parent advised that the year 4 already buy a PE uniform. Marianne replied that this was to be a special representative shirt as other sports such as Netball have a special bib to wear when representing the school.

The total cost is \$1000 for 20 shirts. The Rugby Supporters group have committed to supporting. Becky asked for feedback. The JSSG have previously supported the bibs for netball.

The committee decided that the JSSG are happy to support up to \$350. Moved by Alan Bradley, second by Justin Lawson. Marianne asked if it has been approved by uniform committee and was assured that it will be approved by the Uniform Committee.

- Kylie and Sue confirmed they would coordinate the 2012 canteens. The first canteen is the Junior TAS Cross Country on the 25th May and the Athletics Carnival in term 3. A request for baked goods will be made in the month prior.
- It was discussed that the JSSG should invest in some basics that we could have on hand for movie nights, canteens, CASP etc.

Action: Kylie Marshner and Sue Elliott to liaise to write a list of requirements and liaise with Alan Bradley regarding a budget or seek donations of tea towels, bbq tools etc from school community.

Action: Kylie Marshner and Sue Elliott to send list of donations to Juanita Rayner to publish in the Connections newsletter.

10. Other business

Association Meeting

- The School will be an Electoral booth for the State Election on the 24th March. The two classrooms past Sippers will be the booths. The Rugby supporters group will run a barbeque. A parent suggested to Michael Skinner that we could ask the school community for baked goods to be donated to Sippers for sale on that day.
- Any community group can request to run a sausage sizzle from Bunnings. The Association received a request that a coordinated approach take place to request sausage sizzles. The process will be that a date is advised and all names from interested supporter groups will go into the hat for a draw. The first sausage sizzle date for the year is the 22nd April and the Music SG will hold the sausage sizzle on that date.
- Two coffee machines have been donated by Christies (Home Economics facility) as they no longer have a use. They are currently stored by the Association with a view to move to the canteen. These machines can be borrowed if needed.
- The Association has received a funding application from Tooth house who are running the cleanup. They requested \$200 for soft drinks gloves, bags etc.
- The Association has also received a funding request for the Year 12 Leadership conference. The request is for \$5000 and benefits all year 12 students.

- Paul Browning reported to pass on his thanks to Paul Hardie.
- From next Monday live music will be played at Sippers on Sutton. This program is run by music students at lunch time.
- Positive reports were received back from the Middle and Senior school swimming carnival. It was noted that there was low absenteeism and great team spirit on the day. Stuart house won.
- Old Block 4 – Beach Volleyball was proposed for this site. \$50,000 quote, huge drainage requirements. Other proposals may be considered.
- Imagine8 Festival is scheduled for the holidays in between term 2 and 3. Dr Karl will speak at this event. This event has been used to market the school to new families.
- Confirmation that after school care can be provided for 4 year olds, given in context of new legislation. The regulations changed on January 1, and there was a softening on “rules” as Pre Prep will probably become the first year of school. The Pre Prep shirts have been approved and are on display, they are the opposite of the Prep shirt.
- Lockers –a decision was made to move the lockers. They are now situated close to the students’ houses which are where the students start their day – good feedback.
- Discussion of Year 12 departing gifts. The Association funds a departing gift for Year 12 students. The funding allocation is about \$4000 a year, roughly \$20 per student. Currently a pewter mug with name engraved, school emblem and years they have attended school is given to the students. The same gift will be given this year as the stock has been procured. A decision needs to be made as to whether to continue or change the gift. Other suggestions included a glass, candle holder, photo, rings, ties and scarf. Mick will seek feedback from Paul Sullivan.
- There was a brief discussion regarding the phasing of traffic lights at the front of the school.
- The Retail shop is moving from current location to Tooth Building. This will be fitted out over a six week period. It is a much better location in terms of building and position. Paul wants more people to use the Tooth building. Some students now attend classes in the bottom of this building.
- Retail shop will now sell heavy winter weight scarves if approved by Uniform committee, mainly for the benefit of music students or students that arrive early for school activities.
- Uniform tender is moving forward. Responses will be passed to Uniform Committee for consideration. The ratio of stock sold is 3:1, Boys:Girls and stock levels will reflect this ratio. A survey was put on the school website seeking comments regarding uniforms. Of 900 families, only 52 responses. The feedback mostly commented on failing stitching and buttons. It is hoped that the tender will result in some reductions in the supply costs of some goods.
- Auxiliary reported that the second hand book sale made \$8000. The Aux have moved their annual dance to 27th April. Annual fashion parade will be held on the 21st October.
- AFL Supporter’s Group wound down.
- Cadet’s had a meeting but unfortunately without a quorum.
- Football Supporter Group to tour to Asia in September 2013.
- Music SG have Trivia night tomorrow night. Sales have been pretty good with 13 tables booked. You can buy tickets at Music reception. The main raffle prize is an ipod donated by Bracken Ridge McDonalds.
- Past Students have a committee. A new change has been implemented, now when a student leaves they are required to opt out to join the past students group. Last year only 30-40 opted out. Students pay a one off lifetime membership fee. The committee is thinking about what is the best means of engaging with their members given the rapid change in social media.
- Rugby SG – GPS schools have moved playing rugby from term 2 to term 3. Historically we have been able to have fixtures with this group of schools.

Tuckshop

The Association has communicated the Terms of Reference for a full review of tuckshop operations. Lisa Maree Jones has been appointed to the role. Lisa is a qualified accountant, with previous experience as a company secretary, Operations Manager of National companies, auditor and SPS Fair treasurer for the last two fairs. The first report is expected on the 17th April.

The review includes financials, inventory, suppliers, staff, menu pricing, overall performance and customer service.

Becky declared a personal interest. She expressed the review was a positive development especially due to the Tuckshop's financial performance. At the Association meeting she asked in short term if prices could be increased as the months will keep ticking by and possibly continue making a loss. The Association decided that they need to stabilise processes for the operational review. The Association does not have a cash flow crisis, there are funds available to offset. Becky didn't take comfort because the mandate is to break even. Lisa raised the fact that raising prices can be seen as a bandaid solution, however the Operational review should be comfort that an interim measure is underway. Mick said he was reluctant to increase prices in the short term as he was concerned it would muddy the waters. Becky respects the Association's decision and will wait for mid April date and expect tough decisions to be made. Lisa will come up with a schedule of items. The report will be available in two months.

Coeliac menu – Gwen spoke about offering more gluten free options as she noticed in the minutes that a review was going on and thought it was opportune to make some suggestions. Gwen has researched school tuckshops and identified two easy approaches to offer a wider choice. The first being to alter some brands of items such as thickeners, soy sauce, barbeque sauce to a gluten free product which could be used to make products such as Fried rice, sushi etc. These items could be sold to all and more options become available to those with a gluten intolerance. The other alternative that could be offered is a rotational menu of gluten free options.

Gwen advised she is happy to be a consultant.

Mick advised that he can speak to Louise (Tuckshop) and let her know what they need to supply and that they can keep items such as specialty bread in the freezer.

A parent commented that she felt the menu offered limited healthy options. She further commented that we teach healthy eating and what a body needs and then cook chocolate cookies in Home Economics and buy unhealthy choices from the Tuckshop. Mick advised that the menu is supposed to be in accordance with the traffic lights food system.

The tuckshop committee wasn't discussed at Association meeting and it hasn't been active for 3-4 years. It hasn't been seen as needed but may well be identified as part of the review and that from a dietary perspective it may be useful to have parent feedback.

Other Business

Junior School Movie nights

Last year we ran two movie nights, one aimed for all children P-6 and one targeted to older children P-6. Last year the younger children's movie was well attended and the older children's was not as well attended. Any thoughts?

The committee decided to host two movie nights with one in Term 2 and Term 3. Justin advised that we have to use released movies and that the night is more about children spending time with friends at school at night and allowing parents to socialise which helps build community spirit.

Justin Lawson offered to support to set up and cook. Gary Jackson offered to cook.

Action: Brooke Long to send email out via the CPL's to request volunteer to coordinate the 2012 Movie nights.

Outdoor seating

Diane Molloy wrote to the JSSG to request providing enough outdoor seating so that every child has somewhere to sit and eat their lunch, rather than eating whilst sitting on the floor and whether the JSSG would consider this an issue or fundraising target. The committee discussed seating and the current project underway in between the Japanese room and a year 6 classroom. It is a very expensive exercise, eg. one table and chairs is \$1600. Unfortunately we are not really in a position to fund at the moment. Options for seating include those outside classrooms and in walkways.

Action: Becky Mammen to respond to Dianne regarding outdoor seating.

Car Park

There has been a large volume of communication regarding the all students finishing at 3.10pm and the deterioration of car park traffic. The main issues being cited as lack of enforcement, problems on Attunga Street and manning of the crossing.

Paul H wrote to Paul B. Paul Browning has subsequently visited the car park with a Policeman. Paul B commented how well the car park flowed with the presence of Police moving people on and managing the crossing.

Manning of the crossing - In 2011 attempts were made to employ someone to control the crossing and no one from the community came forward. A decision was made not to hire someone through traffic control as it would have tripled cost. Paul B is recommitting to finding a resolution. Paul B is meeting with Road Safety on 7th March to seek if they will accept a compromise on the requirements for himself to personally man the crossing. The current requirements are for 8 hours of theory and 20 hours practical experience on road work site. Paul B is keen to undertake the theory training. Becky asked if Paul would consider using teacher aides as is the case at other schools. Paul B has in hand.

Car park flow - Clark Siemsen presented some thoughts to fix the car park flow. In the past the school has expressed that the problem is about driver behaviour and believes there may be a solution to manage driver behaviour. The proposal has been discussed with Pat Greene. [For details of plan please see the attachment]

The proposal was:

- As you come in from Attunga street, all cars turn left and choose to park car or continue to drive circuit to drop off zone.
- Two lanes will be utilized to exit the carpark which will merge into one at the end of the drop off zone. The right hand lane will be used to allow cars to either re-enter the car park or perform a second loop.
- The plan requires some minimal changes:
 - staff to parking in the southern end so there is less cars moving from this area in the afternoon (would need to sign for staff only).
 - make the traffic flow in one direction which will make it safer for parents with prams and those opening backs of cars with children.
 - a separation line to allow cars to reenter car park. Cars merge well at maximum capacity and can either reenter or drive out. Paint lines or temporary bollards.
 - Need person at pedestrian crossing. Traffic moves well with controller and for safety of little children need someone to man crossing. Alternatively can buy little stop lights with timers at 30 second intervals, or install a traffic lights, would just need to check laws. Preference is for a person to control.
- The turn left is wide enough for buses to manage.
- A change to the roundabout is scheduled for over the Easter break to put in 6 car parks which are designed for the Pre Prep area. Clark recommended that if this goes ahead to state that they are for out of peak use or teacher parking to minimize the impact of traffic in this position. He did ask if they can change car parks and was advised the angle could be changed. One parent suggested 6 in a row instead of 3 on either side.

One parent suggested moving the two minute zone past the bus stop.

Becky thanked Clark for all his work.

Thank you to Ruby for colouring in the car park proposal.

Action: Becky and Clark to meet with Paul Browning and will bring feedback to the next meeting.

TICK Proofreading

Proof reading this Friday.

Action: Marianne Connolly and Becky Mammen to write a message for inclusion in the TICK.

Action: Supply list of new Executive, Teacher and CPL's for inclusion in the TICK – Kathy Lollback, Marianne Connolly and Brooke Long

Action: Juanita Rayner to be JSSG Contact person.

The JSSG would like to **express their gratitude to Paul Hardie** for supporting the Tick project, providing paper and arranging printing.

The next meeting will be on Thursday, 3rd May 2012 from 7.30pm and will be held in the Library.

Meeting closed at 9.54pm.

ACTION TABLE

Change mailing address for Smith Family correspondence to the school address.	Becky Mammen
Write a list of requirements for JSSG catered events and liaise with Alan Bradley regarding a budget or seek donations of tea towels, bbq tools etc from school community.	Sue Elliott and Kylie Marshner
Send list of donations to Juanita Rayner to publish in the Connections newsletter.	Sue Elliott and Kylie Marshner
Send email out via the CPL's to request volunteer to coordinate the 2012 Movie nights.	Brooke Long
Respond to Dianne regarding outdoor seating	Becky Mammen
Meet with Paul Browning and will bring feedback to the next meeting	Becky Mammen and Clark Siemsen
Write a message for inclusion in the TICK	Marianne Connolly and Becky Mammen
Supply list of new Executive, Teacher and CPL's for inclusion in the TICK	Kathy Lollback, Marianne Connolly and Brooke Long
JSSG Contact person for TICK	Juanita Rayner