



Junior School Supporters' Group

MINUTES

General Meeting – Thursday 7th March 2013

1. Meeting Opened

The meeting was opened at 7.57pm by President Becky Mammen.

Welcome to Marianne Connolly and Cheryl Wegener.

2. In Attendance

Cameron Carter, Alan Bradley, Juanita Rayner, Kylie Marschner, Jo Rooke, Sue Elliott, Libby Duffin, Cheryl Wegener, Marianne Connolly, Michael Skinner, Gary Jackson, Kathy Lollback, Julie Ye, Becky Mammen, Brooke Long.

Apologies

Robyn Kozera, Richard Frenken, Vivian Younger, Libby Patrick, Gwen Bell.

3. Acceptance of Minutes from 7th March 2013

Minutes accepted as true and correct. Proposed: Alan Bradley, Seconded: Libby Duffin.

4. Head/Deputy Head of Junior School Report

Marianne Connolly reported:

- Thanks to the 2012 committee. When Becky read through all the accomplishments it is amazing what has been achieved and was very good to hear. We are very grateful, thank you.
- Swimming Carnival tomorrow, hopefully weather will be fine.
- Continuing with cross curricular activities educating around Australian identity. The school organised a visit from the Surf Life Savers in March and the Library staff have organised a man made environments display.
- For grades 3 – 6 a Lexile reading race around Australia has been organised.



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- Parent Teacher interviews were scheduled in week 5. These interviews were pastoral based and about setting goals. There will be no more Parent Teacher interviews this term, more parent teacher interviews will be scheduled in term 3, however if the need arises individual interviews can be scheduled with class teacher. Differentiation support interviews will be scheduled at the end of term 1.
- Marianne and Cheryl have commenced some Transition meetings to discuss with families the transition from Pre-Prep to Prep. The purpose of these sessions being to identify improvements and communication opportunities. Some really good feedback was received from the first session this morning.
- There are a lot of Pre-Prep parents that are completely new to the school, so a tour of the school has been organised for next week.
- Staff have been attending Professional Development sessions on topics including History, Differentiation and Letterland.
- Staff have also attended curriculum meetings with local schools.

There have been some car park issues with families arriving early near the farm house. This area was roped off to stop cars from entering the car park.

Marianne has forwarded the article from The Courier Mail titled, "Council crackdown over complaints of bad driving, parking in Brisbane school zones", to Paul Browning.

All car parks will have compliant signage installed consistent with that in the Attunga Street car park and fines will apply for illegal parking.

There have been issues with children walking in and out of cars in the top car park and it is very unsafe.

I would like to take this opportunity to clarify the rules about the pedestrian crossing in the Attunga Street car park. When a Lollypop supervisor is manning the crossing they are not permitted to allow pedestrians to cross if the wheels of a vehicle are over the yellow lines painted on the road. There was an incident last week where pedestrians were anxious to cross due to rain and a vehicle had parked over the yellow line and they had to wait for the vehicle to move. Subsequently the crossing supervisor was abused.

Pedestrians abusing lollypop supervisors is very disappointing and totally unacceptable. The School has invested in getting staff trained and it is also disappointing that this type of behavior is occurring in front of children.

5. Treasurer's Report

Alan Bradley presented the Treasurer's report:

The funds available after committed expenditure and unbanked income is \$10,716.68.

Indicative end of year balance after forecast commitments and income is \$12,647.47

Current balance of JSSG Account is \$14,848.60

An outstanding balance of \$4,131.92 has not been paid for balance of works for JSSG courtyard. A concerted effort was made to pay. Alan suggested that we take it out of commitments and put back into pending money. A parent asked if the contractor was paid and it is understood that the invoice was paid by the school. Similarly, the School paid for shade sails for this project and forwarded the invoice to the JSSG for reimbursement.



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Commitments for the year:

Core Commitments – every year

- Athletics Development Day \$700
- Celebration of Achievement \$1000
- Meeting Expenses \$100
- Camping at St Paul's \$800
- New Parents Morning Tea \$50
- Smith Family Sponsorship \$550 (financed from Uniform Swap)
- Gifts \$500
- Tick \$1000
- Writer in Residence \$1000
- Year 6 Graduation \$600 (Breakfast on last day of school)
- Year 6 Year Book \$750

Sports Commitments

- Netball Supporters' Group
- Rugby Supporters' Group

Refer to attached Treasurer's report for full details.

The JSSG received two emails from Netball SG and Rugby SG. NSG asked for \$250 towards the Netball Development program which is generally run every year and RSG have asked for \$500 but do not request financial support every year. This year the RSG have sponsored a JS coach at \$2500.

TAS sports (Interschool sports program for The Associated Schools) are for children in Grades 4, 5 & 6. The Rugby program is for the older Junior School children. The Netball development program is for all JS students. It was discussed that we need to consider that other groups such as SWSG and Hockey SG may also make financial requests.

Financial Commitment: Alan proposed that we give \$250 to the NSG and RSG, seconded by Kylie Marschner.

A parent gave feedback that the carnival shirts sponsored by JSSG look really good. These shirts are worn for a variety of sports including, Rugby, Football and Cricket. This pool of shirts is available for Year 4 children and is a green shirt with a white slash. The shirts were designed for Year 4 sports or carnivals.

A parent who has a child playing Year 4 cricket was told to purchase a shirt specifically for the cricket season but was wondering if the Year 4 multipurpose shirts could be used for the various sports that the children trial during Year 4.

Marianne clarified that Year 4 children have now entered into JTAS sports whereas they used to have a special carnival.

A parent clarified that rugby teams have jerseys that are available from the teacher and that the families only need to buy shorts and socks.



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At The Association there was a conversation about parents being asked to purchase shirts by the Supporter Groups (via the Retail shop) and Supporter Groups also investing in pools of uniforms rather than uniforms being purchased by the School from its budget. Previously shirts, etc have been allocated by school with a pool of shirts for basketball, rugby etc

Action: Marianne to follow up on carnival shirts.

Financial Commitment: Alan proposed to commit \$50 for a mop and bucket for the JSSG storage area in the cottage.

Alan asked if the committee was happy to stick with core commitments as discussed. All agreed.

Aland advised that the financial commitment for the TICK will be left as is, but the amount will most likely change due to the production of a soft copy.

Moved by Alan Bradley, Seconded by Becky Mammen.



6. CPL Report

Brooke Long reported:

- All classes have CPL and a class list that is working, only a couple of families have chosen not to participate.
- Completed ribbons for the swimming carnival
- Car Park raffle tickets will be on sale via [Flexi Schools](#) from Monday 11th March - Wednesday 20th March. Ticket will only be on sale at the bus shelter on Thursday 21st March 8.15 - 8.45 am & 2.45 - 3.15 pm and Friday 22nd March 8.15 - 8.45 am
- Gearing up for Mothers Day. The stall will be run differently this year with a quantity of stock ordered and children bring money along and make a purchase on the day.



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Correspondence

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

This included correspondence regarding:

- Athletics Development Day
- Carnivals during 2013
- Connections Request for Input
- Copy of Rugby Supporters' Group e-news
- DDQ timetable
- Distribution of JSSG New Families flyer
- Connections Newsletter
- Gambling Community Benefit Fund information
- Mick Skinner invite to AGM
- Netball Development request for financial support
- New Families night thank you
- Request for extra master key for JSSG
- Revised Quote for Year 6 Year book
- Rugby Development Financial request
- SPSSA Minutes and Agenda
- TICK – Forms, Letter to Parents and format options
- Uniform swap
- YMCA Pick Up Issue

Action Items arising from February meeting:

Item	Status
<ul style="list-style-type: none">• Marianne to request the school to put a link to the Flexi School website on the St Paul's school webpage	Action completed. The link to flexi schools should be there.
<ul style="list-style-type: none">• Alan Bradley to follow up next steps regarding Ronald McDonald House guests at Movie night and CASP.	Have new staff contact, Bob Kersnovske (Head of Service Learning), will make contact. Action in progress , carry forward.
<ul style="list-style-type: none">• Alan Bradley to contact Robyn Cox regarding inviting children from Ronald McDonald's house to movie night and CASP.	Action completed. Spoke to Robin Cox at New Families Welcome Evening.



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Action Items arising from February meeting:

Item	Status
<ul style="list-style-type: none">Becky to have a final conversation with Sue – and communicate final decision about bid for canteens to Claire Jackson Barrett.	Action Completed
<ul style="list-style-type: none">If anyone has any specific feedback about permanent or mobile barbeque shelters please feel free to pass onto to Becky or Marianne	The Association has made a decision and will ask Charles to install one unit near the undercover seating at front of senior school library.
<ul style="list-style-type: none">Meet on Friday 15th February with Andre to discuss what the new printers will be able to do and associated costs. (Juanita, Libby Patrick and Libby)	Libby Patrick met with Andre to discuss printing options. Andre indicated they will be able to print the TICK and Year 6 yearbook. Paul Hardie has been very generous with paper and has offered to donate paper again, should we continue to accept?
<ul style="list-style-type: none">Libby Patrick to put out TICK forms and say it will be a soft copy, whilst investigating an in house printing option.	Libby Patrick organising some proofing days.
<ul style="list-style-type: none">Kathy to carry stationery agenda item to March meeting.	Action completed
<ul style="list-style-type: none">Becky to request two keys to the cottage.	Action: Becky will follow up on the request for two keys to the cottage.
<ul style="list-style-type: none">Marianne to contact Paul Browning about the car park issues.	Action completed, see notes.
<ul style="list-style-type: none">Kathy put Year 6 Year book on agenda for next meeting.	Action completed.
<ul style="list-style-type: none">Sharon to bring notice regarding the Dance Directions concert day so that CASP can be scheduled sometime around Halloween and avoid this date.	Action completed

7. Sports Programs

- Request to support Netball Development Program for Prep – Year 4 and Rugby Supporters Group committed \$250 to each, as detailed above.
- The Rugby, Hockey and Netball open days were postponed due to rain, new dates to follow.



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- Athletics Development Day Update – Qld Athletics are looking at one of two dates in May and have advised they will get back to Alan. The JSSG committee advised that they would prefer to avoid the 12th and 19th May, can we try for 26 May or alternate date.

Action: Alan Bradley to confirm date for Athletics Development Day.

A parent asked when the Cross Country practice will start. Marianne advised that Rowena usually asks the class teachers to commence endurance practice with the children and during the PE class the children receive the opportunity to run the circuit.

8. Other Supporter Group events

- The Cricket Supporters' Group annual awards dinner will be held on the 23rd March at the Eatons Hill tavern.
- Music Trivia Night is scheduled for Friday 19th April.

9. Other business

- The Association Meeting
 - i. Issue of final fair profit number – The overall profit from the fair was approximately \$30,000. Reasons for this being \$10,000 lower than expected was due to the fair being held on a Sunday. This caused additional staff wages for the maintenance, administration, cash counting staff who worked. Helen Duncan has accepted this amount and is moving forward with notion of \$30,000 profit. The learning identified was that in future years The Association really needs to be proactive and consider the resourcing that comes from the school. The \$13,000 provided to Vanuatu project, may have been reduced if the bottom line figure was known.
 - ii. Library – The Auxiliary is considering a request for funding to remove a section of books from the senior library and make into a Wi-Fi zone with comfortable sofas. Marianne understanding that not all books, but e-books will be available. These books will only be accessible by requesting titles at the library counter. There was some parent concern about this notion especially after Michelle Mitchell's social media presentation. Parents are trying to discourage children from having e devices in the bedroom and the school is making more e-books available and less traditional books. Social media will be a real challenge.
 - iii. Li Cunxin (Mao's Last Dancer) will speak at the school on the 17th April. There will be a wine and cheese event with tickets around \$15. The venue will be the Chapel so it will cater for up to 300 guests. Li Cunxin will facilitate other sessions for students during the school day. This includes speaking to the Year 12 students. Li Cunxin will bring copies of signed books for purchase.
 - iv. Retail Shop – unfortunately the list of stock to be written off was not provided as the Treasurer was unable to attend. The write off has been put through accounts but no discussion at this stage, hopeful it will be discussed.
 - v. Good news, the Retail shop has a lot of items back in stock.



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- Stationery

The school, Marianne and Becky have received lots of feedback about book lists and issues from families who did not receive book supplies. Marianne clarified that the stationery supplies is contracted to a separate business to the school. Marianne has been very disappointed that everyone didn't have complete packs and when parents tried to approach the business the response was also disappointing.

This matter has been referred to Mr Browning who will meet with owner of business to discuss future of contract.

It was clarified that it is valuable for the school to hear feed back when things don't go well, unfortunately operations are not always seamless.

Q. Has the school considered a levy? There are some schools that charge a levy.

Marianne advised that there have been various companies awarded the stationery contract, but a levy hasn't been previously offered. Some companies made the stationery packs available for collection from the school.

A parent suggested that you could look at big online stationery companies who operate effective businesses. Another parent commented that you can drop your booklist off at Officeworks and they will pick the order for you.

- Year 6 Year Book

Libby has offered to review the current format of the Year 6 yearbook. In the current format it is not sustainable as the paper was donated and the printing subsidised. Libby has thought about canvassing families and seeing what people want.

Libby has since found out that the school has digital printers. She is waiting to see the quality of the work, as the product is a special keepsake. She would not like to see a colour book spiral bound.

The year 6 families used to do a collage which was framed at local framer at a cost of around \$60 - \$70. Last year this was optional.

Libby proposed to get a quote for number the required number of copies, work out a price per page and suggest families buy their child's page. The family could supply the photos, eg., individual photo, sports photo, group photo etc. The only issue is that some families may opt out.

The Year 6 yearbook is printed in alphabetical order with half a page dedicated to each student. The students have the opportunity to write about what was important to them, eg. favourite teachers, memories, etc. The School and Vice Captains, House Captains, Sports team, Teachers, chess captains etc., all have a section of the book. Year 6 parents wrap the book and it is presented to children as part of graduation process. After receiving the book, students generally ask their friends to sign on the back cover.

A parent asked if it is possible to investigate a cd-rom version. Libby said that we could consider giving people two options. Year 6 parents are asked to pay the book, optional frame, and shirt.

Libby said that we need an official project that is incorporated into Year 6 and need to do something that is financially viable. She will consider what school can deliver and the quality of the product. The book takes about 60 hours to produce. Perhaps the children could design their own page?

Marianne advised that the original book was quite small and the book has evolved into something quite spectacular, we need to keep in mind that it is for Year 6 students.

Action: Libby Duffin to seek feedback from vested parties and printing costs for Year 6 yearbook and report to committee.



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- Canteens

Kylie Marschner has communicated with Rowena regarding the format of canteens. The Cross Country canteen is scheduled for the 24th April and Athletics Day in June.

The Cross Country will be held from 10am – 3pm on the main oval.

Rowena hasn't quite finalised how the Athletics carnival day will run, rather than breaking up P- 2 and 3-6 it may all be run concurrently. In previous years a baked goods stall was held however if the event is running over a whole day we will look at offering cooked foods. Last year the Athletics carnival was split over 2 days and a canteen was held for the children in years 3-6 and the P-2 children were offered the opportunity to preorder.

Action: Kylie Marschner to confirm details regarding the Cross Country canteen.

- TICK Update

Thank you to Libby Duffin and Libby Patrick for all their efforts in coordinating and producing the TICK.

- Movie Night Update

Robyn has a schedule organised for the movie night which will be held on the 17th May.

Q. How do you book the Lecture theatre? Answer - Book lecture theatre through Sarah Slade.

Robyn is looking for teachers that may be able to attend the movie night function.

Action: Marianne to seek teacher volunteer for the Movie night.

- Gambling and Community Benefit Fund

After talking about a barbeque proposal and the need to have a sheltered multi use area, Sharon Langton sent a link about the Gambling and Community Benefit fund. There are opportunities each quarter to apply for some funds. On a simple proposal you can apply for funding up to \$35,000. The JSSG would have to apply in The Association's name, however the School also has not for profit status, so, if the two entities apply together a bigger share of the fund can be applied for.

Becky said we could ask permission from Paul Browning to apply for Gambling and Community Benefit funds and ask that they be directed to the Junior School. Is it something that the Junior School would be interested in pursuing? Marianne agreed.

The multipurpose area could be used for playtimes – marked out with courts, H & PE instruction, School fair, wet weather play, movie night, parent pick up. It would have undercover seating located around the edge for the purposes listed above as well as being a covered shelter for barbeques. A couple of proposed ideas have been put forward but to locate it parallel to the toilets / existing handball courts or between Year 3 classrooms and toilets. It is proposed that this area be sheltered from the weather with a proper roof similar to the bus shelter.

Marianne said she would be happy to apply with The Association and the school. Have battled this year with wet weather conditions and it would be great to have an undercover play area.

Becky suggested we write to the Association (once their 2013 Committee is in place) to seek their approval as an entity can only have one active application at a time.

Libby advised that we would need to have supporting documentation and the application usually involves a press component so that the public know that the funds have supported this initiative.

Becky asked if in principle anyone was opposed. No committee members opposed. Feedback was that parents think it would be a great asset for the Junior School.

Alan advised we have \$4,131.92 that we could put towards the shelter project.



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Action: Becky Mammen to take the next steps to request permission from Paul Browning and The Association of the JSSG's wishes to apply for funds from the Gambling and Community Benefit fund.

- Fancy Dress / Bush Dance

A few people have asked about the school notice which mentioned how the school is participating in an Australian identity theme and parents should watch this space for a bush dance.

Marianne said that the Junior School would not want to have two dances and since the theme at school this year is Australian identity it would be great to have a bush dance.

Every second year a fancy/bush dance is held in term 3. In 2011 an organising sub-committee was created and this worked very well. It was proposed that a similar path be followed this year.

Action: Brooke to send out an email via the CPL network seeking volunteers to help organise the Bush Dance.

Money raised would go towards shelter project.

- Community engagement/ communication

Come full circle with conversation about electronic notice board. Last year we discussed TV screens to communicate activities within the school - clubs, reminder dates, bulletins etc. Marianne kindly followed up with Paul, he was keen to focus on St Paul's app. In the meantime a friends of St Paul's facebook page was started with the same idea in mind. There have been a couple of sensitivities, including the use of photos.

Rugby SG now has permission from school to have their own facebook page.

Becky revisited this conversation with Paul and Marianne and we are back to having another conversation about what is at the heart of these means of communications. Eg being able to proactively ask questions and get answers.

We have been given scope to reopen the communication conversation and consider options about what to have and where, to consider does the JSSG have a page, consider if the JSSG should piggy back on Marianne and Cheryl's blog or another form of technology / electronic communication.

Jo suggested asking the community about the school app, facebook page, web etc.

As a new parent there are lots of different avenues to find information but not sure what is the best way.

In some respects the Facebook page seems to have become an extension of the car park.

A parent suggested placing electronic signage at the entrance to JS car park.

A couple of years ago the topic of air conditioning the school was brought forward. A parent asked the President at the time if we could facilitate a survey and an 8% response was received.

Marianne commented that Michelle Mitchell said that Facebook is "out" in the eyes of the youth, because parents are using it.

The CPL network has to remain primary source of information. Alternative options are secondary. For any communication initiative, we must have a list of rules that parents will abide by.

Marianne spoke to person who set up friends Facebook page and that person is happy to put guidelines up on the page and work with the group. Waiting on a decision.

Suggest anyone who is interested in taking this conversation further to contact Becky.



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Action: Kathy Lollback to put topic of Community engagement/ communication on the agenda for the May meeting, where we will hopefully have a small group.

Action: Brooke Long to send out an email to seek people interested in forming a communication sub group.

The next meeting will be held on Thursday, 2nd May 2013 in the school Library commencing at 7.30pm.

Meeting closed at 9.41pm.



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ACTION TABLE

Alan Bradley to follow up next steps with Bob Kersnovske regarding Ronald McDonald House guests at Movie night and CASP.

Marianne to follow up on carnival shirts.

Becky will follow up on the request for two keys to the cottage.

Alan Bradley to confirm date for Athletics Development Day.

Libby Duffin to seek feedback from vested parties and printing costs for Year 6 yearbook and report to committee.

Kylie Marschner to confirm details regarding the Cross Country canteen.

Marianne to seek teacher volunteer for the Movie night.

Becky Mammen to take the next steps to request permission from Paul Browning and The Association of the JSSG's wishes to apply for funds from the Gambling and Community Benefit fund.

Brooke Long to send out an email via the CPL network seeking volunteers to help organise the Bush Dance.

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