



# Junior School Supporters' Group

## General Meeting – Thursday 6<sup>th</sup> November 2014

### Meeting Opened

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

Welcome to Marianne Connolly, Cheryl Wegener and Helen Duncan.

### In Attendance

Marian Lynch, Becky Mammen, Richard Frenken, Marianne Connolly, Cheryl Wegener, Robyn Kozera, Kathy Lollback, Sharon Young, Leanne Linton, Chris Howell, Jamie Bird, Cindy Smith, Ange Rauchle, Gary Jackson, Chris Howell, Juanita Rayner and Josie Menne Brandt.

### Apologies

Troy Whelan, Sue Elliott, Sharon Langton, Laureen Rautenbach and Kylie Marschner

### Acceptance of Minutes from 9th September 2014

Minutes accepted as true and correct. Proposed: Cindy Smith. Seconded: Robyn Kozera.



# Junior School Supporters' Group

## Head/Deputy Head of Junior School Report

Marianne Connolly reported:

- The **Morphing Festival**, with the theme “Reuse, Recycle, Reimagine” allowed for the students learning to be made visible and the students showcased their projects with pride. Marianne thought it was a great week but she is happy to receive any feedback
- Transition meetings for each year level have been conducted and there was good parent attendance
- It will be a busy few weeks ahead with the Book Festival, excursions, incursions and the Young Round Square team head to Canberra.
- A Year Six group went to Japan with Cheryl Wegener and Charles Mackenzie-Smith for 10 days
- Parent Teacher interviews were held on the Student Free Day for the first time as a trial. Teachers were happy with format as they were able to focus just on the interviews and there has been no negative feedback from parents. 88% take up rate for interviews. Some parent comments:
  - Timing of interviews so late in the year- did not allow for corrective action
  - It was difficult for working parents to attend
  - Preparation by teachers for interview was excellent
  - The longer interview times were appreciated

## Treasurer's Report

No Treasurer's Report was tabled at meeting due to power loss – Kylie was unable to get to the meeting due to the storm and unable to email her report. Treasurer report will be sent out with Minutes and tabled for approval at next meeting.



# Junior School Supporters' Group

## CPL Report

Marian Lynch presented the CPL report.

- **Emails-** Since the last JSSG meeting in September a total of 109 email subjects have been distributed to a total audience of 45,832. These emails have been sent from the following groups:

These emails have been sent from the following groups:

JSSG: 49 emails to an audience of 20,095

School: 40 emails to an audience of 16,371

Sports: 20 emails to an audience of 9367

While it has been a two-month period since the last meeting, and only two weeks of this were holidays so it is to be expected that the email numbers would increase. There has been a huge increase in the number of emails, which is to be expected at this time of year and with the number of projects being undertaken.

A new template is being trialed to help keep parents more informed, with four of the next events coming up being listed at the top of any emails sent

- **CPLs**

The group assisted Lisa Schafferius in completing the ribbon writing for yesterday's Ball Games Carnival.

The Year 6 CPL's are very busy with all of the end-of-year functions.

All CPL's are working steadily to ensure that everyone keeps up-to-date with what's happening in this very hectic time of year.

- **Database**

JSSG would like to purchase and SSL certificate to encrypt the database data both at rest and in transit. The likely cost of this will be around \$50 every 2 years.

- Rollover of database information for 2015- Kathy discussed:

In order to rollover the parent contact details on the database, Kathy proposed that the JSSG send out an email to existing families notifying them that unless they opt out their family's data will be transferred from the 2014 Communication Database to a new database in preparation for communicating with them in 2015 (Kylie has checked that this approach complies with privacy law).

- Existing families will be sent a unique URL and once they receive the letter from the school informing them which teacher their child will have next year, they can click on the URL. They will be taken to a new screen with their details. All they have to do is enter the new grade and class for each child.
- New families will be sent a URL and they will have to populate
- This proposal will be taken to Andre van Zyl (the School's compliance officer) to check
- The data will be encrypted and therefore the JSSG will need to purchase a SSL certificate
- Families' data will only be used in three ways
  - to send emails out to whole school through MailChimp
  - CPL emails



# Junior School Supporters' Group

- Year Lists (This will contain: child name, parents' names, class, mobile and email addresses)

Hopefully this will mean the communication can begin from the very start of the year. Kathy proposed that the JSSG purchase a SSL Certificate. Seconded: Leanne Linton. This was approved subject to the School approving the approach outlined by Kathy

ACTION: Becky to liaise with the School to gain approval for the JSSG proposal for database rollover

Thank you to Jason and Kathy for all their work setting this up and to Kylie and Becky for all their investigations into the privacy legislation.

Becky thanked Marian for all her hard work.

## Fair Update

Helen Duncan, President of the Association reported that

- The Fair will be on Saturday 22 August 2015 from 10-4pm. It will involve the whole school from PP -12 with the aim to make the kids as involved as possible. There is no Senior School sport on that day, JTAS sport not yet resolved – there will also need to be a bye negotiated. The rides are booked (ride bands will be used again this year). The Junior School classes run stalls (like sample bags and cake stall) and the rest of the school runs activities in their house groups. There will be great food, art displays, and drama performances.
- Sarah Slade will organise requests for sponsorship
- A staff representative from the Junior School would be great
- Let Helen ([helen@australianmigrations.com](mailto:helen@australianmigrations.com)) know if you want to be on the Committee – it is a great community building event
- There will be a naming competition for the Fair (In the school's 50th year it was called the Jubilee Fair, the last fair was called the Community Fair).

## Correspondence

Cindy Smith handed around the correspondence since the last JSSG meeting.



# Junior School Supporters' Group

## Action Items arising from August meeting:

Item	Status
Carry over the discussion about the role of the JSSG in supporting events like the Athletics Development Day and extra coaching to the JSSG Review.	Ongoing
Becky to liaise with Juanita about changing the date of the Pre-loved book / DVD Stall.	Completed
Kylie to investigate whether the privacy laws allow an email to be sent to parents communicating that their details will be used for the following year unless they advise they no longer wish to continue receiving JSSG emails.	Completed
Sue to send out email letting families know of the change in date for the Family Portrait Day in case there are families waiting to hear about it.	Completed
Family Fun Day	Completed - Family Fun Day cancelled. There were no out of pocket expenses as the school will buy the wrist bands. Prizes have all been reused for camping (CASP) and the Plug into Reading raffle being run alongside the DVD/Book sale and Book Fair.



# Junior School Supporters' Group

## Other business

### The Association Meeting

Becky Mammen reported on The Association meeting.

**Healthy Fundraisers** - Proposal by Dr. Browning that the School encourages students/staff/parents to eat healthy foods and therefore he proposed that no one in the School (teachers, students, extra-curricular groups, supporter groups, etc) should sell unhealthy items (four items are included as a starting point: donuts, chocolates, snow cones, soft drinks) for the purpose of fundraising. Supporter Groups are allowed to sell items as part of an event (i.e. sausages and drinks at a BBQ). This is a first step in a long process to encourage healthy eating. [The JSSG made a decision not to sell soft drinks at any of the JS sports canteens a few years ago.]

The new **Supporter shirt** is available and parents can pre-order the shirt on Flexischools for delivery at the end of January (cost \$35). The shirt will have 'St Paul's School Supporter' printed on it and supporter groups can opt to have their logo embroidered on the shirts at a cost of about \$7.

Discussion: Shirts often vary greatly in size between different companies – it will be hard to order without trying them on – the retail shop should be getting general stock in later early in 2015 so people will be able to try on the shirts. At this stage there was limited support for JSSG logo embroidered – however this can be re-tabled next year

### Book Covers

Leanne Linton reported that the covers are now for sale on Flexischools and sales are going well – about half the stock has sold. The covers will be handed out in the second last week of school. A big thank you must go to Kathy who set up the event on Flexischools.

### CASP

Jacqui sent out a report via the piece in Connections. There were record numbers of campers this year. There were a few logistical issues but overall it was a fantastic night which the children greatly enjoyed. The JSSG have been very fortunate to have Gary's amazing BBQ skills and he has helped out with the last 6 CASP events, and numerous Athletics Days and Movie Nights The cottage, where all JSSG boxes are stored is in need of a clean-up and perhaps their needs to be a guide for borrowing items to make sure items are put back in the appropriate spot. Troy Whelan has offered to do a tidy up of the JSSG section of the cottage. Other areas of the cottage are piled high with stored items from the school.

### Second Hand Book/DVD Stall

Juanita Rayner reported on the Second Hand Book stall

- We had an unprecedented number of donations which was a logistical challenge.
- Thanks to Becky who rounded up more helpers (Kathy, Angeline, Marian, Belinda, Simon, Jen, James and Bailey). The stall raised \$573 on the day.
- The raffle raised \$78 on the day and \$127 via flexischools. Thus the total was \$778. Raffle Draw Winner – Jack Kozera, 2 Green.



# Junior School Supporters' Group

- Items not sold were given to Lifeline (adult books) and Books for PNG (children's books and puzzles).
- The money raised from this stall was earmarked for the purchase of classroom and library books. Parents and teachers should be asked for ideas on which resources to purchase. The JSSG should put aside \$800 for this. Proposed Juanita Rayner. Seconded Robyn Kozera.

ACTION – Juanita to send email out asking parents and teachers for suggestions for book purchases with the money from the stall

Becky thanked Juanita for all her work in coordinating the Stall and making it such a success.

## JSSG Review

Meeting notes from the Review meeting have been distributed separately to everyone on the Committee circulation list. Extra hard copies were handed around at the meeting.

The major changes:

**Reconsider fund allocation for Athletics Day and Supporter Groups.** Kylie to put together a proposal for distributing the funds into an extra-curricular funding pot open to proposals from teachers, parents and Supporter Groups – this will be discussed at February meeting. The new arrangement will hopefully be fairer as it will cover activities and sports which do not have a Supporter Group representing them. Teachers and parents will have the opportunity to represent the needs of such activities and sports.

Core Commitments are therefore down by \$2500 to \$4000. JSSG can make a decision next year about making some of the other donations (Under 8s, Artist in Residences etc.) permanent.

**Fair** – Marian undertook a comprehensive poll of the CPLs to gather feedback on whether to separate CPL and Fair Class Coordinator as some of the stalls require a great deal of work. There was a mixture of feedback but generally CPLs and the JSSG supported the idea that the roles should be separate, but a CPL might elect to take on both roles. It was agreed that this should go ahead.

### **Movie Night**

Movie Night has been moved to Saturday 28th Feb in Term 1 so that there is a social event to welcome new families. The event will also become more of a fundraiser for the Multipurpose Arena – selling burgers, adult trivia; Marianne approved alcohol being provided for parents. As this is early in the year, planning will start now.

### **New roles in the JSSG**

*Flexischools Coordinator* - Flexischools is an essential tool for the JSSG and it is an increasingly bigger job to help set up events. The Association does not have a designated role for administering Supporter Groups' use of Flexischools in their structure. Colleen is responsible for the Association's relationship with Flexischools but it does not always work smoothly when she is asked for help by Supporter Groups (as she is busy). Kathy has taken on the role unofficially for the JSSG.

*Communication / Database Administration* – This person would be responsible for managing the communication database, the JSSG domain name and platform for the generic email addresses. It covers the role which Jason has been doing in addition to his role as the Tick editor.

ACTION – Kathy and Jason to put together draft role descriptions for new positions



# Junior School Supporters' Group

ACTION – Cindy to update the AGM nomination forms to include the new positions

ACTION – Marian to communicate the CPL and Fair Coordinator changes to families

ACTION –Kylie to put together a proposal for redistributing the funds from Athletics Day and to Supporter Groups into an extra-curricular funding pot open to proposals from teachers, parents and Supporter Groups

## **End of Year Dinner**

End of Year Dinner is on Friday 21<sup>st</sup> November. Please RSVP to Cindy. The Association and the School are providing drinks on the 28<sup>th</sup> November at the Easton's Hill Tavern for anyone (parents and Staff) who has supported the school.

## **End of Year Gifts**

Kylie has been organising end of year gifts to thank the members of staff who have supported JSSG events and Becky will ask her to circulate a summary to the Committee by email.

## **Orientation morning tea**

Laureen and Belinda have asked for helpers to welcome new parents at the Orientation Morning and help with the Uniform Swap. Helpers needed to bake, host, help with the Swap and answer any questions about the School.

## **Water Coolers**

A parent has written to ask whether the JSSG will consider funding water coolers as there are coolers which have been installed in the MS and SS. Richard informed the Committee that, by coincidence, Charles Sweeney has approached him asking the same question.

### Discussion

- In the previous funding round, the Association received a proposal for installing extra bubblers in the School however they rejected the proposal. The reason is not known but it was possibly on the grounds that the School should be paying for them as a core resource. A JS parent raised the same question.
- Charles Sweeney has suggested that the bubblers would cost about \$1950 installed - but there were many projects that require attention out of his budget (like fixing playgrounds)
- Funding bubblers is not the sort of thing the JSSG should do if the Association has already declined so we need to seek guidance from them
- There were a number of comments about the taste of the water in the Junior School bubblers

ACTION: Marianne to investigate whether the School is planning on installing water coolers in the Junior School

ACTION Becky to follow up with the Association





## Junior School Supporters' Group

Thank you everyone for attending. The first general meeting for the 2015 will be held on Thursday 5<sup>th</sup> February 2014 in the Tooth Staff Lounge.

Meeting closed at 9.10 pm.



# Junior School Supporters' Group

## ACTION TABLE

---

ACTION: Becky to liaise with the School to gain approval for the JSSG proposal for database rollover

---

Juanita to send email out asking parents and teachers for suggestions for book purchases with the money from the stall

---

ACTION – Kathy and Jason to put together draft role descriptions for new positions and circulate to the Committee for comments and suggestions

---

Kylie to put together a proposal for redistributing the funds from Athletics Day and to Supporter Groups into an extra-curricular funding pot open to proposals from teachers, parents and Supporter Groups

---

Cindy to update the AGM nomination forms to include the new positions

---

Marian to communicate the CPL and Fair Coordinator changes to families

---

Marianne to investigate whether the School is planning on installing water coolers in the Junior School

Becky to follow up with the Association

---