



Junior School Supporters' Group

General Meeting – Thursday 5th February 2015

Meeting Opened

The meeting was opened at 8.30pm by President Becky Mammen after the Information Technology at St Paul's presentation by Jon Andrews, Trevor Smith, Tim Osborne and Catherine Smith.

Welcome to Marianne Connolly and Cheryl Wegener.

In Attendance

Marian Lynch, Becky Mammen, Richard Frenken, Marianne Connolly, Cheryl Wegener, Robyn Kozera, Kathy Lollback, Jason Lollback, Megan Hausmann, Leanne Linton, Jamie Bird, Cindy Smith, Sue Elliott, Nicole Stevens, Tony Kirkman, Jo Andrews, Michi Grant, Helen Thew, Melissa Bolton, Diane Melloy, Greg Smith, Todd O'Rourke.

Apologies

Juanita Rayner, Kylie Marschner,

Acceptance of Minutes from 6th November 2014

Minutes accepted as true and correct. Proposed: Marian Lynch. Seconded: Cindy Smith.



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Head/Deputy Head of Junior School Report

Marianne Connolly reported on events in the Junior School:

- We have had a great start to the year. The Year 4s have settled in well and are wearing their new uniforms. We welcome a new teacher to Year 2, Sarah Chesney.
- Thanks to the JSSG for organising the Orientation Morning Tea last year to welcome new families to the school.
- Staff have been involved in a number of Professional Development opportunities
- Parent Teacher night, along with the Specialist market is on next Tuesday
- Photos are also occurring next week
- JTAS Swimming, Cricket, Hockey have all started
- Parent Teacher Interviews will be held in Week 5. They are pastoral in nature and parents are encouraged to bring their children along to help set goals for the year
- A number of other important events are coming up: The Induction of Junior School leaders, Round/Square, Swimming Carnival, Year 2 and 5 have excursions.

Welcome to 2015 – it should be a great year.

Treasurer's Report

Kylie Marschner submitted a written report:

- Current balance of JSSG Account is \$31,873.3
- Funds available after committed expenditure and unbanked income is \$31,873.3
- Indicative end of year balance after forecast commitments and income is \$11,884.75
- The total commitments are \$19,988.55
- To date income is \$18,280.96 and expenditure is \$13,075.11

- Income for November and December came from the following: Term 4 Uniform Swap (\$314.20), the Term 4 Car Park Raffle (\$275), Coffee Royal commission for term 3 of \$609.59, the Pre-loved Book & DVD stall which raised \$651.90, the Switch on to Reading Raffle which raised \$137, and the Book cover stall (FS sales of \$1809.10 and cash sales of \$301). Ancillary funding was also received (CASP apples sold at Sippers - \$5; Book swap \$10). The JSSG also received a donation from the Southwell family in the amount of \$100, specifically to be allocated to the Multipurpose Shelter.



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- There was a slight glitch with the Term 4 Car Park Raffle, which means approximately \$160 was refunded. We are still waiting on confirmation of this from Flexischools, but it appears the net profit made on the Term 4 Car Park Raffles was \$115.
- Expenditure this month was for CASP (\$971.59); the Year 6 Breakfast (\$350); balance of costs to purchase the Book covers for the Book cover stall (\$707.50); and End of Year Gifts (\$269.81). We are also still waiting on a final invoice from the Book cover supplier for consignment stock. It is anticipated to be around \$54 and I have included this in this month's figures, but it will need to be amended once the final figure is confirmed. Note: the budget for CASP was \$800, so costs exceeded this by \$179.59. We had to pay for the food for breakfast this year as McDonald's were unable to supply for free as they have in previous years. This should be taken into account for next year's budget.

- 2015 Core Commitments

At the October meeting, the 2015 Core Commitments were reviewed and accepted as follows:

- Celebration of Achievement \$1000
- Camping at St Paul's \$800
- Smith Family Sponsorship \$600 - this amount needs to be ratified as sponsorship costs have increased by \$50.
- Gifts \$500
- Under 8s Day \$700
- Writer in Residence / Poet \$1000
- Year 6 Graduation \$350.00

TOTAL: \$4950

- Multipurpose Shelter - Additional Funds Allocation

As at 31 December, the JSSG has an end of year balance of \$11,884.75. Core commitments for 2015 are able to be covered, which leaves an indicative balance of \$6934.75. Subject to Committee approval, funds are available to allocate a further \$5000 to the Multipurpose Shelter account, which will bring the Shelter funds to a total of \$22,100.00. Just under \$2000 would remain as a buffer for future expenditure.

Becky Mammen proposed acceptance of the report and Todd O'Rourke seconded.



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CPL Report

Marian Lynch presented the CPL report.

- The JSSG notices have been rebranded Junior School Notices
- Thanks to Jason and Kathy for having the database ready to go so early – notices have started going out
- 120 people on the system who have not updated their details– some have left the school or no longer wish to be on it so have not updated. Final reminder being sent tomorrow advising those families that they will be removed from the JS database and therefore they will miss out on notices.
- 390 people have updated their data and are receiving notices:
- **Emails-**: First notice – 1/2/15 Photo schedule and info evening
 - Extracurricular – 4 notices sent
 - Sports – 6 notices sent
 - JSSG – 2 notices - this meeting and Uniform Swap donation.
- **CPLs**
 - Fabulous response
 - only one CPL to find – Marianne following up
 - CPLs will be sent class communication lists as soon as possible

Correspondence

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

This included correspondence regarding:

- Emails detailing the plans to purchase books out of the Book Stall funds
- Email from Jason Lollback detailing the Administrative Guide to the Junior School Notices
- Email from Jason Lollback detailing the options for collecting student data for the 2015 Tick
- Email from Sarah Slade detailing the number of parents expected at the New Families Welcome 2014.
- Thank you cards from students (Sophie Sorensen, Jennifer Lollback, Jaime Baxter and Grace Gibson) who received prizes at Prize Giving Night which were sponsored by the JSSG.



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Action Items arising from August meeting:

Item	Status
Becky to liaise with the School re: database rollover	Ongoing
Juanita to send email out asking parents and teachers for suggestions for book purchases with the money from the stall	Completed Profits from stall have been allocated to a Year 4 set of novels, Prep-Year 2 PM Benchmark reader sets and a set of readers for Year 5 which supports a current unit No invoices yet – these will be forwarded to Kylie for payment
Cindy to update the AGM nomination forms to include the new positions	Work in progress
Marian to communicate the CPL and Fair Coordinator changes to families	Completed Marian communicated this change to CPLs – 3 have already agreed to take on both roles. At the moment the focus has been to find CPLs for all classes.
Marianne to investigate whether the School is planning on installing water coolers in the Junior School Becky to follow up with the Association	Completed The Association has stated that Water Coolers should not be provided by supporter groups. A parent mentioned that each of the water coolers in the Senior School has been donated by student groups – so they are not purchased by the school.
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	Work in progress ACTION – Kylie to circulate the JSSG grants for extra-curricular funding proposal to the Committee for consideration the new Committee



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Item	Status
Kathy and Jason to put together draft role descriptions for new positions and circulate to the Committee for comments and suggestions	<p>Ongoing</p> <p>Flexischools role – Kathy circulated the position description at the meeting. Flexischools is a service that the JSSG use for fundraising and for collecting information.</p> <ul style="list-style-type: none">• A parent asked about the ongoing cost of Flexischools. There is no cost to the JSSG because The Association covers the cost of flexischools for all supporter groups. There is a significant cost associated with using flexischools – but the benefits it has brought The Association in terms of increased Tuckshop and Retail shop revenue easily covers any administration costs. A new service agreement has been signed recently. <p>ACTION – Kathy to circulate Flexischools position description to committee members for comment before the AGM</p> <p>IT Support or Database Administrator – Ongoing</p> <p>Jason reported that we now exclusively use MailChimp for data collection and for disseminating notices. Is there a need for this role?</p> <p>Discussion</p> <ul style="list-style-type: none">• There are some concerns about the security of the data, the need for transparency and the support required for One Drive and MailChimp.• Most committee members don't have the IT knowledge required to support the backend of these programs. So having a dedicated JSSG position would be very helpful• What is the Association's policy about privacy laws/ security of data? <p>ACTION - Jason to outline a possible position description for an IT database/support role and circulate</p> <p>Thank you to Jason for all his hard work supporting the JSSG by providing the IT support informally over the last year.</p>



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Other business

The Association Meeting

Becky reported that

- The next Association meeting is on 24 February at 6:30pm (although there was discussion about making the start time later) – all parents are invited to attend.
- The next Fair meeting is Wed 11th February in the Tooth Lounge.

New Families Welcome Evening and Uniform Swap

Kathy Lollback reported

- Belinda is running the uniform swap tomorrow night 5:30 – 7:30pm at the New Families Welcome Evening.
- She has a team of people to help and all the stock is ready to go.

Movie Night

Robyn Kozera reported on the Movie Night

- The movie to be shown is Mr Peabody and Sherman.
- 4pm start – Movie will be shown first followed by dinner.
- The FSUR has been completed.
- Information for flexischools is ready to go.

Pricing: Last year the cost was \$12 for a movie, sausage sizzle, drink and snacks. This year we were going to charge more (and also charge parents for a burger) with all proceeds going towards the Shelter project.

Discussion

- Concern about timing of event - the main reason for bringing the date forward to a Saturday night in Term 1 was to create a social event to welcome new families. Currently none of the new families are aware of it (we sent a save the date email to existing families at the end of last term)
- Concern about cost of event – it may not be affordable for families if we charge for adults attending
- Is it better to let people opt in for extra food – rather than charge them up front?

Ultimately committee decided to maintain the same pricing as last year and families could order extra burgers or sausages on flexischools. Raffle will also be run on night and via flexischools.



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Book Covers

Leanne Linton reported on the Book Covers

- The book covers sold well again last year
- There were some issues with the quality of the covers – the company replaced the flawed covers
- They were sold on flexischools (Thanks to Kathy for all her help with setting this up) and thanks to Becky Mammen and Marian Lynch for running a stall on the Orientation Morning last year
- We are still awaiting one invoice from the company – however the fundraiser should raise about \$700

Becky thanked Leanne for her tireless hard work running this service.

Family Portrait Day

Sue Elliott reported:

- Family Portrait Day is on March 15th
- Flexischools is up and running and families can book in for a time slot (cost \$15).
- Each family will receive a portrait.
- There will be a date later in the term when families can view their photos and order.

Becky thanked Sue for organizing this event again for families.

TICK

Jason Lollback reported

- The TICK has traditionally been a printed booklet with contact details for families in the Junior School. The purpose was to allow for play dates, carpooling etc.
- A decision was made to separate the collection of data for the TICK and the collection of data for the Junior School Notices because the purpose of each of these data collections was very different and there were technical obstacles to doing both at the same time
- The school has approved the JSSG's collection of data for the Junior School Notices



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The plan this year is to keep the name of the TICK and circulate the details of families in year level groups. Becky provided further background to the changes in privacy legislation since 2012. Many of the 2012 changes came into effect in March 2014 via "The Australian Privacy Principles". We cannot simply collect whatever personal data we would like to in the same way that has been possible previously. In fact we must not collect information that is not absolutely necessary.

Discussion

- Should a parent volunteer group be responsible for working through privacy legislation etc?
- What are other supporter groups doing?
- Is the TICK really necessary – should we be continuing this service based on privacy concerns?
- Is there another method of contact, like Facebook or other online platforms?
- Should the JSSG be sending home notices? Should this be the responsibility of the School? One parent commented that the CPLs add a great deal of value to the school notices and therefore it is important the JSSG continue in this role. Another parent commented that the School should be responsible for communicating with families and not the P and C body whose focus should be other activities
- We need to seek guidance and permission from the School about the TICK lists

ACTION – Becky to contact Dr Van Zyl to seek clarity on the privacy legislation implications of the TICK lists

General Business

- Pancake Day – A few parents have raised concerns about the Pancake Day flier as the School has stated that there are to be no 'unhealthy' fundraising activities. The response from the School was that as a part of Shrove Tuesday, a Christian tradition, pancake day would continue at St Paul's because it is an Anglican School. Previous efforts to make pancakes from scratch were impractical.
- Playground Supervision – a parent raised concerns about teacher supervision in the mornings before school. Marianne stated that there is teacher supervision from 8:10am and students may also attend YMCA Before School Care. No games should be played by students before school.



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- Clarity on rules for dogs – A parent wanted clarity on the rules for dogs at school. Marianne stated that dogs are not allowed at school and parents are asked to remove dogs from school grounds.

Thank you everyone for attending. The next general meeting and AGM will be held on Thursday 5th March 2015 in the Tooth Staff Lounge.

Meeting closed at 10.30 pm.



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ACTION TABLE

Kathy to circulate Flexischools position description to committee members for comment before the AGM

Jason to outline a possible position description for an IT database/support role

Kylie to circulate the JSSG grants for extra-curricular funding proposal to the Committee for consideration the new Committee

Becky to contact the school to seek clarity on the privacy legislation implications of the TICK lists
