



Junior School Supporters' Group

General Meeting – Thursday 3th September 2015

Meeting Opened

The meeting was opened at 7.35pm by SPSSA President Samantha Gray, acting in her capacity as caretaker President. Welcome to Marianne Connolly and Cheryl Wegener and to the Executive and Committee members at the meeting.

In Attendance

Corinna Sandys-Brooke, Merita Hammond, Samantha Gray, Nicole Stevens, Kathy Lollback, Helen Thew, Marianne Connolly, Cheryl Wegener, Lisa Andrews, Greg Smith, Matthew Grant, Jamie Petterson, Elizabeth Elwell, Leanne Linton

Apologies

Sandra Stanley, Sarah Reilly, Roseanne Callaghan, Megan Hausmann, Tara Bartlett

Acceptance of Minutes from 5 February 2015

Minutes accepted as true and correct. Proposed: Marianne Connolly, Seconded: Kathy Lollback

Acceptance of Minutes from 7 May 2015

Minutes accepted as true and correct. Proposed: Helen Thew, Seconded: Jamie Petterson



Junior School Supporters' Group

Head/Deputy Head of Junior School Report

Marianne Connolly reported:

- Marianne wanted to talk about the Fair; she was incredibly grateful and thankful for all the of volunteers that came together to make the event happen
- Marianne noted how the Fair brought the whole community together and it showcased what makes St Paul's great
- Marianne said that the fundraising element was of course fabulous but that the community spirit was what the Fair was really about – the community spirit was excellent
- Marianne said that the kids really had an amazing time and were talking about the event for days afterward and it was wonderful to see how excited they were
- Marianne thanked the parent volunteers for working so hard to make the event so successful

Thank you to Marianne Connolly for her report.

Treasurer's Report

Jamie Petterson reported:

- Current balance of JSSG Account is \$41,873.65
- Funds available after committed expenditure and unbanked income is \$41,873.65 (there was no expenditure for July)
- Indicative end of year balance after forecast commitments and income is \$19,992.95
- The total commitments are \$26,140.70
- To date income is \$13,420.45 and expenditure is \$3,766.66
- The income for July was \$4982 and this comprised receipts from the photoframe sales and Fair donations
- The photo frame sales were excellent – a total of \$5357 was raised from these sales
 - Jamie thanked Rhonda Newton for organizing, coordinating and running the fundraiser
 - Jamie noted that all profits from the photoframes were to go to the multipurpose covered area (in addition to any funds allocated by the JSSG generally to this building project) – but Jamie noted that we need to wait until we have a President to allocate the \$2613. 60 profit to the multipurpose area (**action item**)
- Funds totaling \$525 included in last report for Fair donations and allocated by the SPSSA to the JSSG account in June may have been misallocated to the JSSG – this matter is being investigated by the SPSSA Treasurer and Jamie will update the JSSG when he is advised further (**action item**)
- The Coffee Royale funds are slowly coming in but there was nothing contributed in July

Helen Thew noted that the photoframes were a great product.

In terms of events the JSSG has funded, Kathy Lollback wanted it on the record that Steve Wilkins did a great job organizing the Under 8s Day. There was agreement that the Under 8s Day was a fabulous event enjoyed by all.



Junior School Supporters' Group

Thank you to Jamie Petterson for his report.

Acceptance of Treasurer's Report

Report accepted as true and correct. Proposed: Jamie Petterson, Seconded: Merita Hammond

CPL Report

Megan Hausmann reported (via a hardcopy report handed out by Merita Hammond):

- The first MailChimp email in this term of the position was sent on Wednesday 19 August
- The total number of emails sent from then until 2 September was 7117, covering 35 'Campaigns'
- There will be an email going to CPLs shortly to ask for an update on information contained in the database, this is to deal with families leaving/starting at the school – any new families will be asked to take the opportunity to register their details via the Link at the end of all the JSSG emails
- It is important to ensure that the correct number of families are on the database as it effects the monthly MainChimp subscription costs – we also want to ensure that as many JS families as possible are receiving the emails

Megan also thanked Lyn Richards for her handover of the position; she has been very willing to help whenever needed.

There have been no issues raised by any CPLs to this point. Thanks to all CPLs for their hard work.

Thank you to Megan for her report.

Correspondence

Merita Hammond presented the correspondence since the last General Meeting:

INWARDS:

Date	From	Description	Type
3/9/15	Belinda Thornley	Uniform Swap Instructions	Email
2/7/2015	The Smith Family	Sponsorship Renewal	Letter
3/8/2015	The Smith Family	Sponsored child profile	Letter

There was no outward correspondence.



Junior School Supporters' Group

Special business

- Samantha Gray called for nominations for the role of President.
 - Merita Hammond nominated. Proposed: Samantha Gray, Seconded: Helen Thew
- Due to Merita Hammond becoming President, it was necessary to call for nominations for the role of General Secretary.
 - Helen Thew nominated. Proposed: Samantha Gray, Seconded: Greg Smith.
- Everyone applauded and thanked Merita and Helen for filling these positions.
- Marianne Connolly thanked the Executive for being tenacious and persistent and getting to this point. Marianne noted that the new Executive does not need to do things the same as they have been done by previous Executives and Committees; it is about moving forward as a group.

Action items arising from May meeting:

Father's Day Stall update

- Corinna Sandys-Brooke reported (OBO Sandra Stanley) that the stall made \$1350 on the Thursday morning and that the gifts cost \$1402.90, so with 50% sold we almost broke even on day 1
- The first day nearly sold out
- 300 raffle tickets were sold on day 1
- The set up of the stall was great – the pre-preps to grade 2s were separated from the 3-6s and it worked very well
- Everyone agreed that the stall worked very well and looked great
- A huge thanks to all the volunteers, both Mums, Dads and students who either wrapped presents, set up the stall, sold at the stall or who helped in any other way:
 - Corinna Sandys-Brooke, Sandra Stanley, Elizabeth Elwell, Helen Thew, Megan Millar, Megan Hausmann, Belinda Jensen, Alison Howell, Anna Sorensen, Kelly Spencer, Kathy Lollback & Jamie Bird.
 - Thanks must also go to the students who helped from Year 6: Jacqueline Baldwin, Cailia Bird, Michael Alletsee, Katherine Hill, Harvey McIntosh, Aiden Smith, Gaurav Nair, Kyle Schwegmann, Angus Young, Jaimie Baxter, Taylor Trost, Jay Adam, Talia Hadwen, Lia McTaggart, Grace Gibson, Alexis Mylan, Olivia Sofia, Gabby Munt & Harry Mitchell.

Extracurricular Grants proposal

- There was discussion about how the JSSG will structure these grants proposals and that it may mirror the way the SPSSA structures its grants proposals, eg, the SPSSA puts its requests out in October and they then need to be in by November (before school ends), then the JSSG is able to consider the requests over the summer holidays, then the decisions are made at the February meeting, then at the March AGM is when we notify the successful applicants



Junior School Supporters' Group

- Sam said that the JSSG could get sample paperwork from the SPSSA and noted that the February meeting will be an important one. It was also noted that all fundraising is meant to be approved by Robin Cox, Director of Faith and Community.
- This issue will be dealt with further at the October meeting
- Helen to send the letters once the proposal was updated and the letter and form were completed (*action item*)

Club and TAS Sports – Can St Paul's do both?

- Marianne Connolly noted that the school is investigating this (*action item*)

Athletics Development Day

- It was noted that it was a great event when it happens but that there have been issues with the external providers
- The event will not happen in 2015 but it will be on the list of events to explore the possibility of running next year – this will be on the planning list for next year (*action item*)
- It was suggested that maybe the older kids could help with the day and that Des Hylton may be able to help in some way

Other supporter group events

- Nil items to report



Junior School Supporters' Group

Other business

Multi purpose area update

- It is looking great and is coming along very well
- The slab was down by the correct date and so the requirements for the grants have been met
- The area should be finished by the end of this term and so will likely be ready for term 4 of this year
- Helen to investigate whether the JSSG has any ongoing obligations associated with the grant

Second hand uniform swap stall

- Belinda has provided info on how to run the stall
- The dates for the next stalls were set as: (**action item**)
 - 16 October 8-8.40am (during Morphing Week)
 - 23 November 9-11am (Orientation Day)
- Historically the money raised has been used for the Smith Family sponsor child

Car Park Raffle

- It was voted that the car park raffle goes ahead in the last week of term 3 (**action item**)
- Corinna noted OBO Sandra that Sandra will not be here that week but said that she could put it up on Flexischools but that there is a poster all ready to go and that Megan can put it on MailChimp
- It was suggested that prep parents be asked to volunteer to run the raffle and that year 6 kids be asked to help

2016 Orientation meeting on 13 Oct 2015 and November New Parents Orientation Morning Tea 23 Nov

- Helen, Corinna and Lisa volunteered to talk on behalf of the JSSG at the Orientation meeting
- Elizabeth suggested doing a powerpoint presentation so that people can see visually what the JSSG does (eg, with photos of the Father's Day Stall, car park raffles, under 8s day, etc) (**action item**)
- With respect to the New Parents Orientation Morning Tea on 23 November, Kathy advised that we usually request people bake some items (**action item**).

October JSSG General Meeting date

- October meeting date: 8 October 2015
- Proposed: Merita Hammond, Seconded: Greg Smith

Meeting time change

- The new time for the JSSG General Meetings going forward is 7pm
- Proposed: Merita Hammond, Seconded: Greg Smith

Camping at St Paul's

- Camping at St Paul's will not happen in 2015
- It will be on the list for future planning for 2016
- Sarah Slade to be notified to remove it from the calendar
- We will need to tell the JS community that it is not going ahead



Junior School Supporters' Group

- Sam suggested that the cadets could possibly help out with the camping when it happens next (to help take the pressure off the parent volunteers)
- So although camping at St Paul's isn't happening this year, if there is someone or a group of people who have an interest in running it next year, please let the JSSG know!

Committee members updated email list

- Sam said that the email list does not appear to be correct
- Helen was going to investigate the issue (**action item**)

Smith Family – will we renew our sponsorship?

- The cost is \$576 for the year or \$48 per month
- Will we renew our sponsorship? Yes. Proposed: Jamie Petterson, Seconded: Helen Thew
- There was no opposition to renewing our Smith Family sponsorship
- Set aside \$576 for sponsorship? Yes. Proposed: Jamie Petterson, Seconded: Greg Smith

Book covers update (Leanne Linton)

- Everyone agreed that the covers are great quality and useful
- Leanne said that we usually wait until the book lists are ready to start the book cover campaign
- Leanne said she is happy to organize the book covers on Flexischools
- Leanne said that 1000 covers costs about \$1500 and we made \$600 from that, whilst 800 covers would be about \$1200. It was proposed that we set aside \$1200 for the covers. Proposed: Jamie Petterson, Seconded: Merita Hammond
- The majority agreed on doing the book covers again (**action item**)

Crazy Camel Cards fundraising opportunity

- Roseanne has been presenting this on behalf of Mel Goradecki
- This item has been moved to the next meeting and Mel Goradecki will be contacted to present to the committee

Swimming carnival funds

- Jamie noted that there may have been a misallocation of funds and that they could not tell from the statement what was what in terms of funds because the funds were lumped together – it is a Flexischools issue and will be reported on at the next meeting – this matter was also discussed above under Treasurer's Report

Other matters raised

- World Teachers Day - do we want to give the teachers coffee vouchers again (one coffee voucher per teacher)? The cost is \$4 per coffee for 30 teachers, which equates to \$120. Yes to expenditure. Proposed: Greg Smith, Seconded: Merita Hammond. (**action item**)
- Gifts for people – Jamie to organize gifts (eg for teachers who helped at events), \$500 expenditure. Yes to expenditure. Proposed: Jamie Petterson, Seconded: Greg Smith. (**action item**)



Junior School Supporters' Group

- Year 6 Graduation – Marianne Connolly explained that the year 6 CPLs organize a breakfast for the year 6s to celebrate their last days in the JS. Last year, \$200 was allocated per class (three classes) but it was too much money and so she suggested that this year the expenditure could be kept more realistic.
- It was proposed that the money allocated by \$500. Proposed: Jamie Petterson, Seconded: Helen Thew

Samantha Gray noted that Megan would send out the current email addresses of the new Executive.

Marianne Connolly thanked Samantha for acting as caretaker President and for helping us get to this point with her calm and even guidance.

Samantha thanked everyone and noted that she may not be able to attend the meeting on 8 October but noted that the next JSSG meeting will be a big one for future planning and if she can't make it, she will ask Peter Beahan, Vice President of the Association, to attend.

Everyone thanked Samantha for her assistance in the past few months.

Thank you everyone for attending. The next meeting will be held on Thursday 8 October 2015 at 7.00pm in the Tooth Staff Lounge. All welcome.

Meeting closed at 9:10pm.

Action items

Action Items arising from September meeting:

Item	Status
Photoframe profits	In progress: <ul style="list-style-type: none">• All profits from the photoframes were to go to the multipurpose covered area but Jamie noted that we need to wait until we have a President to allocate the \$2613. 60 profit to the multipurpose area• To be dealt with at Oct meeting
Swimming carnival funds	In progress: <ul style="list-style-type: none">• The matter is being investigated by the SPSSA Treasurer and JSSG Treasurer• Update at Oct meeting
Extracurricular Grants Proposal	In progress: <ul style="list-style-type: none">• Helen to send the letters once the proposal was updated and the letter and form were completed
Can St Paul's do Club and TAS sports?	In progress: <ul style="list-style-type: none">• Marianne Connolly is investigating• Update forthcoming



Junior School Supporters' Group

Athletics Development
Day 2016

In progress:

- For 2016 planning
- Will investigate future feasibility
- Need to discuss with school

Uniform Swap

In progress:

- The Uniform Swap stall will be coordinated by Elizabeth Elwell
- 16 October 8-8.40am (during Morphing Week)
- 23 November 9-11am (Orientation Day)
- Update at October meeting

Car Park Raffle

In progress:

- Sandra Stanley to put raffle on Flexischools
- Megan Hausmann to put on MailChimp
- Prep parents to coordinate (CPLs to email prep parents to ask for coordinator/s)
- Grade 6 students to help sell tickets
- Update success at Oct meeting

2016 Orientation
Meeting on October 13
and
New Parents
Orientation on 23
November

In progress:

- Helen, Corinna and Lisa to talk at meeting
- Powerpoint presentation to be organized
- Helen will prepare draft Powerpoint presentation
- Helen to update the JSSG fact sheet for the orientation pack

In progress:

- Helen is organising the Morning Tea part (Elizabeth is organising the Uniform Swap part of it)
- Helen to update at Oct meeting

Committee Members
updated email list

In progress:

- Helen to investigate the issue
- Update at Oct meeting

Book covers

In progress:

- Leanne will organize book covers once book lists for 2016 are out
- Update at Oct meeting

World Teacher's Day

In progress:

- Jamie will organize the vouchers from Coffee Royale for each JS teacher
- Update at Oct meeting

Gifts

In progress:

- Jamie to organize the gifts
- Update at Oct meeting

FUNDING APPROVALS FROM THIS MEETING

Amount	Description
\$576	Smith Family child sponsorship
\$1200	For book covers



Junior School Supporters' Group

\$120	For World Teacher's Day coffees for each JS teacher (eg, \$4 x 30 = \$120)
\$500	Gifts for people (eg, teachers who have helped at events)
\$500	Year 6 graduation breakfast