



Junior School Supporters' Group

MINUTES

General Meeting

Thursday 8th October 2015 at 7.00pm

Meeting Opened

The meeting was opened at 7.08pm by JSSG President Merita Hammond. Merita noted that this was the first meeting of the JSSG with a full executive committee for some time. 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, Kathy Lollback, Helen Thew, Marianne Connolly, Cheryl Wegener, Lisa Andrews, Matthew Grant, Jamie Petterson, Elizabeth Elwell, Leanne Linton, Tara Bartlett, Sue Elliot, Robyn Kozera, Sandra Stanley, Megan Hausmann. **Apologies:** Todd O'Rourke, Greg Smith, Nicole Stevens, Sarah Reilly

Acceptance of Minutes from 3 September 2015

Minutes accepted as true and correct. Proposed: Sam Gray, Seconded: Helen Thew

Head/Deputy Head of Junior School Report

Marianne Connolly reported:

- **Multipurpose Area:** The shade shelter/multi- purpose area is up and running! It is quite a novelty right now and some boundaries have had to be set with students using it at lunch times and the PE teachers are very grateful for the area. Another thing the JS would love for the multipurpose area is tiered seating. The pick-up area for the younger grades has been moved to the multi purpose undercover area. The JSSG had a big input on the area and Marianne gave her thanks to the JSSG.
- **Staff Movements:** Ms Wyers has been away and so emails sent to her may be delayed. Term 4 is a very busy term and teachers are busy with reporting. This is a favourite term for staff.
- **Morphing Week:** is set for the week starting 12 October 2015.
- **Student Transitions:** Transition meetings for year levels will be in around weeks 4/5.
- **Camp:** Year 6 is going on camp.
- **Spelling Bee:** Kathy Lollback asked what had happened with the Spelling Bee. Marianne noted that it is continuing and will conclude in Morphing Week. So far it has raised between \$5600-5800 which is great because these funds will be used to buy two water bubblers for the multipurpose area – there might even be some money left over for other items. The Spelling Bee has been very successful for a number of reasons. Thank you to all who contributed and sponsored children.

Treasurer's Report:

Refer the attached report. Report accepted as true and correct. Proposed: Jamie Petterson, Seconded: Merita Hammond.

James noted the current balance of JSSG Account is \$42,104.40. The income for August was \$1636.45 which comprised receipts from the Term 2 uniform swap, Athletics Day canteen, further payments towards the outstanding coffee cart commission and fair donations. The amount also includes a negative adjustment of \$90 for funds previously incorrectly applied to the JSSG by the SPSSA.

CPL Report



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Refer the attached report. Megan Hausmann reported MailChimp emails in this report went from between 3 Sept and 8 Oct. The total number of emails sent from 2 September to 8 Oct was 8440 covering 19 Campaigns. Megan has begun receiving info from CPLs regarding the database update but an email reminder will be sent in the next few weeks. There have been no issues raised by any CPLs to this point. Thanks to all CPLs for their hard work.

Correspondence:

Refer table below

Association Meeting update

Nothing to update as there hasn't been a meeting. Sam Gray noted all welcome to the meetings.

Action items:

Refer table below

Other supporter group events

Nil items to report

Other business

- **Multi purpose area update:** is finished and looks great. When the grant period is over, it can be improved to include more. Any ongoing obligations regarding the grant is the school's responsibility. It was agreed that the JSSG would discuss contributing more funds to upgrade the area once specific requirements and applicable costs were known.
- **Fathers Day Stall:** Stall and raffle were well organized and successful raising over \$600 profit. Thank you to all the volunteers – we are very grateful to everyone who helped wrap the stock and serve on the stall: Corinna Sandys-Brooke, Sandra Stanley, Elizabeth Elwell, Helen Threw, 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.



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- **JSSG 2016 Calendar:** The calendar is based on what was proposed for 2015 and Merita will take a copy to the SPSSA meeting. The following was agreed upon:
 - Meetings to be the first Thursday of each month during the school terms
 - Car Park raffles, Mothers/Fathers Day stalls and Uniform swaps will continue (4 swaps per year may be too many)
 - Movie Night, Athletics Development Day, Camping at St Paul's and a JS Dance will go ahead if we can secure volunteers to organize
 - Family portrait day – Sue Elliot volunteered to organise this
 - Interhouse cross country canteen – Sue Elliot volunteered to organise
 - Under 8s Day will continue to be supported by JSSG
 - Photo frame sales may happen again depending on demand. May be too soon to run again.
 - Bi-Annual Fair is not scheduled for 2016 but will be replaced with a school dance (bush dance/disco near the end of term 2?) pending volunteers
 - Bi annual pre loved book sale – may go ahead in Morphing week to tie in with the theme of the event
 - Book covers will continue
- **Extra-curricular grants proposals:** It was noted that the grants are for projects for the school and not for scholarships. If any parents would like to apply for a grant for a project that will assist/improve the school community, contact Helen Thew (generalsecretary@jssg.org.au)
- **Strategies to increase the number of parents involved with the JSSG:** Held over to next meeting
- **JSSG End of Year Dinner:** The time, date and venue to be announced – this is a social event for the JSSG Committee
- **The Nappy Collective:** Cheryl suggested a copy of the information be put on the ELC Parent Noticeboard.
- **Morphing Week Funds:** Marianne requested the JSSG contribute \$500 to Morphing Week – the theme of which is 'Invent Innovate and Inspire'. Proposed: Jamie Petterson, Seconded: Helen Thew

Meeting Closed:

9.20pm. Thankyou everyone for attending. The next meeting will be held on Thursday 5 November 2015 at 7.00pm in the Tooth Staff Lounge. All welcome.



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Action items:

Date	Description	Update	Due Date
Sept 2015	Photoframe profits	\$2088 to go to the multipurpose area (Proposed: Jamie Petterson. Seconded: Merita Hammond). Funds will be transferred when called upon and are on top of what the JSSG has already committed.	Complete
Sept 15	Swimming club funds	As per Treasurer's report	Complete
Sept 15	Club and TAS Sports	There was a query into whether St Pauls' can do both. There is an ongoing investigation into this and Marianne will update the JSSG if there is any news.	Ongoing
Oct 15	2016 Calendar of Events – call for volunteers	Merita will send out a request for volunteers to assist with organizing an Athletics Development Day, Camping at St Paul's, Movie Night and JS Disco in 2016.	Update Nov
Sept 15	Uniform Swap	Going ahead on the 16 th Oct in the new multipurpose area. A request was made to advise the JS that Belinda Thornley is no longer the swap coordinator. More donations are required and thanks was given to Marianne for the sorting room.	Update Nov
Sept 15	Car Park Raffle	Sandra and Tara to organize the next raffle for Terms 1 & 2 at the end of this term. Income from last raffle will be updated next month. Thanks to all who bought tickets.	Update Nov
Sept 15	2016 Orientation Evening	Corinna will speak on behalf of the JSSG and refer to the updated fact sheet and ppt.	Update Nov
Oct 15	New Parent's Orientation	Scheduled for the 23 rd November. Assistance required for this event will be discussed at the November general meeting. Will include uniform swap and morning tea.	Update Nov
Oct 15	Updated Committee Members List	Discrepancy between who the SPSSA and JSSG have noted as JSSG members. Helen and Merita will investigate further.	Ongoing
August 15	Book Covers	Leanne noted the covers have been ordered and will be available on flexischools for 2 weeks from 31 st Oct. Packages scheduled for delivery to classes on 19 th Nov. Leftovers will be made available for purchase at the 23 rd Nov New Parent's Orientation.	Ongoing
Sept 15	World Teachers Day	James organizing to purchase 30 vouchers for the teachers.	Update Nov
Sept 15	Gifts	James investigating gifts for those that have supported the JSSG in 2015.	Update Nov
Sept 15	Extracurricular Grants Proposal	Jamie and Helen finalized the applications and invitations to apply for a JSSG Extra-Curricular Grant were sent on 06 th Oct with submissions due 27 th Nov. Three tiered approval process: Director Junior School, SPSSA executive and the JSSG. Grants are replacing the ad hoc funding requests previously received. JSSG will discuss finalists at the Feb 2016 general meeting. Thank you Helen & Jamie for your work.	Update Nov
Sept 15	Crazy Camel Cards	Merita to make contact with Mel Goradecki to see if she would like to continue pursuing this	Ongoing
Oct 15	Opt In to JSSG through Flexischools	Helen will investigate whether flexischools can accommodate an 'opt in' function for JSSG notices.	Ongoing



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Correspondence: Inwards

Date	From	Description	Type
07/09/15	Sarah Slade	Updated JSSG meetings	Email
07/09/15	Karen Wright	SPS Newsletter Deadline	Email
08/09/15	Chris Sweeney	JS Covered Court	Email
09/09/15	Samantha Gray	Information Required	Email
09/09/15	Samantha Gray	Information Required	Email
09/09/15	Lisa Andrews	JSSG Literature and Presentation	Email
09/09/15	Samantha Gray	Hockey Poster	Email
10/09/15	Dorelle Stubbings	Updated JSSG Membership Register	Email
10/09/15	Dorelle Stubbings	Generic Email Addresses for SPSSA	Email
10/09/15	Michelle Davies	Catch-up re: orientation evening	Email
10/09/15	Leanne Bladen	Test email	Email
12/09/15	Dorelle Stubbings	Updated JSSG Membership Register	Email
14/09/15	Sarah Slade	1 st communications for Uniform Swap	Email
14/09/15	Karen Wright	SPS Newsletter Deadline	Email
14/09/15	Dorelle Stubbings	Updated JSSG Membership Register	Email
15/09/15	Karen Wright	Photos – Under 8's Day	Email
15/09/15	Sarah Slade	1 st communications for Uniform Swap	Email
16/09/15	Samantha Gray	List of Supporter Groups and Contact Details	Email
16/09/15	Samantha Gray	Sample Funding Request Form	Email
17/09/15	Michelle Davies	Orientation – Slide and Flyer for Pack	Email
17/09/15	Samantha Gray	Email Address	Email
17/09/15	Sarah Slade	Second Hand Uniform Donations	Email
18/09/15	Todd O'Rourke	Junior School Disco	Email
23/09/15	Marianne Connolly	Contact Details for JSSG Extra-Curricular Funding	Email
28/09/15	Dorelle Stubbings	Association Membership	Email
01/10/15	Marianne Connolly	Contact Details for JSSG Extra-Curricular Funding	Email
03/10/15	Marianne Connolly	Contact Details for JSSG Extra-Curricular Funding	Email
03/10/15	Dorelle Stubbings	SPSSA Membership Register	Email
06/10/15	Dorelle Stubbings	SPSSA Membership Register	Email
06/10/15	Karen Wright	SPS Newsletter Deadline	Email
06/10/15	Marianne Connolly	Fund Request – Morphing Week	Email
06/10/15	Sarah Slade	Uniform Swap Comms	Email
07/10/15	Marianne Connolly	Meet and Greet	Email
07/10/15	Michelle Davies	Final Orientation Slide and Flyer	Email
07/10/15	Kathy Lollback	JSSG End of Year Dinner	Email



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Correspondence: Outwards

Date	To	Description	Type
05/09/15	Sarah Slade	Updated JSSG meetings	Email
07/09/15	Chris Sweeney	Multi-purpose Facility Grant Obligations	Email
09/09/15	Samantha Gray	Information Required	Email
09/09/15	Michelle Davies	JSSG Presentation at 2016 Orientation Meeting	Email
09/09/15	Lisa Andrews	JSSG Literature and Presentation	Email
10/09/15	Chris Sweeney	JS Covered Court	Email
10/09/15	Leanne Bladen	Test Email	Email
10/09/15	Michelle Davies	JSSG Orientation Presentation Etc.	Email
12/09/15	Lisa Andrews	JSSG Orientation Flyer	Email
12/09/15	Dorelle Stubbings	Updated JSSG Membership Register	Email
14/09/15	Sarah Slade	1 st communications for Uniform Swap	Email
15/09/15	Michelle Davies	Orientation – Slide and Flyer for Pack	Email
16/09/15	Samantha Gray	List of Supporter Groups and Contact Details	Email
16/09/15	Marianne Connolly	Contact Details for JSSG Extra-Curricular Funding Letters	Email
18/09/15	Michelle Davies	Orientation – Slide and Flyer for Pack	Email
23/09/15	Kathy Lollback	JSSG End of Year Dinner	Email
25/09/15	Samantha Gray	Association Membership	Email
01/10/15	Marianne Connolly	Contact Details for JSSG Extra-Curricular Funding Letters	Email
05/10/15	Dorelle Stubbings	SPSSA Membership Register	Email
06/10/15	Various	Applications Invited for JSSG Extra-Curricular Funding Grants	Email
06/10/15	Carolyn Wyers	Applications Invited for JSSG Extra-Curricular Funding Grants	Email
06/10/15	Dorelle Stubbings	SPSSA Membership Register	Email
07/10/15	Michelle Davies	Final Orientation Slide and Flyer	Email
08/10/15	Various	SPSSA Association Membership	Email

Funding approvals from this meeting:

Amount	Description
\$500	Morphing Week support
\$2088	Photo frame profits to undercover multipurpose area