



# Junior School Supporters' Group

MINUTES

## General Meeting

Thursday 5 November 2015 at 7.00pm

### Meeting Opened

The meeting was opened at 7.05pm by JSSG President Merita Hammond. Merita thanked all for attendance at the final meeting of the year. Welcome to Marianne Connolly and Cheryl Wegener and to the Executive and Committee members at the meeting.

### In Attendance

Corinna Sandys-Brooke, Merita Hammond, Jamie Petterson, Lisa Andrews, Marianne Connolly, Nicole Stevens, Greg Smith, Sandra Stanley, Helen Thew, Kathy Lollback, Elizabeth Elwell, Chris Howell. **Apologies:** Todd O'Rourke, Tara Bartlett, Lyn Richards, Sue Elliot, Cheryl Wegener, Megan Hausmann

### Acceptance of Minutes from 8 October 2015

Jamie noted that the Minutes need to be amended as the first action item recorded the photoframe profit as \$2088. This is incorrect and should read: \$2743.40.

Minutes accepted as true and correct, as amended. Proposed: Jamie Petterson, Seconded: Sandra Stanley

### Head/Deputy Head of Junior School Report

Marianne Connolly reported:

- **A busy term:** this is a very busy term with lots of things happening: dance concerts, music auditions, excursions, year 6 camp and lots of other things. Marianne noted that the focus on the year 6 camp is about the kids challenging themselves. There is so much going on and there is a lot to keep track of.
- **Transition meetings:** due to a miscommunication, the pre-prep transition meeting will be held again.
- **Parent teacher interviews:** the pre-preps are having parent teacher interviews. Marianne wanted to note though that parents can have parent teacher interviews at any time in any year level when they feel they need one – St Paul's has an open-door policy. Just email or talk to your teacher to make a date/time.

### Treasurer's Report:

Refer to the attached report. Report accepted as true and correct. Proposed: Jamie Petterson, Seconded: Sandra Stanley.

\$1,267.50 being repayment for the misallocation of fair donations to the JSSG will be paid back to the SPSSA. Proposed: Jamie Petterson, Seconded: Merita Hammond.

Jamie noted expenditure for October was \$3284.86 which related to the photo frame sales (\$2743.40) and the Under 8s day (\$541.46). As previously noted, the profits from the photo frames sales were contributed towards the multipurpose area. Together with the \$22,100 already committed by the JSSG, the total contribution from the JSSG to the multipurpose area was \$24, 713.60. The invoice for this amount was presented to the JSSG this month and the amount will be reflected in the next report update.

Thanks to Jamie for his report.

### CPL Report

Refer the attached report. Megan Hausmann was an apology for tonight's meeting.



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## Correspondence:

Refer table below.

## Association Meeting update

Merita reported:

- **SPSSA meeting:** the SPSSA have begun discussions with the school to transfer the businesses run by the SPSSA (Sippers, Retail shop and Tuckshop) to the school due to the heavy workload they place on the Executive. Plus, the school currently has the infrastructure in place to manage these businesses effectively. If this happens, the school may employ people rather than relying on volunteers. The retail shop is a profit generator and so the SPSSA needs to consider how it would handle that potential loss of income. If anyone wants to be involved in the negotiations regarding this, please contact the SPSSA executive (eg, Sam Gray, President). The SPSSA are hoping to have an agreement in place by the end of December.
- **Blue cards:** the SPSSA is investigating the holding of Blue Cards for Association members and volunteers. They are working closely with the school however it will ultimately be at the Headmaster's discretion as to whether Blue Cards will become compulsory.
- **2016 JSSG Calendar:** a copy of the calendar was given to Robyn Cox.

## Action items:

Refer table below.

## Other supporter group events

Nil items to report.

## Other business

**Strategies for Increasing Parent Involvement:** held over

**Extra Curricular Grants:** A three tiered approval process was confirmed - 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. Sandra Stanley wanted it minuted that if there were any applications from any hockey or rugby groups, she would remove herself from the discussions surrounding those applications.

**Annual General Meeting:** The AGM will be on 3 March 2016. Position descriptions will be sent out.

**Fundraising:** It was suggested that in any fundraising we do, we should note that this is what we are raising funds for. Another suggestion was that it be noted in Connections that it is projects like this that receive JSSG money.

**2016 MailChimp Database and CPL Process:** Investigations are occurring into the most appropriate way to update the communications database (our list of subscribers). As students move up a grade in the New Year, each subscriber's preferences will need to change.

**2016 Communication avenues:** this will be held over but there was some discussion about thinking about the use of Facebook or a JSSG website as a communication avenue. It was suggested that we could discuss ideas with the new marketing person, Dylan Malin. It was also suggested that perhaps we need an overall communications review to find out what is the most valuable way to transmit communications and to define a strategy for the JSSG going forward. The possibility of a new Communications position for 2016 was raised. This will be dealt with next year.

**JSSG Name Badges:** it was decided that prices for JSSG name badges would be investigated. The idea would be to have a name badge that simply says 'JSSG Volunteer' so that JSSG representatives and volunteers can be identified at events.

**End of Year Dinner:** The dinner is on Friday 20 November at Thai Sandgate. All welcome.



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**JSSG Exec Roles in 2016:** Merita asked if anyone was not going to nominate again next year. All but the Helen confirmed they would re-nominate.

**2016 Core Commitments:** The following core commitments were agreed to:

- Celebration of Achievement: \$1000
- Meeting expenses: \$100
- Camping at St Paul's: \$1250
- Smith Family: \$700
- Gifts: \$500
- Writer in Residence: \$1000
- Year 6 Graduation: \$350
- Year 6 Breakfast: \$350
- Under 8s Day: \$700
- Morphing Week: \$700
- World Teacher's Day: \$200
- New Parent's Orientation: \$200
- Mail Chimp: \$200

Proposed: Jamie Petterson, Seconded: Helen Thew. All present were in favour.

**2016 Calendar of Events:** The following events were confirmed for 2016 thanks to the people who volunteered to coordinate them:

- Sports Development Day (Lisa Andrews)
- Camping at St Paul's – Halloween Theme (Kylie Meller & Corinna Sandys-Brooke)
- Movie Night (Elizabeth Elwell)

Lisa is already deep in discussions with possible providers and parent volunteers to assist with the Sports Development day. There has already been a donation of meat from the White family for the Camping event also – thank you. The idea of an Easter Egg hunt and brunch on the 20<sup>th</sup> March 2016 (1 week before Easter) was proposed. Further action is required to investigate feasibility. Due to a Bush Dance being organized for the Junior School this year, it was decided that a school dance/disco would not go ahead in 2016 unless a volunteer could come forward to organize it.

Thank you to the ladies who have volunteered to take on these events for the Junior School in 2016.

## Meeting Closed:

8:55pm. Thank you everyone for attending meetings in 2015. We hope to see everyone next year and welcome new members too. The next meeting will be held on Thursday 4 February 2016 at 7.00pm in the Tooth Staff Lounge. All welcome.



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## Current and ongoing action items:

Date	Description	Update	Due Date
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
Nov 15	2016 events: Athletics Development Day	Lisa Andrews coordinating and investigating.	Update Feb 2016
Nov 15	2016 events: Camping at St Paul's	Corinna Sandys-Brooke and Kylie Meller to coordinate. Will discuss with cadets if they can assist.	Ongoing
Nov 15	2016 events: Movie night	Elizabeth Elwell coordinating and investigating.	Ongoing
Nov 15	2016 events: Easter Egg Hunt?	Investigation into feasibility and options. (Merita Hammond & James Patterson)	Ongoing
Nov 15	Family Portrait Day	Confirmed for 6 <sup>th</sup> March. (Sue Elliott)	Update Feb 2016
Sept 15	Car Park Raffle	The raffle for Terms 1 & 2 being organized at the end of this term. Activity will be at bus shelter and will be on Flexischools. (Sandra Stanley & Tara Bartlett)	Update Feb 2016
Oct 15	New Parent's Orientation	Scheduled for the 23 <sup>rd</sup> November. Will include uniform swap and morning tea. \$200 for food platters. Proposed: Helen Thew, Seconded: Sandra Stanley. (Elizabeth Elwell & Merita Hammond)	Update Feb 2016
Oct 15	Updated Committee Members List	Discrepancy between who the SPSSA and JSSG have noted as JSSG members. (Helen Thew & Merita Hammond)	Ongoing
Nov 15	Book Covers	Remaining book covers to be sold at the New Parent's Orientation morning tea. (Leanne Linton)	Update Feb 2016
Sept 15	Gifts	Thank you gifts to be purchased for those identified (James Patterson)	Update Feb 2016
Oct 15	Opt In to JSSG through Flexischools	Investigation into whether flexischools can accommodate an 'opt in' function for JSSG notices. (Helen Thew)	Ongoing



# Junior School Supporters' Group

## Correspondence: Inwards

Date	From	Description	Type
08/10/15	Ivanka Babijas	SPSSA Membership	Email
08/10/15	Kylie Mellor	SPSSA Membership	Email
08/10/15	Greg Smith	JSSG Meeting Apology	Email
08/10/15	Lisa Andrews	JSSG Literature and Presentation	Email
08/10/15	Belinda Thornley	SPSSA Membership	Email
10/10/15	Belinda Thornley	SPSSA Membership	Email
12/10/15	Dorelle Stubbings	JSSG Members	Email
15/10/15	Lisa Andrews	Athletics Development Day Evolution	Email
16/10/15	Helen Milios	SPSSA Membership	Email
16/10/15	Kathy Lollback	JSSG End of Year Dinner	Email
18/10/15	Dorelle Stubbings	JSSG Members	Email
20/10/15	Karen Wright	SPS Newsletter Deadline	Email
21/10/15	Paul Browning	Thankyou	Email
21/10/15	Marianne Connolly	Thankyou	Email
21/10/15	Dorelle Stubbings	SPSSA Membership Forms	Email
21/10/15	Rachael Halliday	SPSSA Membership	Email
21/10/15	Tara Bartlett	SPSSA Membership	Email
21/10/15	Samantha Gray	SPSSA Meeting – 27/10/15	Email
22/10/15	Leanne Bladen	Parent Orientation and Uniform Swap	Email
24/10/15	Cate Balmer	SPSSA Agenda and minutes of 28/05/15	Email
26/10/15	Belinda Thornley	JSSG Committee End of Year Dinner	Email
26/10/15	Leanne Bladen	Parent Orientation and Uniform Swap	Email
27/10/15	Leanne Bladen	Parent Orientation and Uniform Swap	Email

## Correspondence: Outwards

Date	To	Description	Type
16/10/15	Lisa Andrews	Athletics Development Day Evolution	Email
16/10/15	Kathy Lollback	JSSG End of Year Dinner	Email
17/10/15	Helen Milios	SPSSA Membership	Email
18/10/15	Dorelle Stubbings	JSSG Members	Email
19/10/15	Michelle Davies	Orientation Morning Tea & Uniform Swap 23/11/15	Email
20/10/15	Karen Wright	SPS Newsletter Deadline	Email
21/10/15	Paul Browning & Marianne Connolly	Thankyou	Email
21/10/15	Dorelle Stubbings	SPSSA Membership Forms	Email
21/10/15	Lisa Andrews	Next Meeting Date	Email
21/10/15	Various	SPSSA Membership	Email
25/10/15	Leanne Bladen	Parent Orientation and Uniform Swap	Email
26/10/15	Various	JSSG End of Year Dinner	Email
27/11/15	Samantha Gray	JSSG AGM	Email



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## Funding approvals from this meeting:

Amount	Description
\$1,267.50	Repayment of misallocated fair donations
\$200	Food platters for New Parent's Orientation Nov 23 2015