



Junior School Supporters' Group

MINUTES

General Meeting

Thursday 3 March 2016 at 7.30pm (followed 7:00pm AGM)

Meeting Opened

The meeting was opened at 7.30pm by JSSG President Merita Hammond. Merita thanked all for coming to the AGM and to those who nominated for positions. Merita thanked all those who had stayed for the General Meeting.

In Attendance

Corinna Sandys-Brooke, Merita Hammond, Megan Hausmann, Elizabeth Elwell, Sarah Reilly, Greg Smith, Lisa Andrews, Tara Bartlett, Nicole Stevens, Sandra Stanley, Marianne Connolly, Cheryl Wegener, Kathy Lollback, Darsh Chapman, Helen Thew, Sue Elliot, Lisa Parker, Jamie Petterson and Chris Hughes. Apologies from Becky Mammen and Sally Dew.

Acceptance of Minutes from 4 February 2016

Helen noted that the 4 February 2016 Minutes contained a mistake: in the funding approvals on page 8, 'Grant to Junior School Development Officers' should read 'Rugby Supporters Group'.

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

Head of Junior School Report

Marianne Connolly noted that this term had flown by and that we are only 3 weeks away from the end of term 1! Marianne reported:

- **Thank you** – Marianne thanked all the new and continuing members
- **Busy times** – lots happening, including year 6 Canberra trip, China tour, sport, incursions and excursions throughout the JS (Peebo and Dagwod, Old Petrie Town, Indigenous Group) and parent teacher interviews
- **Reading café** – thank you to all the parents who are helping out with the reading café. It is excellent to see the children developing their reading skills and reading to someone other than their parent's is beneficial
- **Easter Hat Parade** – 24 March prep – year 2 (the pre preps do a smaller version of the Easter Hat Parade)

President's Update

SPSSA Constitution amendment: Merita noted that the SPSSA's Constitution had been updated as per a vote on an amendment. Previously, SPSSA membership would lapse (and thus JSSG memberships) annually, however, the change removed this restriction so that now members will remain members for as long as a parent has a child at St Paul's. It was noted that member without current membership or new members will still need to submit a form. The SPSSA businesses (Sippers, Tuckshop and Retail Shop) have been transferred to the school. There will be a transition period of 6 years so the SPSSA can find new ways to generate revenue. The SPSSA is holding a training night in April.

Ongoing communications issues: The CPL role has been amended to accommodate transferring school originated communications back to the school to disseminate. Due to the CPL Coordinator role not being filled at the AGM, all communications (including JSSG communications) will be distributed by Rowena Harle in the JS reception. If there are JSSG communications to go out (eg, for Mother's Day stalls and the like) please CC in Helen so that the JSSG knows what communications are being circulated. Megan Hausmann noted the workload had decreased as a result of shifting the school communications back to the school.



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Dylan Malloch has been engaging with the JSSG on the communications issues, which has been appreciated. The school has also engaged an external party to audit communications throughout the JS. Merita advised that once we have the findings and recommendations of the audit, we will readdress the CPL network and Coordinator role.

Volunteer Incentive: Merita noted that the JSSG is exploring the idea of volunteer incentives. The most likely volunteer incentive is a JSSG volunteer car parking space. The exact details are to be determined but conceptually, the carpark would be raffled off. By volunteering at JSSG events, those volunteers would be given one ticket per event. These would then be drawn at the end of the term for the car park the following term. Marianne Connolly and Paul Browning are both supportive of the idea and are happy to give the JSSG an additional carpark for this incentive. The benefits are that it costs the JSSG and school nothing. The incentive will be circulated to the JSSG for a vote once details have been finalised.

School disco: Todd O'Rourke has agreed to organise the disco with the hope that it be held in the new PEC. However, it is unlikely that the new PEC will be available until the end of 2016.

Election day: 19 March – the SPSSA is holding a bake stall/BBQ (Sutton Building). Proceeds from the stall will be divided equally between the supporter groups who provide volunteers to assist. Merita asked if anyone would be available to help. Darsh Chapman, Corinna Sandys-Brooke, Jamie Petterson, Sarah Reilly, Sandra Stanley and Merita Hammond all volunteered time at the stall. Helen Thew volunteered to do some baking. Thank you to these volunteers.

Treasurer's Report:

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

Correspondence:

Refer table below. Appreciation was noted to the students who took the time to write thank you notes to the JSSG for sponsoring the following awards:

Joel Melloy	Celebration of Achievement Awards – 6B Class Award for effort and attitude
Monique Newberry	Celebration of Achievement Awards - Under 10yrs Athletics Champion
Oscar Tan	Celebration of Achievement – Academic Gold Award for Mathematics – Year 5
Jennifer Lollback	Celebration of Achievement Awards – Academic Gold Award for English
Rory Dunn	Celebration of Achievement Awards – Junior Sportsmanship Award
Rory Dunn	Celebration of Achievement Awards – Athletics Award
Grace Gibson	Celebration of Achievement Awards – Director of Junior School Award
Jasmine Wong	Celebration of Achievement Awards – Academic Gold Award Music
Joel Melloy	Celebration of Achievement Awards – U12 Boys Cross Country Medallion
Jasmine Wong	Celebration of Achievement Awards – Academic Gold Award Art
Noah Basset-Rouge	Celebration of Achievement Awards – Academic Gold Award Art
Katherine Hill	Celebration of Achievement Awards – Yr 6 Academic Gold Award Japanese



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Aida Noran	Celebration of Achievement Awards – Academic Gold Award English
Jack Kozera	Celebration of Achievement Awards – Yr 3 Chess Champion Award
Ryan Bell	Celebration of Achievement Awards – Under 8 Champion Award
Eloise Horsfall	Celebration of Achievement Awards – Under 12 Cross Country Champion Award
Chloe Dwyer	Celebration of Achievement Awards – Academic Gold Award - Japanese
Ari Prasad	Celebration of Achievement Awards – Academic Gold Award - Geography
Chloe Dwyer	Celebration of Achievement Awards – Basketball Medallion
Dylan	Celebration of Achievement Awards

Action items:

Refer table below.

Upcoming Events:

Athletics development day: Lisa Andrews provided an extensive update on this. Lisa has met with Helen Shepherd and the date is tentatively set for Saturday 28th May (12pm to 3pm) - which is the school Pink Day and also the end of HPE week so hopefully it will create a really good atmosphere for the event. It is hoped that the following sports providers will be able to confirm their availability very soon: Tennis, Oztag, Basketball, Running, Dance (suspect may be out due to Eisteddfods), Football, Hockey, Taekwondo, Netball, AFL and Rugby. There will be senior school volunteer opportunities. Also, it is Pink Day and so there will be fundraising opportunities. The JSSG will be looking for volunteers soon for this event. Lisa is looking for a more exciting name for the event than 'Athletics Development Day'!

A very big thanks to Lisa for taking on this mammoth task.

Mother's Day Stall: Elizabeth Elwell and Kathy Lollback updated the meeting on the Mother's Day Stall. The Mother's Day Stall is looking for year 1 parent volunteers. The Young Round Square children might also get involved during the stalls. Thank you to Elizabeth and Kathy for their work on the Mother's Day Stall.

Family Portrait Day: Sue Elliot provided an update on the Family Portrait Day which was scheduled for the 6th March. It was noted that the morning sessions filled quite quickly but there were still a few sessions available in the afternoon and bookings could still be made through Flexischools. Thank you went to Sue for the update.

Camping @ St Paul's: Corinna Sandys-Brooke updated the meeting that she has been assembling a crew of volunteers and that she is organizing it along with Kylie Meller. It was noted that the White family (1 blue) are making a meat donation to event. The exact details haven't been worked out yet but it will be held on 29 October to fit in with a Halloween theme. Thank you Cori for the update.

Other business

Smith Family: Helen noted that the sponsorship has gone from \$540 per year to \$1152. The higher fee is an all encompassing fee. All were in favour of leaving the sponsorship at \$540 per year.

Grants: Helen noted that the Hockey, Rugby, Music, Netball & Cricket supports group plus the Young Round Square all submitted written thank you's to the JSSG for Grants.



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Photoframes: Rhonda Newton had expressed an interest in doing this again. The profits from the last fundraiser were specifically allocated so Merita asked the group if they were happy for Rhonda to run the fundraiser again this year with understanding that this may be the case again. The group agreed. Merita was to seek approval from Dylan for the fundraiser and communicate back to Rhonda.

Meeting Closed:

8:48pm. Thank you everyone for attending the meeting. We hope to see everyone at the next meeting, which is at 7pm on 5 May in the library.



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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. It will be on 28 May, 12-3pm.	Update April 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	Family Portrait Day	6 March – Sue Elliot will update next meeting.	Update April 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
Feb 16	Communications	Debrief – full scale perception of the problem (Paul and Marianne need to be involved) (Merita Hammond with Dylan Malloch)	Ongoing



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Correspondence: Inwards

Date	From	Description	Type
28/01/15	Samantha Gray	JTAS	Email
29/01/16	Rowena Harle	Teacher List	Email
02/02/16	Sarah Slade	New Families Welcome - 05/02/16	Email
03/02/16	Julie Spiller	NSG Application for JSSG Extra-Curricular Grants Funding	Email
04/02/16	Leanne Linton	Book Covers	Email
04/02/16	Sue Elliott	Canteen Co-Ordinator Position Description	Email
04/02/16	Jokita Ramos	How to Receive JSSG Communications	Email
05/02/16	The Smith Family	Receipt	Letter
05/02/16	The Smith Family	Sponsorship is Changing for the Better	Letter
05/02/16	Nilesh Patel	JSSG Extra-Curricular Funding Applications	Email
05/02/16	Colin McIntosh	JSSG Extra-Curricular Funding Applications	Email
05/02/16	Julie Spiller	JSSG Extra-Curricular Funding Applications	Email
05/02/16	Rowena Harle	Thank You Letters	Email
05/02/16	John Devereaux	JSSG Extra-Curricular Funding Applications	Email
05/02/16	Ying Chen	Junior School/Class Notices	Email
06/02/16	Erin Casablanca	JSSG Extra-Curricular Funding Applications	Email
07/02/16	Kylie Marschner	Privacy Information	Email
07/02/16	Casandra Smith	Swimming Notice	Email
08/02/16	Kylie Marschner	Privacy Information	Email
08/02/16	Sue Elliott	JSSG Meeting	Email
08/02/16	Sarah Slade	New Families Welcome Event	Email
09/02/16	Sarah Slade	JSSG Notice of AGM for the Link	Email
10/02/16	Samantha Gray	Celebration of Achievement – Thank You Letters	Email
10/02/16	Sarah Slade	Celebration of Achievement – Thank You Letters	Email
12/02/16	Kathy Lollback	Celebration of Achievement – Thank You Letters	Email
15/02/16	Sarah Slade	JSSG Calendar Amendment	Email
16/02/16	Nicole Stevens	JSSG Uniform Swap Co-ordinator	Email
16/02/16	Sue Elliott	Flexischools Contact	Email
16/02/16	Julie Spiller	Committee Roles and Responsibilities – NSG	Email
16/02/16	Leanne Linton	Fundraiser for the JSSG	Email
19/02/16	Sarah Slade	Parent Lounge	Email
21/02/16	Casandra	SWSG Communications	Email
22/02/16	Sarah Slade	The Link – JSSG AGM and General Meeting	Email
23/02/16	Suellen Rush	JSSG Extra-Curricular Funding Applications	Email
24/02/16	Sarah Slade	Revised AGM Notice for The Link	Email
25/02/16	Sarah Slade	Urgent – change to JSSG AGM notice	Email
26/02/16	Marianne Connolly	Celebration of Achievement Awards	Email
26/02/16	Sarah Slade	Celebration of Achievement Awards	Email
26/02/16	Jennifer Lollback	Celebration of Achievement Awards – Academic Gold Award for English	Letter



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Correspondence: Outwards

Date	To	Description	Type
29/01/16	Suellen Rush	JTAS	Email
02/02/16	Steve Wilkins	Under 8's Day	Email
02/02/16	Jokita Ramos	How to Receive JSSG Communications	Email
03/02/16	Julie Spiller	NSG Application for JSSG Extra-Curricular Grants Funding	Email
03/02/16	Sue Elliott	Canteen Co-ordinator Position Description	Email
04/02/16	Sarah Slade	JSSG – Tonight's Meeting	Email
05/02/16	Julie Spiller	NSG Application for JSSG Extra-Curricular Grants Funding	Email
05/02/16	Nilesh Patel	CSG – Extra-Curricular Funding Application	Email
05/02/16	Karen Mellor	MSG – Extra-Curricular Funding Application	Email
05/02/16	Samantha Gray and Suellen Rush	HSG – Extra-Curricular Funding Application	Email
05/02/16	Colin McIntosh	RSG – Extra-Curricular Funding Application	Email
05/02/16	Erin Casablanca	Young Round Square – Extra-curricular Funding Application	Email
08/02/16	Sue Elliott	JSSG Meeting	Email
08/02/16	Kylie Marschner	Privacy Information	Email
09/02/16	Sarah Slade	Notice of AGM for The Link	Email
11/02/16	Sarah Slade	Celebration of Achievement Thank You Letters	Email
12/02/16	Kathy Lollback	Celebration of Achievement Thank You Letter	Email
12/02/16	Sarah Slade	JSSG Notice for The Link	Email
15/02/16	Sue Elliott	Flexi-schools contact	Email
16/02/16	Julie Spiller	Committee Roles and Responsibilities	Email
17/02/16	Nicole Stevens	JSSG Uniform Swap Co-ordinator	Email
21/02/16	Greg Lang	Copy of Letter Sent to Parents that explains how to obtain JS communications	Email
22/02/16	Sarah Slade	The Link – JSSG AGM and General Meeting	Email
24/02/14	Sarah Slade	Revised AGM Notice for The Link	Email
25/02/16	Year 1 Parents	Mothers' Day Stall 2016	Email
25/02/16	Sarah Slade	Change to AGM Notice	Email
26/02/16	Sarah Slade	Celebration of Achievement Awards	Email
26/02/16	Marianne Connolly	Celebration of Achievement Awards	Email
27/02/16	Marianne Connolly	Celebration of Achievement Awards	Email

Funding approvals from this meeting:

Amount	Description
\$540	Smith Family Sponsorship