



Junior School Supporters' Group

MINUTES

General Meeting

Thursday 4 February 2016 at 7.00pm

Meeting Opened

The meeting was opened at 7.05pm by JSSG President Merita Hammond. Merita thanked all for attendance at the first meeting of 2016. Welcome to Cheryl Wegener and to the Executive and Committee members at the meeting. Special welcome to Dylan Malloch, who is the Director of Communications & Marketing.

Merita noted that we would trial the library for this meeting, gauge its suitability and would get a consensus at the end of the meeting as to whether we would make the library our permanent meeting place.

In Attendance

Corinna Sandys-Brooke, Merita Hammond, Jamie Petterson, Michi Grant, Helen Thew, Cheryl Wegener, Darsh Chapman, Elizabeth Elwell, Chris Howell, Nicole Stevens, Tara Bartlett, Sarah Reilly, Dylan Malloch, Greg Smith, Sandra Stanley, Kathy Lollback, Sarah Slade. **Apologies:** Marianne Connolly, Leanne Linton, Lisa Andrews & Chris Hughes.

Acceptance of Minutes from 4 November 2015

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

Head of Junior School Report

Cheryl reported on behalf of Marianne Connolly:

- **Welcome back to 2016!**
- Apologies from Marianne that she was unable to attend
- **Great start to 2016:** parent/teacher info night – the numbers were down slightly but the evening had a great atmosphere
- **Air conditioning:** it was noted that it had been very warm but the teachers did a great job of keeping everyone happy. For example, air con spaces were utilized for classes plus lunch, shoes and socks were removed, play was modified, PE was adjusted to indoor spaces, extra water breaks were encouraged and younger students had water play. The students handled the two hot days very well.
- **Busy next few weeks:** team sports are starting, excursion program, swimming carnivals and in week 5 there are pastoral parent interviews – but if parents have any issues at all they are encouraged to contact the teacher or Marianne as early as possible.
- **The year ahead:** Marianne looks forward to a fabulous year and working with the team.

President's Update

There was not much to report. Merita wanted to thank all those who donated uniforms and also to thank all those who have volunteered to help on Friday night at the New Family BBQ, where the uniform sale will be. Merita noted that Steve Wilkins had asked her if the JSSG would consider doing the BBQ at the Under 8s Day (last day of term 2) and if we would consider additional funding. Merita indicated to Steve that she would put it to the JSSG for its thoughts.

Treasurer's Report:

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



Junior School Supporters' Group

- Jamie noted that the report from January 2016 shows the current balance of the JSSG Account is \$15,650.26 and these represent the funds available after committed expenditure and unbanked income. Indicative end of year balance after forecast commitments and income is \$14,371.02. Total commitments are \$3,049.24. Income from November to January (\$2,929.85) comprised primarily receipts from the book cover sales (\$1,30.70), the car park raffle (\$480.00), uniform swap sales (\$539.15) and a governance grant from the SPSSA (\$500.00). Thank you to the SPSSA for this grant.
- **Core commitments:** Our previous year 6 breakfast commitment was \$350.00. It was requested that this be raised to \$400.00. Proposed: Jamie Petterson, seconded: Merita Hammond. Everyone present was in agreement by show of hands.
- Jamie noted that he had receipts for the gifts which he purchased on his personal credit card. He asked that Merita process that repayment to him. Merita agreed she would do this.
- Thanks to Jamie for his report.

CPL Report

Refer the attached report. Megan Hausmann noted there were 48 campaigns since the last meeting and there were two to go out in the next few days, eg, Pancake Day and Free Dress Day.

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:

Brandy Mayoh	Thank you Yr 4 – Mathematics Gold Award
Leia Kirkham	Thank you Yr 5 – academic RAVE Award
Sophie Sorensen	Thank you Yr 5 Academic Gold Award (Music)

Association Meeting update

Nil items to report.

Action items:

Refer table below.

Communications options for 2016: discussion, strategies

Merita welcomed Dylan Malloch and Sarah Slade to the meeting. Merita raised the issue that the JSSG has concerns about how it communicates with the JS community and that the JSSG is concerned that parents are not seeing value in what the JSSG does. Merita said that the JSSG was hoping Dylan could provide some guidance on permissible avenues the JSSG can use to communicate with the JS community and suggest some ideas on how to engage the JS community in assisting with JSSG activities more

- **Key points:**
 - The JSSG has a branding issue, eg, communications are being sent from the JSSG email address when they possibly should not be (eg, those emails that are on behalf of the school)
 - The current communications landscape (in the JSSG and more broadly at the school) is a mess
 - An audit of the JSSG communications needs to be done, eg, stocktake, what do we need to send, what are we doubling up on?
 - Broad overarching strategic marketing plan needed:
 - Dylan wants to assist us
 - Keen to leverage on our experience as a group
 - Wants to help make the interactions between the JSSG and parents better
 - The communications should build us up, not let us down
 - Dylan's main point:
 - He can't solve the problems overnight but will investigate and is keen to work with us



Junior School Supporters' Group

- See action item below
- Merita thanked Dylan and Sarah for attending the meeting.

Action items

Athletics development day: Lisa Andrews was an apology.

Car Park Raffle: (Sandra Stanley and Tara Bartlett) was a success. Thank you to Sandra and Tara for organizing this.

New Parent's Orientation: (Elizabeth Elwell) the event was well attended and was a lovely morning. A note for next year – lots of people asked for pre prep uniforms. Thank you to all who volunteered to help out. Thanks to Elizabeth for organizing the uniform swap and Sandra & Helen for organizing the morning tea.

Book covers: Leanne Linton was an apology but Merita reported that the book covers sold very well and in fact the scrap book covers sold out. Thanks to Leanne for organizing this.

Gifts: The gifts were completed. Thanks to Jamie for organizing this.

Other business

Extra Curricular Grants: Helen Thew read out the grants (the summary of grants table was attached to the agenda). It was noted that the money is available to pay the grants. Please note, there might not be the same amount of money or number of grants available for next year.

- Everyone present was in agreement on awarding the grants to the applicants by show of hands.

Annual General Meeting: The AGM will be on 3 March 2016. Position descriptions will be sent out. Sam Gray (SPSSA President) will officiate the AGM. All positions will be declared vacant and so if there are people who would like to be on the JSSG Executive or in other roles, please come to the AGM! Remember: if we don't use (eg, volunteer) in the JSSG, we lose it!

2016 MailChimp Database and CPL Process: (held over) 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.

Mother's Day Stock: this was not on the agenda but Kathy Lollback raised the fact that we need to order stock early to get the good items. Expenditure up to \$1800 was proposed. Proposed: Jamie Petterson, Seconded: Helen Thew. Everyone present was in agreement by show of hands.

Meeting Closed:

8:40pm. Thank you everyone for attending the meeting in the new library venue. It was agreed that we would continue to conduct the JSSG meetings in the library until further notice. We hope to see everyone at the next meeting, which is the AGM at 7pm on 3 March 2016. The AGM will be followed by a General Meeting.



Junior School Supporters' Group

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 March 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	Confirmed for 6 th March. (Sue Elliott)	Update March 2016
Oct 15	Updated Committee Members List	Discrepancy between who the SPSSA and JSSG have noted as JSSG members. (Helen Thew & Merita Hammond)	Ongoing
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
Feb 16	Disco	Merita to see if Todd O'Rourke wants to organise	Ongoing



Junior School Supporters' Group

Correspondence: Inwards

Date	From	Description	Type
27/10/15	Sarah Slade	Semester 1 - 2016 Draft Calendar	Email
28/10/15	Marianne Connolly	2016 Calendar Dates	Email
28/10/15	Leanne Linton	Book Covers Fund Raiser via Flexi-schools	Email
28/10/15	Kylie Marschner	JSSG Committee End of Year Dinner	Email
29/10/15	Samantha Gray	JSSG AGM	Email
29/10/15	Leanne Linton	Invoice for Class Covers School Book Covers	Email
30/10/15	Sarah Slade	JSSG 2016 Calendar	Email
30/10/15	Julie Spiller	NSG Application for Extra-Curricular Grants Funding 2016	Email
01/11/15	Roseanne Callaghan	JSSG Committee End of Year Dinner	Email
01/11/15	Michi Grant	JSSG End of Year Dinner	Email
01/11/15	Tara Bartlett	JSSG End of Year Dinner	Email
02/11/15	Tara Bartlett	Apology for Thursday's Meeting	Email
02/11/15	Michelle Davies	Junior School Communications Letter that Goes Out with Class List Letter in 2016	Email
02/11/15	Todd O'Rourke	Draft 2016 Calendar	Email
03/11/15	Sue Elliott	Year 6 Breakfast	Email
04/11/15	Juanita Rayner	Bi-Annual Pre-Loved Book, DVD and Game Sale	Email
04/11/15	Sue Elliott	Family Portrait Day	Email
04/11/15	Sue Elliott	JSSG Meeting	Email
06/11/15	Todd O'Rourke	Dancemasters Down Under	Email
07/11/15	Dorelle Stubbings	SPSSA Membership Forms	Email
08/11/15	Lyn Richards	JSSG Committee End of Year Dinner	Email
09/11/15	Marianne Connolly	JSSG Committee End of Year Dinner	Email
09/11/15	Sue Elliott	Family Portrait Day	Email
09/11/15	Chris Howell	Junior School Supporters' Group	Email
09/11/15	Cheryl Wegener	JSSG Committee End of Year Dinner	Email
09/11/15	Karen Wright	SPS Newsletter Deadline	Email
09/11/15	Helen Milios	JSSG Position Description Review	Email
10/11/15	Helen Milios	JSSG Position Description Review	Email
11/11/15	Michelle Davies	Orientation Morning Tea & Uniform Swap – 23/11/15	Email
12/11/15	Helen Milios	Class List for 5 Red	Email
13/11/15	Sarah Reilly	JSSG Committee End of Year Dinner	Email
15/11/15	Nicole Samuel	Dinner	Email
15/11/15	SPSSA	2015 Function Invitation	Email
16/11/15	Karen Wright	SPS Newsletter Deadline	Email
16/11/15	Nicole Stevens	JSSG Committee End of Year Dinner	Email
16/11/15	Karen Wright	SPS Newsletter – Deadline for submission	Email
17/11/15	Sarah Slade	Semester 1 - Calendar	Email
19/11/15	Michelle Davies	Junior School Communications Letter	Email



Junior School Supporters' Group

20/11/15	Tara Bartlett	JSSG Committee End of Year Dinner	Email
20/11/15	Nilesh Patel	Cricket Supporters' Group Extra Curricular Funding Application	Email
20/11/15	Michelle Davies	Junior School Communications Letter	Email
23/11/15	Karen Wright	SPS Newsletter Deadline	Email
23/11/15	Karen Mellor	Music Supporters' Group Extra Curricular Funding Application	Email
26/11/15	Karen Wright	Farewell Karen Wright – Development Office	Email
26/11/15	Dorelle Stubbings	2015 Governance Bonus Application	Email
26/11/15	Erin Casablanca	Young Round Square Extra Curricular Funding Application	Email
27/11/15	Samantha Gray	Hockey Supporters' Group Extra Curricular Funding Application	Email
27/11/15	Colin McIntosh	Rugby Supporters' Group Extra Curricular Funding Application	Email
29/12/15	Samantha Gray	SPSSA Executive Meeting	Email
01/12/15	Sarah Slade	Semester 1 - Calendar	Email
31/12/15	Marianne Connolly	JSSG Privacy Statement	Email
07/01/16	Sarah Slade	2016 JnS Events/Functions	Email
13/01/16	Samantha Gray	A Few Things	Email
13/01/16	Samantha Gray	SPSSA Executive Meeting	Email
15/01/16	Samantha Gray	New Families Welcome Evening	Email
18/01/16	Samantha Gray	A Few Things	Email
19/01/16	Marianne Connolly	Class List for Mailchimp	Email
19/01/16	Sarah Slade	2016 JnS Events/Functions	Email
21/01/16	Karen Mellor	JSSG Extra-Curricular Funding Grants	Email
24/01/16	Karen Mellor	JSSG Extra-Curricular Funding Grants	Email
27/01/16	Brandy Mayoh	Thank you Yr 4 – Mathematics Gold Award	Card
27/01/16	Leia Kirkham	Thank you Yr 5 – academic RAVE Award	Letter
27/01/16	Sophie Sorensen	Thank you Yr 5 Academic Gold Award (Music)	Letter

Correspondence: Outwards

Date	To	Description	Type
27/10/15	Leanne Bladen	Parent Orientation and Uniform Swap	Email
27/10/15	Samantha Gray	JSSG AGM	Email
28/10/15	Marianne Connolly	2016 Calendar Dates	Email
29/10/15	Leanne Linton	Invoice for Class Covers School Covers	Email
30/10/15	Leanne Linton	Book Covers Fund Raiser via Flexi-schools	Email
30/10/15	Sarah Slade	JSSG 2016 Calendar	Email
30/10/15	Juanita Rayner	Bi-Annual Pre-Loved Book, DVD and Game Sale	Email
30/10/15	Samantha Gray	JSSG AGM	Email
01/11/15	Dorelle Stubbings	SPSSA Membership Forms	Email
02/11/15	Michelle Davies	JS Communications Letter that goes out with the Class	Email



Junior School Supporters' Group

		List Letter in Jan 2016	
02/11/15	Various	JSSG General Meeting 5 Nov – Draft 2016 Calendar	Email
02/11/15	Tara Bartlett	Apology for Thursday's meeting	Email
02/11/15	Julie Spiller	NSG Application for JSSG Extra-Curricular Grants Funding 2016	Email
04/11/15	Leanne Linton	JSSG Committee End of Year Dinner	Email
04/11/15	Sue Elliott	Year 6 Breakfast	Email
04/11/15	Juanita Rayner	Bi-Annual Pre-Loved Book, DVD and Game Sale	Email
04/11/15	Sue Elliott	Family Portrait Day	Email
04/11/15	Sue Elliott	JSSG Meeting	Email
07/11/15	Dorelle Stubbings	SPSSA Membership Forms	Email
07/11/15	Sue Elliott	Family Portrait Day	Email
08/11/15	Various	JSSG End of Year Dinner	Email
08/11/15	Lyn Richards	JSSG Committee End of Year Dinner	Email
08/11/15	Chris Howell	Junior School Supporters' Group	Email
08/11/15	Karen Wright	SPS Newsletter Deadline	Email
09/11/15	Sarah Slade	Updated JSSG Calendar	Email
09/11/15	Various	JSSG Position Description Review	Email
10/11/15	Helen Milios	JSSG Position Description Review	Email
13/11/15	Marianne Connolly	JSSG Committee End of Year Dinner	Email
13/11/15	Cheryl Wegener	JSSG Committee End of Year Dinner	Email
13/11/15	Karen Wright	SPS Newsletter Deadline	Email
13/11/15	Dorelle Stubbings	New 2016 Parents Interest in Supporter Groups	Email
14/11/15	Chris Howell	Junior School Supporters' Group	Email
15/11/15	Various	SPSSA End of Year Function	Email
16/11/15	Nicole Stevens	JSSG Committee End of Year Dinner	Email
17/11/15	Michelle Davies	Junior School Communications Letter	Email
20/11/15	Michelle Davies	Junior School Communications Letter	Email
20/11/15	Tara Bartlett	JSSG Committee End of Year Dinner	Email
20/11/15	Nilesh Patel	Cricket Supporters' Group Extra Curricular Funding Application	Email
24/11/15	Marianne Connolly	JSSG Privacy Statement	Email
25/11/15	Karen Mellor	Music Supporters' Group Extra Curricular Funding Application	Email
27/11/15	Samantha Gray	Hockey Supporters' Group Extra Curricular Funding Application	Email
27/11/15	Colin McIntosh	Rugby Supporters' Group Extra Curricular Funding Application	Email
27/11/15	Erin Casablanca	Young Round Square Extra Curricular Funding Application	Email
29/11/15	Sarah Slade	Semester 1 Calendar	Email
12/01/16	Samantha Gray and Dorelle Stubbings	A Few Things	Email
12/01/16	Sarah Slade	2016 JnS Events/Functions	Email



Junior School Supporters' Group

12/01/16	Samantha Gray	SPSSA Executive Meeting	Email
13/01/16	Karen Mellor	JSSG Extra-Curricular Funding	Email
16/01/16	Samantha Gray	A Few Things	Email
19/01/16	Marianne Connolly	Class List for Mailchimp	Email
24/01/16	Karen Mellor	JSSG Extra-Curricular Funding	Email

Funding approvals from this meeting:

Amount	Description
\$400	Year 6 Breakfast
\$500	Grant to Netball Supporter's Group
\$500	Grant to Cricket Supporters' Group
\$500	Grant to Music Supporters' Group
\$500	Grant to Hockey Supporters' Group
\$500	Grant to Young Round Square
\$500	Grant to Junior School Development Officers
\$1800	Mother's Day Stall stock