



# Junior School Supporters' Group

MINUTES

## General Meeting

Thursday 5 May 2016 at 7.00pm

### Meeting Opened

The meeting was opened at 7.00pm by JSSG President Merita Hammond. Merita thanked all for coming.

### In Attendance

Corinna Sandys-Brooke, Merita Hammond, Sarah Reilly, Chris Hughes, Helen Thew, Sue Elliot, Paul Hardie, Marianne Connolly, Cheryl Wegener, Chris Howell, Jamie Petterson.

Apologies: Megan Hausmann, Elizabeth Elwell, Greg Smith, Lisa Andrews, Tara Bartlett, Nicole Stevens, Sandra Stanley, Kathy Lollback, Darsh Chapman, Lisa Parker, Becky Mammen, Sally Dew, Michi Grant.

### Acceptance of Minutes from 3 March 2016

Minutes accepted as true and correct. Proposed: Helen Thew, Seconded: Marianne Connolly.

### Head of Junior School Report

Marianne Connolly noted that this was a busy term with a lot of things happening. Marianne reported:

- **Busy times** – Cross Country, Netball and Rugby; Prep-3 open day; ANZAC day ceremony; excursions and incursions; NAPLAN prep; and pre-prep info night.
- **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
- **Professional training** – staff have been partaking in professional training.
- **HPE Week** – preparation is underway and Jump Rope for Heart noted.
- **Free Dress Day** – Thursday 19 May.
- **Junior School Parking Lot** – Marianne noted that Paul wanted parents/guardians to know that there have been a number of problems with the parking lot, eg, people parking in the drop off zone. The police have been on site and do have the ability to fine people for parking in the drop off zone and disabled parking spots. The drop off zone signs should be adhered to at all times.
- **Reading Café – Important Note** Cheryl Wegener discussed **Reading Café**. Cheryl noted that 2 teachers, Emily and Nancy, had been employed to help the children with their reading and literacy. They are working the first three periods of the day and are generally helping specific kids that have been identified as needing a bit extra help in grades 1 and 2. Although these teachers have been employed to help with reading, it is still hoped that more parents can stay to help the children read. The JS is aiming to have kids read as often as possible in that 8.30-8.45am time frame. Cheryl has asked that if there are any parents who can assist – please stay to help read as often as you can, praise the kids for their efforts and keep helping the children to lift their fluency and confidence in reading. All Reading Café volunteers are gratefully accepted and a Cheryl expressed a sincere thankyou to all those adults who have stayed and helped so far this year.

Thank you Marianne and Cheryl.



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## President's Update

Merita had emailed her update (see attached) and this initiative was well received. It is hoped that this will continue to work.

Merita noted that Charles Sweeney had emailed her a letter requesting the remaining \$2900 that the JSSG had contributed towards the undercover project be put towards a 2 seat table setting which cost \$3730. It was decided that the JSSG would continue to investigate what is still to be added to the Undercover Area before committing the final contribution.

Thank you Merita for the report.

## Treasurer's Report:

Refer to the attached report. Jamie noted that the JSSG has to be mindful that, in order to meet core commitments for the next year, there needs to be approximately \$11,000 in the bank balance. Report accepted as true and correct. Proposed: Jamie Petterson, Seconded: Merita Hammond.

Thank you Jamie for the report.

## Correspondence:

Nil Correspondence.

## Action items:

Refer table below.

## Upcoming Events:

**Try a Sport Day:** Lisa Andrews was an apology so Corinna read out an email from Lisa. Below are the main points:

- **Sports Providers:** A timetable will be produced so there will be a couple of sports to choose from at any one time. Children will be able to attend a maximum of 6 x 30 minute sessions on the afternoon.
- **Other activities:** We are in the process of arranging middle and seniors school kids for face painting and also to help on the day. There will also be a bouncy castle for younger kids.
- **First Aid** - Helen Sheppard has arranged and funded a first aider for the day.
- **Risk** - Renaye Ansell is in the process of finalising the risk assessment for the event.
- **Marketing** - Try a Sport Day flyer has been sent out by email to all Junior School Families. Flyers will be sent to all families this week and posters will be put up around the Junior School. Online it has been posted on St Paul's Parents FB Page and Year 1 FB page. It will also feature in each issue of The Link until the event has taken place. Requested action from JSSG Members: Please share on any other School Related FB groups you are part of!
- **Budget request** – Requested approval for funding up to \$400 to cover:
  - Cricket ball machine hire
  - Bouncy castle hire for the afternoon
  - Ice Poles
  - Miscellaneous items
- **Update on Registrations**
  - So far **39 registrations have been received** and ranging from PP to Year 6. Ideally there will be 60+ children participating so each provider gets a good group of children. So keep spreading the word!
- **Volunteers:** have been requested through the flexischools registration form but so far only 2 people have volunteered. We would like to request more help/volunteers to assist with the following:
  - **PA**
  - **Canteen**
  - **Ice & Eskys**
  - **Raffle**
  - **Setup**
  - **Registrations**
  - **Marshalls**



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## - Packup

- Lisa would like to recognise the significant contribution of Helen Sheppard to get this event to this stage - she has been so helpful and enthusiastic and really helped to pull it all together. Thank you to Helen.

A very big thank you to Lisa for her work on this. On the request for \$400 Proposed: Corinna, Second: Jamie Peterson. All present were in favour.

**Mother's Day Stall:** Sarah Reilly provided an update. The stall was nearly sold out on day 1 and they were looking forward to a great day two. The JSSG would like express a huge thankyou to the following parent volunteers: Sarah Reilly, Charmaine Quinn, Soraya McDonald, Alexia Buck, Geoff Sandys, Rachel Holden, Kathy Lollback, Jon Walters, Kathryn Wadsworth, Belinda Thornley, Lisa Andrews, Tara Bartlett, Sally Garrard, Toni McCarthy, Estelle Wright, Megan Fry, Cheryl Fanning, Nicole Bunt, Sarah Saunders, Kylie Meller, Julia Grant. A special thank you to all the student volunteers as well: Hilary Bell, Jennifer Lollback, Senna Stewart, Harry Benson, Jacob Mears, Leia Kirkham, Sonali Prasad, Shayna Prasad, Alice Klump, Jasmyne Robinson, Kaiyah Gordon, Claudia Warren, Anika Foster, Fiona Loggie, Luella Jensen, Emily Odgers, Zoe Willis, Lucy Matthews and Maisy Whitehead.

**Family Portrait Day:** Sue Elliot provided an update on the Family Portrait Day. There were 27 families which was only slightly lower than last year. Sue wondered if perhaps it would be better to have the portrait day in a quieter term, perhaps middle of term 2. Thank you went to Sue for the update and for organizing.

**Cross Country Canteen:** the canteen went very well. \$483.90 was raised – a great result. Thank you to all who volunteered and thank you to Sue for her report and for organizing the canteen. Thank you to Kirsten Finney, Leonie Russell, Helen Thew, Belinda Jensen, Shannon Murphy, Narelle Marks, Kylie Marschner, Sandy Manderson, Kylie Meller, Sheriden McConaghy, Angeline Anusas, Melissa Gorodecki (and her husband), Chenoa Mylan and Ashley Brennan-Jones.

## Other business

**Under 8s Spectacular:** Last year the JSSG committed to provide \$700 for the under 8s day. This amount had increased and was to also to cover a BBQ which was costed at approximately \$150. A request for an additional \$425 was received. The increased funding request was not approved by the JSSG because it was decided by the majority that there was already a sufficient amount allocated for the event (\$700). Funding request: not approved.

**JTAS Cross Country:** Is set for the 10<sup>th</sup> June and Sue noted that she will need volunteers for the big JTAS canteen – bakers and volunteers will be needed. This is always a massive event with very large numbers of external students and parents coming to St Paul's. It is a very profitable canteen for the JSSG.

To get enough provisions and supplies for the JTAS canteen, Sue estimated \$1500 would be needed based on previous JTAS canteens which have been huge. Proposed: Sue Elliot, Second: Merita Hammond. All present in favour.

**Confirm Date – Uniform Swap T3 (Nicole Stevens):** the term 2 uniform swap is on 30 May. There are lots of uniforms and so no donations are being called for at this stage. The term 3 swap date is proposed to be 31 August 2016, the term 4 swap is proposed for 12 October (morphing week).

**Colour Run Pink Day Fundraiser – approve spending \$25:** The JSSG was asked to make a donation to the breast cancer fundraiser, the Colour Run. On the 21<sup>st</sup> May (Pink Day), Rebekah Milner and Rachel Munt (Year 11) are holding a charity 'colour fun run' after the First Rugby Game. All profits are being combined with the overall Pink Day donation to Breast Cancer Research. The donation was supported. Proposed: Merita Hammond, Seconded: Jamie Petterson.

## Meeting Closed:

8:30pm. Thank you everyone for attending the meeting. We hope to see everyone at the next meeting, which is at 7pm on 2 June 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: Try A Sport Day	Lisa Andrews coordinating. It will be on 28 May, 12-3pm.	Update June 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
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
May 16	Writer in residence	Marianne Connolly to investigate the status of writer in residence	June 2016
May 16	Car Park Raffle	Term 2 car park raffle to be organized by year 2 parents – Sandra Stanley	June 2016

## Funding approvals from this meeting:

Amount	Description
\$400	Try a Sport Day funding for cricket ball machine hire, bouncy castle, icy poles and other misc items
\$1500	Provisions and supplies for the JTAS Cross Country Canteen
\$25	Donation to Colour Run Breast Cancer Pink Day fundraiser