



ST PAULS SCHOOL
34 STRATHPINE ROAD
BALD HILLS, QLD 4036

GENERAL MEETING

10th September 2024

In Person: JS Staff room

Attendees	Marianne Connelly, Cheryl Wegenar, Bobby-Lee Norton, Kylie Stephan, Koren Jolly, Travis Reimer, Kate Furnell, Amanda Barrett, Lisa Parker, Hazel Mitchell, Tammy McGuire, Carla Polson, Pamela Mukhopadhyay, Colleen McArthur
Apologies	Kym Miller, Miriam Kohl, Nicole Stevens, Roxy P, Wendy Marsdon, Craig Norton, Jesse Kohn, Amanda Barrett

1.	Welcome & Apologies	
1.1	Welcome and Apologies Meeting opened at 6:01, by Bobby- Lee Norton	Bobby- Lee N
1.2	Confirmation of previous minutes Minutes were accepted as true and correct Motioned – Koren Jolly Seconded – Bobby-Lee Norton	Bobby – Lee N
2.0	Presentations	
2.1	Head of Junior School Report <ul style="list-style-type: none"> • Very Busy term! • School did a child protection audit – independent external auditor – report now in – excellent results <ul style="list-style-type: none"> ○ Some comments about improving parent knowledge of online cyber safety ○ Child safety talk due on assembly • ICAS tests all complete • 13 children into the Prime Minister’s spelling Bee – now sat the next test – potentially 3 who will progress to the next level 	Marianne C

	<ul style="list-style-type: none"> • Term 3 sports and debating all concluded – Charles M-S and John OW received commendation • Staff PD – Circle solution skills in circle time. Hoping for cultural change with student wellbeing and having confidence to voice concerns etc – this will be expanded into the younger high school grades • Morphing week this week <ul style="list-style-type: none"> ○ All provocations from Dr Suess this year – been a great topic ○ Solving big questions or concepts • ELC had service review – awaiting report • Busy with end of 2024 (reporting etc) and prep for 2025 ie: booklists • By 2026 – edition 9 of the curriculum – early adopters so finalising this 	
<p>2.2</p>	<p>President's update</p> <ul style="list-style-type: none"> • Welcome to new members! • Koren about to have a baby and will step down from General Secretary role for the remainder of this year, and ongoing into the next year. <ul style="list-style-type: none"> ○ Travis kindly offers to step into the role until the AGM <ul style="list-style-type: none"> ▪ Motioned – Colleen McArthur ▪ Sectioned – Amanda Barrett • SPSSA update - Subcommittee working group on structure – BLN a part of this and working with the school how to best proceed <ul style="list-style-type: none"> ○ Need to work on how to quarantine the good/ working parts of the supporters' groups whilst also managing risk ○ Challenges because of many subcommittees and silos and need to be mindful of funds raised by these and the intension of those funds, and funds overall • Mother's Day stall overrun <ul style="list-style-type: none"> ○ Considerable amount of stock left over ○ Still processing the numbers and expenses being found ○ Expect that there was an overrun • Teacher thank you for helping at the disco – food platters & chocolates <ul style="list-style-type: none"> ○ Gorilla Grind provided catering – preprep parent <ul style="list-style-type: none"> ▪ Refused payment – which was very generous, but JSSG keen to support or provide a 'shout out' to them in some way. • AGM in November - for succession planning 	<p>Bobby- Lee N</p>

	<ul style="list-style-type: none"> • Call for 2025 ideas – from this Committee and the JS community? How to expand events <ul style="list-style-type: none"> ○ ? Put out a vote to the community ○ Ideas: quiz nights, bingo ○ Suggestion box • Volunteers thank you event • JSSG cubby hole – for storage and easy access to eftpos, vests and passing things on between people/ group etc • SPS access to storage shed – some issues with access? 	
2.3	<p>VP Report – Governance</p> <ul style="list-style-type: none"> • Introduction of event checklist and post event reconciliation 	Bobby- Lee N
2.4	<p>Treasurer’s report</p> <ul style="list-style-type: none"> • Roxy working had to reconcile accounts • Call out to members is outstanding • Disco did well > \$5K revenue – exceptional for non-profit event <ul style="list-style-type: none"> ○ Games well received • Father’s day stall was also huge success <ul style="list-style-type: none"> ○ key takeaways – keep it simple 	Boby-Lee Norton for Roxy P
3.0	Correspondence	
	<ol style="list-style-type: none"> 1. Emails between Sam (Gorilla Grind) and JSSG – regarding catering 2. Charles M-S – still waiting on official confirmation from the school regarding the water tanker 3. Diwali subcommittee - to discuss below 	Koren J
4.0	Action Register (excluding Event Working Groups)	
4.1	Refer to Action register document	
5.0	New Business/ Action Items	
5.1	<p>New submissions to JSSG Portal:</p> <ul style="list-style-type: none"> • Suggestion/ feedback box- for school feedback, not JSSG <ul style="list-style-type: none"> ○ for parents, students, visitors and staff to contribute suggestions for improvement (anonymously if they wish). ○ A step up from current JSSG box and advertised to increase usage. ○ Could be run by JSSG or by the school depending on preferred way to operate. Parents may prefer if straight through to SPS. ○ Cost – depend on location/ requirements (eg: 	Bobby-Lee Norton

	<ul style="list-style-type: none"> inside/ outside) and what type of box is required <ul style="list-style-type: none"> ○ Good idea – but hold until new from office completed for an idea of what is needed and where 	
5.2	<p>Shade sails at swim pool – revisit this proposal</p> <ul style="list-style-type: none"> • Action item 2024/15 - proposed 5/3/2024 • Discussed in meeting 5/3/2024 - from minutes: <ul style="list-style-type: none"> ○ JOS requested hold off until further assessment of the Pool’s requirements ○ MC keen for Swim carnival to continue at the school pool • To consider again prior to 2025 swimming/ swim carnival • BLN to specifically ask regarding the plan for the pool and timelines 	Travis Reimer
5.3	<p>Wildlife corridor trailer update</p> <ul style="list-style-type: none"> • Still waiting on clarifications of logistics <ul style="list-style-type: none"> ○ Can be stalled in shed 	
6.0	Upcoming Events – Refer to Working group Action Register & Coordinator’s reports	
6.1	<p>Swim Club – Kick off and T4</p> <ul style="list-style-type: none"> • No Sunday start – will start week 1 • \$5,000 Allocated Spend for Swim Club for T4 2023 and T1 2024 - \$1687.37 Remaining in Allocated Budget for T1 2024 • As per treasurer’s report - Proposed allocation (for approval) of \$5000 for T1 2024 	Colleen McArthur
6.2	<p>Second hand uniform stalls (x2) + Orientation morning tea</p> <ul style="list-style-type: none"> • Has preapproved funds of \$500 <ul style="list-style-type: none"> ○ 18th November ○ To discuss with Gorilla Grind • Recycled school scrunchies to be sold at the Orientation Day stall. With the possibility of extending to all stalls in the future. <ul style="list-style-type: none"> ○ Happy to support this and will calculate sold stock and payback • Confirm my paperwork (FSUR, RA, Volunteer Register, Payment Requests, Cash Proceeds) are valid. <ul style="list-style-type: none"> ○ BLN to assist • Storage of Uniforms is in question – discussed above 	Kate Funnell
6.3	<p>Diwali – 25/10 - Friday afternoon</p> <ul style="list-style-type: none"> • EOI was successful and meeting first week back 	Bobby Lee N/ Marianne

	<ul style="list-style-type: none"> • Considering <ul style="list-style-type: none"> ○ Jumping castle ○ Henna ○ Photo booth ○ Food trucks ○ Dancing display • Needing some funds also requesting volunteers • Invite them to talk/ present 1/10 	Connelly
6.4	World Teachers Day <ul style="list-style-type: none"> • Preapproved funds of \$1200 • Coffee vouchers • Catering again 	
6.5	JSSG YE event – date TBD <ul style="list-style-type: none"> • Preapproved value of \$800 for ‘gifts’ and \$500 for term 4 meeting expenses. 	
7.0	Meeting Closed - 8:00	
7.1	Next meeting October 1 st 2024	
7.2	Upcoming AGM + General meeting 5 th November	

Coordinator Reports

Role: Second-hand Uniform Coordinator

Name: Kate Funnell

- Risk Assessment requires updating as per request from Anthony Radford. Working with Lisa Parker to rectify this. Risk Assessment must be completed before next stall scheduled for Tuesday, 8 October 2024. Do I require a separate RA for the Orientation Day stall?
- As per communication from Anthony Radford, the Green Options Team are not able to access the green shed where the uniforms are now being stored. Is there another location on school grounds suitable for 15 X 100L storage boxes? Otherwise I will store them at home.
- Request: Iona from Liv & I Crafts to sell school scrunchies at the Orientation Day Uniform Stall. Iona has been using the uniforms not suitable for sale to make school scrunchies. This is a great way to use damaged uniforms and supports St Paul's commitment to sustainability, and entrepreneurial endeavours. (Considerations: payment. Specifically

mixed payments where JSSG items and scrunchies are purchased. Elizabeth Hewitt (Iona's Mum) is available to attend this stall)

- I have spoken to Roxy and provided her with the dates for the two remaining Uniform Stalls for 2024. I do not require a float for either stall.
- With the change of Facilities and Green Options management, I am cross-checking my paperwork and procedures are up-to-date with Bobby-Lee

Role: Disco coordinators

Name: Koren/Bobby-Lee

- Make sure procedure doc/cheat notes full updated including learnings from:
 - Printing tips (sizes, classroom poster)
 - Food trucks
 - Float make up
 - Number of eftpos of 4 was ideal and made life really easy
 - Layout of canteen, food trucks and tables
 - Canteen make up (e.g. small bottles of water and soft drinks inside)
 - Waste management and how it could be improved
 - Use of the fridge and how it was organised
 - Use of games/colouring for outside entertainment – games now available for JSSG as purchased (note, borrowed 2 cornhole and bean bags from Alex Douglas)
 - Fairly lighting was great
 - Inside lanterns not great – was good near the esky, but too bright. Parents used lights off their phones – not sure what is best on this one
 - DJ set up on the opposite side to canteen worked well so lights and kids weren't all crowded towards one end
 - No photo back drop saved a LOT of time and fuss – we still managed one but was much, much easier
 - Having an SPS photographer would be great to capture these
 - Toilet details
- Add after event checklist:
 - replenish canteen box
 - Make sure President sends out a thank you to volunteers faster!!
- Push pops a huge success. Maybe more of these in the future. Maybe Whiz Fizz and Lolly pop rings?
- Consider a follow up survey to volunteers and/or parents
- Eskies leaking still – note to bring towels
- Great feedback about fresh new selection of glow products – note however, some breakages and bow head bands were hard to turn on. Nicole provided feedback about whip still of wands (seek teacher feedback if these were actually a problem?)

- Feedback that \$5 items too much inside > not sure what to do about this given we provided the price list beforehand so parents were forewarned and could buy glow products outside
- Including water on flyers and keeping the FAQs has been great
- Remove pick up sticks from available games as sharp objects and not included in RA
- WiFi really isn't great at Walker – make sure Coordinator is aware. BLN had to tether her phone all night
- Create a food truck preferred supplier listing with insider notes – who was easier to deal with, contact details etc.
- Tree lighting outside is automatic but not bright enough – especially in winter when sun sets earlier. Consider alternative lighting for tables next time.
- Procedure for new eftpos is to contact SPSSA if we require any additional machines from other SGs.