



ST PAULS SCHOOL
34 STRATHPINE ROAD
BALD HILLS, QLD 4036

GENERAL MEETING

Tues 30th April 2024

PLC Room
Innovation Precinct

Attendees	Marianne Connolley, Cheryl Wagner, Bobby-Lee Norton, Lacey Attridge, Koren Jolly, Kylie Stephan, Jesse Kohn, Colleen McArthur, Kym Miller, Wendy Marston, Amanda Barratt, Miriam Kohl, Roxy Preda, Nicole Stevens, Tammy McGuire
Apologies	Kate Funnell, Craig Norton, Carey-Ann Squire, Lisa Parker

1.	Welcome & Apologies	
1.1	Welcome and Apologies Meeting opened at 6:01, by Bobby-Lee Norton	BLN
1.2	Confirmation of previous minutes Minutes were accepted as true and correct Motioned- Nicole Stevens Seconded Roxy Preda	BLN
2.0	Presentations	
2.1	Head of Junior School Report <ul style="list-style-type: none"> • Moved into the Village on time! Despite some potential setbacks • Response to the Village has been positive • Village opening was an enormous success with positive feedback not just about the event and community – reiterates thanks • Busy start to the term – but all going well 	Marianne Connelly
2.2	President's update <ul style="list-style-type: none"> • 4 events in 3 weeks for beginning of T2 – huge undertaking! • COMMUNITY!!! Events have very much aligned with the JSSG aim of enhancing the junior school community <ul style="list-style-type: none"> ○ Disco – amazing feedback ○ Village Opening Event – excellent afternoon • 2nd hand uniform stall – Kate's feedback that it ran well 	Bobby- Lee N


	<ul style="list-style-type: none"> • SPSSA has several current actions/ issues for discussion – to address below • Mother's Day Stall – next week <ul style="list-style-type: none"> ◦ entrepreneur's inclusion has been excellent • Car park raffle – best one ever due to one large purchase from a parent – who did win the draw • Rosemary Van Stam – new key contact for JSSG. Dee King now working in the main Admin building 	
2.3	<p>VP Report – Governance</p> <ul style="list-style-type: none"> • Aim was to try to tidy up/ formalize governance this year but role change, this will be done as and if possible • The position handovers are also due for updating and it is still a task to try and complete. 	
2.4	<p>Treasurer's report</p> <ul style="list-style-type: none"> • Balance of JSSG account as at 24/4/2024 - \$76,166.41 <ul style="list-style-type: none"> ◦ Remaining core commitments + other expenses for 2024 - \$19,552.67 ◦ Funds left after core commitments + other expenses - \$56,613.74 • Some issues with SPSSA and funds that have been claimed – listed as unclaimed– new treasurer after last meeting <ul style="list-style-type: none"> ◦ New expense claim forms – Not that much difference 	Lacey A
2.5	<p>IT Support Update</p> <ul style="list-style-type: none"> • No recent updates • Successfully obtained guest Wifi for meeting room 	Jesse K
3.0	Correspondence	
3.1	Philomena Kwong – Request for Atticus Yeung involvement in Mother's Day Stall	Koren
3.2	<p>SPSSA (<i>to discuss in new business</i>)</p> <ul style="list-style-type: none"> • Score Board Advertising • FB Group for General Committee Members for SPSSA events 	
3.3	Thankyou from Marianne regarding Village opening	
4.0	Action Register (excluding Event Working Groups)	
4.1	Refer to Action register document	
4.2	<p>New Action Items for register:</p> <ul style="list-style-type: none"> • Storage Shed clean out <ul style="list-style-type: none"> ◦ When skips arrive – unable to get access currently ◦ BLN/ MC • On campus storage – uniforms (access to Storage Shed) <ul style="list-style-type: none"> ◦ Currently off campus 	

	<ul style="list-style-type: none"> ○ BLN/ MC ● Reschedule of September meeting date <ul style="list-style-type: none"> ○ Will need a new date ○ BLN ● Name JSSG assets (e.g., baskets, A-frame, vests) ● Meeting room tech – use of projector to save printing / hybrid meeting <ul style="list-style-type: none"> ○ Some parents have requested – but does have challenges ○ Consider trial ○ To project Agenda to minimise printing. Will require some printouts – for executive, MC and CW (+ other guests) ○ JK ● End of year JSSG celebration ● Carpark sign - ? Approved funding last year. Needs following up and installation 	
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5.0	New Business/ Action Items	
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5.1	<p>JSSG Portal</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 25%; vertical-align: top;"> <p>Water Cart, Pump & Trailer for Habitat (Koala) Corridor</p> </td> <td style="vertical-align: top;"> <p>To establish and maintain our Habitat Corridor, the plants need to be regularly watered (particularly in the early stages). We have found that many stock losses have occurred because of inadequate watering or inadequate watering materials. Generally, we have had to use 8-litre buckets or 20 -litre jerry cans and transport them to and from the nearest water source which is more than 300 metres away. This is not only laborious but generally ineffective in providing a regular water supply. The school does not have its own watering truck or portable irrigation system, so they've hired trailers at a cost of up to \$300 per day. The benefits of a water cart would mean it could readily be towed behind a car or ute with a tow ball attachment or left in a position where we could easily water from that position. The device comes with a motorised pump and hose to make the process more effective and much more manageable. This, in turn, helps us to maximise the chances of retaining plant stock and maintaining previous plantings in times of low rainfall.</p> <p>https://www.nttrailers.com.au/trailer/custom-water-cart-trailer/</p> <p>Funding request: \$4995 Funding timing: ASAP Requested by: Charles MacKenzie-Smith</p> </td> </tr> </table> <ul style="list-style-type: none"> ● JSSG Very keen to support ● School previously had one ? Where is it? MC to follow up ● KS – HSG is also in discussion regarding irrigation -? KS to follow up regarding their plans ● JSSG would need input/ agreement with school regarding housing, maintenance, and insurance of trailer. <p style="margin-top: 20px;">Wendy put forth motion to support – <i>in principle</i> Wendy motions</p>	<p>Water Cart, Pump & Trailer for Habitat (Koala) Corridor</p>	<p>To establish and maintain our Habitat Corridor, the plants need to be regularly watered (particularly in the early stages). We have found that many stock losses have occurred because of inadequate watering or inadequate watering materials. Generally, we have had to use 8-litre buckets or 20 -litre jerry cans and transport them to and from the nearest water source which is more than 300 metres away. This is not only laborious but generally ineffective in providing a regular water supply. The school does not have its own watering truck or portable irrigation system, so they've hired trailers at a cost of up to \$300 per day. The benefits of a water cart would mean it could readily be towed behind a car or ute with a tow ball attachment or left in a position where we could easily water from that position. The device comes with a motorised pump and hose to make the process more effective and much more manageable. This, in turn, helps us to maximise the chances of retaining plant stock and maintaining previous plantings in times of low rainfall.</p> <p>https://www.nttrailers.com.au/trailer/custom-water-cart-trailer/</p> <p>Funding request: \$4995 Funding timing: ASAP Requested by: Charles MacKenzie-Smith</p>	
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	<ul style="list-style-type: none"> • Seconded Amanda Barrett • For further due diligence on above noted issues, and the final cost of the cart in its entirety with all the additional requirements for it to be full functional and fit for purpose 	
5.2	<p>SPSSA Structure</p> <ul style="list-style-type: none"> • Robert Nettleton presented at SPSSA meeting • Incorporated – so is own entity, separate from the school • Highlighted potential risk as SPSSA has no insurance, and that it therefor is leaving them open in the event of legal action • SPSSA president recent quote \$3K/yr to cover indemnity + other required insurances • Also highlights need more robust needed policies/ procedures • Robert also discussed regarding different types of entities that other school P&C type committees utilise i.e.: non-incorporated and School council – and some pros and cons regarding each <ul style="list-style-type: none"> ○ School council would mean insurance and finance support (as funds held by the school) and potentially admin support. However, becomes part of the school – with theoretical loss of autonomy and assets to school • Most schools are either, or have transitioned to transitioned to school committee • In the interim events need to be held as a school event • SPSSA president has, as of this evening received a quote for insurance – approx. \$3K – Miram to forward this to JSSG members to peruse and respond as appropriate 	BLN
5.3	SPSSA – Mobile Score Board Advertising	BLN

	<ul style="list-style-type: none"> • Mobile scoreboard whilst new scoreboard being built • \$99 for slots • ? Consider this for Swim club sponsor 					
5.4	<p>JSSG Sign proposal – pull up banner or tear drop options</p>  <p>Discussed – Teardrop is preferential NS recently organised and purchased for another group - \$220 from Officeworks – appears to be approximately the correct size. Graphics were done with Canva JK nominated to take on action item - get Pricing etc</p> <table border="1"> <tr> <td>Action callouts</td> <td><i>Volunteers to research through school and get option and pricing details</i></td> </tr> <tr> <td>Request / Motion</td> <td><i>Preapprove – teardrop on a stand \$250 Amanda Barrett Seconded Jesse K</i></td> </tr> </table>	Action callouts	<i>Volunteers to research through school and get option and pricing details</i>	Request / Motion	<i>Preapprove – teardrop on a stand \$250 Amanda Barrett Seconded Jesse K</i>	BLN
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5.5	<p>Yr 6 Fundraiser</p> <ul style="list-style-type: none"> • Yr 6 kids heading to Canberra this year. Significant increase in cost to trip due to travel expenses increasing post Covid. • Suggestion of doing some sort of fundraising with the children <ul style="list-style-type: none"> ○ even just to pay for lunch on the day they were to bring their own money ○ Emphasis on something that requires good amount of input/work from them (rather than the parents), as a lesson in time/money input • MC to discuss with yr 6 teachers regarding options 	NS				
6.0	Events					
	<i>Refer to Working group Action Register</i>					
6.1	<p>Canteen at Interhouse Athletic Carnival – 5th June</p> <ul style="list-style-type: none"> • Snow Cone vendor booked (\$1 per cone sold to JSSG) • Stock count done • May need additional spend – currently \$1300 approved • ? Another person on WG as part of transition 	KM/ WM				
6.2	<p>Under 8's Day – 14th June</p> <ul style="list-style-type: none"> • \$1000 approved • Staff not met yet to discuss needs • Will need change of venue – due to building works 	BLN AB MC				
6.3	Father's Day Stall – WG needed					

	<ul style="list-style-type: none"> Need a coordinator – LA kindly volunteers 																			
6.4	Second Major Community event – Discussed as Action register																			
6.5	<p>PRIOR EVENTS</p> <p>Easter Disco 22/03/24 – debrief/ feedback</p> <ul style="list-style-type: none"> Refer to Coordinator update <table border="1"> <tr> <td>Action callouts</td> <td><i>Nil</i></td> </tr> <tr> <td>Request / Motion</td> <td><i>Nil</i></td> </tr> </table> <p>Swim Club – end of season in T1 – debrief/ feedback</p> <ul style="list-style-type: none"> Refer to Coordinator update Discussed – how to thank Jay for providing pizzas for breakup <ul style="list-style-type: none"> Free swim club membership for the following year ? Fund advertisement on the scoreboard Sign on the swimming fence - 'proudly supported by.... <table border="1"> <tr> <td>Action callouts</td> <td><i>Details/recommendations on how JSSG/SPS can recognise this sponsorship/donation appropriately e.g. Facebook on Swim Club or JSSG page? Is a gift appropriate?</i></td> </tr> <tr> <td>Request / Motion</td> <td><i>Nil</i></td> </tr> </table> <p>2nd hand uniform stall 23/04/24 -</p> <ul style="list-style-type: none"> Refer to Coordinator update <table border="1"> <tr> <td>Action callouts</td> <td><i>Are there any suggestions for storage in the future? - Action item created</i></td> </tr> <tr> <td>Action callouts</td> <td><i>Still chasing up reimbursement.</i></td> </tr> <tr> <td>Request / Motion</td> <td><i>Nil</i></td> </tr> </table> <p>Cross Country canteen 19/04/24 - Debrief/ feedback</p> <ul style="list-style-type: none"> Refer to Coordinator update <table border="1"> <tr> <td>Action callouts</td> <td><i>Nil</i></td> </tr> <tr> <td>Request / Motion</td> <td><i>Spending for canteen supplies in excess of what Swim Club had left over - Approx \$250-\$300 (Powerade, fruit, supplies, chocolates)</i> <i>Motion for approval for \$300 to cover excess stock required – not needed as already covered in pre-approved canteen budget</i></td> </tr> </table> <p>Village Opening 26/04/24 - ratification of spend</p>	Action callouts	<i>Nil</i>	Request / Motion	<i>Nil</i>	Action callouts	<i>Details/recommendations on how JSSG/SPS can recognise this sponsorship/donation appropriately e.g. Facebook on Swim Club or JSSG page? Is a gift appropriate?</i>	Request / Motion	<i>Nil</i>	Action callouts	<i>Are there any suggestions for storage in the future? - Action item created</i>	Action callouts	<i>Still chasing up reimbursement.</i>	Request / Motion	<i>Nil</i>	Action callouts	<i>Nil</i>	Request / Motion	<i>Spending for canteen supplies in excess of what Swim Club had left over - Approx \$250-\$300 (Powerade, fruit, supplies, chocolates)</i> <i>Motion for approval for \$300 to cover excess stock required – not needed as already covered in pre-approved canteen budget</i>	<p>KJ</p> <p>CN/CMcA</p> <p>KF</p> <p>MK</p>
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<p>Action callouts</p>	<p>To supplement remaining canteen stock, additional stock was purchased utilising existing canteen spend approved. Details of remaining stock have been provided to Kym & Wendy for Athletics Canteen but need to consider if sufficient approved spend is available given additional canteen that has been run.</p>	<p>BLN</p>
<p>Action call-out</p>	<p>Action to be taken to capture lessons learned and vendor preferred supplier details for future events – added to action register</p>	
<p>Request / Motion</p>	<p>Motion to ratify JSSG sponsorship of the Village Opening event and spend of \$500 (plus use of jumping castle credit) as voted on via FB JSSG group ahead of event to cover sausages and bread costs (pending invoice from Tuckshop for confirmation of amount). All votes were in favour – 19 votes received, 0 abstained</p> <p>Ratified – all in favour</p> <div data-bbox="537 764 1235 1318" style="border: 1px solid #ccc; padding: 10px;"> </div>	
<p>7.0</p>	<p>Meeting Closed - 7:55pm</p>	
<p>7.1</p>	<p>Next Meeting Tues 4th June 2024 – PLC Room, Innovation Precinct.</p>	

JSSG COORDINATOR REPORTS – 30 APRIL 2024

Previous Events

Swim Club – Craig Norton / Colleen McArthur

End of season break up held on Sunday 17 March

- Great success with trophies and gifts distributed to all swimmers
- Colleen's farewell was celebrated
- Jay Maniyar, an SPS parent and owner of the Warner Dominos store, sponsored the swim club via the provision of heavily discounted pizzas for the pizza party at the end of T4, and by providing all pizzas free of charge to the end of season event on 17 March.
 - See minutes for discussion /Action call out regarding thankyou/ appropriate as what is essentially the Business sponsoring the swim club.

T1 Easter Disco Coordinator - Koren Jolly

22nd March 2024

- By all reports the disco for term 1 was a great success with students and parents all having a wonderful time!
- Food trucks were a hit with parents and the vendors themselves were happy with their sales for the evening. All three suggested they would be thrilled to come back for future events. Miss P's Ice-Cream shared they brought in \$846 inc. GST for the evening.
- The new DJ – Bop Till You Drop was very engaging, especially with the younger students.
- Kids having access to the glow products at the outside canteen as well as inside was great for boosting sales. There were a number of younger siblings there who were also able to purchase some fun glow products and have a great time dancing outside too.
- Budget allocated: \$2,500 | Expenditure: \$2,218.02 | Revenue: \$3,783.08 | Total profit: \$1,565.06
- Lessons learned:
 - Volunteer sign on sheet was not easy for many to navigate. There were a number of questions that were irrelevant to the event and during the chaos of the busy periods it was difficult to help parents through the sign on process. Would be good to have a more streamlined sign in for volunteers at events.
 - Staff members were supposed to walk food truck vendors into place but we had no assigned staff members during set-up. For future events with food trucks it may be necessary to have someone assigned to this in order to conform with the RA correctly. Thankfully I was able to spot staff members ask for assistance when needed but that may not be the case every time.
 - Water: We had one or two parents ask about water inside the disco. There is a bubbler and students are welcome to take their water bottles. Add this information to FAQ next time as some parents thought the only option was to purchase.
 - We need to workshop ways to cut down the queue for wristbands. Perhaps we look to having 4 volunteers on this station and separating them into year groups with clear signage. Having a roaming eftpos for those wanting to purchase wristbands was helpful.
 - Wristband colours for \$5 and \$10 spends need to be colours that are easily identifiable in the dark. Blue/Green was too similar.
 - Inside canteen was very dark and hard to see wristbands/cash box. Some form of lighting or torches needed. Small torch was provided for second session and worked well.
 - Waste management – More bin and perhaps can recycling should be provided next time. Bins were overflowing by the end.
 - QR codes for feedback need to be placed in ore obvious places as they were missed by many. No usable feedback was provided but it is a good idea for future events that we should try and push more.
 - Lighting outside for tables – by second session it was pretty dark. Would be good to have some battery-operated candles or something to provide more light on the tables.

Cross Country Canteen – Miriam

Fri 19th April 2024

- Easy canteen for a new parent to run
- Made \$1250 on the day.
- We used up a lot of the Swim Club excess stock, we sold out of lollies, chips, and Powerade on the day and Bobby-Lee made a supermarket run.
 - So, it's important to cater to this demand properly to reduce stress.
 - In this regard, I have recorded stock levels, tips, and tricks in the Canteen Guide which I followed for set up on the day.
- Suggested that the canteen guide be updated after each event, as it aids in reducing uncertainty.
- Special thanks to all the volunteers who registered, and to the kids and Lisa Parker, who was present in the morning to help with set up.
- Snow Cones were onsite and they are donating \$1 per snow cone sold. This vendor has also been rebooked for Athletics Carnival Canteen.

Learnings

- Consider creating a standard canteen price list for the stock items and then add a space for specials of the day, also a standard laminated process for sellable items i.e. to transfer the knowledge without having by word of mouth - i.e. age restrictions make it more accountable - all noted in the guide.
- Sell the Powerade for \$5 - this is reasonable and Powerade is more popular than Gatorade.

Challenges -

- Locating the FSUR school supplied stock was challenging; next time, we should check the teacher's area first.

2nd Hand Uniform Stall – Kate Funnell

23rd April 2024

- No action required at this point.
- My first Uniform Stall was a great success and ran smoothly! Sorting uniforms into sizes made a positive difference to the morning. Very low on winter stock now.
- Having the uniforms at home is actually very useful, however I appreciate this is not a long-term solution. Are there any suggestions for storage in the future?
- Still chasing up my reimbursement. I have spoken to Lacey and she is following up.
- Marianne has requested the supply of a few additional prep and year 1 uniforms for spares at school. The supply of these will be arranged. Not seeking a motion for this as JSSG has previously voted in support of providing spare uniforms to SPS.
- Action item added to register – Needing new location for uniforms to be stores

Upcoming Events

Mother's Day Stall – Bobby-Lee Norton / Lynelle Woodrow

7th and 9th May 2024

- Volunteer roster basically full for the stall, and a few families have also assisted during the prep activities which has been great
- Venue secured in Innovation Precinct and working with Maddy on this
- Set up will be the Friday beforehand due to the public holiday on the Monday, happy for JSSG volunteers to come and help stack the stall tables from mid-afternoon if you are available
- Expense claims being compiled and will be submitted soon
- All stock has arrived
- Action Call out:
 - Assistance to stack stall tables on afternoon of Friday 3 May if you are available
 - May need assistance with pack up, depending on volunteers and how much stock is remaining