



ST PAULS SCHOOL
34 STRATHPINE ROAD
BALD HILLS, QLD 4036

GENERAL MEETING

5th March 2024

PLC Room
Innovation Precinct

Attendees	John O'Sullivan Williams, Marianne Connolley, Cheryl Wagner, Bobby-Lee Norton, Lacey Attridge, Koren Jolly, Kylie Stephan, Miriam Kohl, Roxy Preda, Nicole Stevens, Craig Norton, Victoria Clifford, Travis Reimer, Tammy McGuire, Lynelle Woodrow,
Apologies	Dr Tracy Stanley, Kate Funnell, Jesse Kohn, Amanda Barrett, Lisa Parker, Wendy Marston, Kym Miller, Colleen McArthur, Victoria Clifford, Belinda Merchant

1.	Welcome & Apologies	
1.1	Welcome and Apologies Meeting opened at 6pm, by Bobby-Lee Norton	BLN
1.2	Confirmation of previous minutes Minutes were accepted as true and correct Motedioned- Nicole Stevens Seconded – Koren Jolly	BLN
2.0	Presentations	
2.1	Guest Speaker – Chelsea Norton regarding Mother's Day Stall Proposal Proposal for herself and junior school students in the Entrepreneurial Club to provide stock, items, as suitable, for sale at the Mother's Day stall Committee supportive of the proposal, and further discussion by committee regarding how this might progress. Also, discussion regarding what model might work best for these students is: should the JSSG purchase stock, have items on consignment or take a percentage of sales. Also suggested, was consideration for the JSSG stalls to consider this as essentially an opportunity to support the young Entrepreneurs as a place for them to sell their wares – for their profit only, rather than their wares as a fundraising opportunity for the JSSG.	Chelsea Norton
2.2	Acting Principal report	John O'Sullivan

	<p><i>Junior school Renovations:</i> 10 modules arriving for 'Village' - Modules arriving in the next 1-2 weeks – then will need time to complete their installation i.e.: power, data AC, stairs, walkways, etc. Has been some logistical issues to deal with for health and safety i.e.: locality to fire hydrants etc., There will be a toilet block in the Village – so not too far to current facilities. As background – After the initial survey of the school - decision was made early that JS needed redevelopment. The external 'bones' of the current buildings were adequate, but the internals needed a refit. Due to the weather event, this now needs to be done ASAP. Reports there has been criticism about 'favoritism' of the Junior school receiving considerable financial input above other areas of the school. Ultimately, however, this is needed for suitable and appropriate classroom facilities to enable learning – and thus needed to be a priority.</p> <p>The Village should be complete to enable relocation of the classrooms in the end of term holidays. In negotiation with teaching staff as to when/ how the moving occurs and how involved they want to be. No expectation that they are to come in during the holidays to do this.</p> <p>Has a vision regarding what the 'Village' will look like – and wants to ensure that this that this will be short term only. New plans will involve improving flow through the school and also relocating the JS office to be more conveniently located near the JS carpark.</p> <p>Working with JS staff in order to attempt to prevent students and staff having to been in the Village 2 years in a row. This may not be possible, but considerable effort is being made to try to minimise this.</p> <p><i>Other notes</i> At the SPSSA meeting the previous week, there was support for a plan, starting this year, of having a separate Sports Award evening. Separate from the traditional COA. The individual supporter groups supported this as a way to relieve the pressure of having to host large, end of season celebrations – particularly for the smaller groups/ sports. Some individual supporter groups may still desire to hold their own larger events – which is acceptable.</p>	Williams
2.3	<p>Head of Junior School Report</p> <ul style="list-style-type: none"> • Much of what was to be reported on, is what was mentioned previous in the Acting Principal's reports. • JS interhouse Swimming carnival was a great day – extends thanks to the JSSG for the running of another successful and appreciated canteen. • NAPLAN next week • Yr. 6 camp leaves tomorrow for Emu Gully 	Marianne Connelly
2.4	<p>President's update:</p> <ul style="list-style-type: none"> • <i>JSSG purpose and mission</i> – a look back and a look forward. Wanting to reaffirm what JSSG stands for, and that the vision hasn't wavered. We do fundraise, but ultimately don't need to make a profit on every event, the events we run are primarily for the kids and community and just need to break even to cover costs. Additional funds are for giving back to the SPS JS community and the students. Each year we need to make at least \$10K just for core commitments. Community elements are paramount and just need to be self-sustaining. Perspective was shared 	Bobby- Lee N

	<p>about how long it takes to fundraise for big projects and the big projects that JSSG has delivered in recent history including shade sails, library seating, Friday Fun Day, sensory playground.</p> <ul style="list-style-type: none"> • <i>Update from SPSSA meeting</i> – was a long meeting! <ul style="list-style-type: none"> ○ Community trailer is out of action currently (pending repairs/ new trailer) – unable to be used ○ Currently reframing Mark Barrett's role to take some load off. ○ Facilities contract coming up for review ○ Also discussed COA and separate sports celebration. ○ SPPSA is looking to spend some money on deserving projects. ○ Will be a full school Survey later this year as an opportunity for all members of the school community to voice their view on about what is important. • <i>Succession planning opportunities</i> – this is the final year for many JSSG members (youngest children completing JS this year) – there are some positions that will be vacated that require succession planning. In particular, a canteen coordinator. Now is an opportune time to initiate handover have that handover if someone is keen (no volunteers at meeting) • <i>Requested</i> – Need Key audit – added to action register (item #2024/10) • <i>Swim Shed and Storage Shed clean ups</i> – may need to move uniforms etc. as access to shed might be lost with renovations • <i>Newsletter opportunity</i> – previously had a JSSG term newsletter. To consider reinstating this if someone is keen (no volunteers at meeting) • <i>Governance uplift</i> – around risk etc. This was to be Bobby-Lee's role this year, but now not possible as in President's role. So will be done ad hoc as required or throughout the year as time permits. • <i>Event/ coordinator checklists</i> for frequent or reoccurring events exist – the ask is for these to be continuously refined after each event. All involved can get access to these checklists. 					
2.4	<p>Treasurer's report <i>Balance of JSSG bank account as at 1/3/2024 is \$75,284.57</i> <i>Remaining Core Commitments + Other Expenses for 2024: \$41,442.71</i></p> <ul style="list-style-type: none"> • Profit from Swim carnival thus far - \$1500 • Expenditure reimbursement process overview - buy items, keep receipt fill out form. Currently a 2 week turn around. Sebastiaan currently doing Treasurer role on top of SPSSA president. <table border="1" data-bbox="213 1482 1214 1767"> <tr> <td data-bbox="213 1482 448 1547">Action call-out</td> <td data-bbox="448 1482 1214 1547"><i>Flexischool access requested by Treasurer – action item #2024/11</i></td> </tr> <tr> <td data-bbox="213 1547 448 1767">Request/ Motion</td> <td data-bbox="448 1547 1214 1767"><i>Request for new cash tins JSSG also has a have a till, however the key is MIA. Discussed 1-2 larger cash tins Motion for \$100 - Bobby-Lee Norton Seconded Nicole Stevens All in favour.</i></td> </tr> </table>	Action call-out	<i>Flexischool access requested by Treasurer – action item #2024/11</i>	Request/ Motion	<i>Request for new cash tins JSSG also has a have a till, however the key is MIA. Discussed 1-2 larger cash tins Motion for \$100 - Bobby-Lee Norton Seconded Nicole Stevens All in favour.</i>	Lacey A
Action call-out	<i>Flexischool access requested by Treasurer – action item #2024/11</i>					
Request/ Motion	<i>Request for new cash tins JSSG also has a have a till, however the key is MIA. Discussed 1-2 larger cash tins Motion for \$100 - Bobby-Lee Norton Seconded Nicole Stevens All in favour.</i>					
2.5	<p>IT Support Update</p> <ul style="list-style-type: none"> • Events Coordinator Canva access – completed • Flexischools – working on this. Other options suggested, but currently to continue with flexischools. Swim canteen was up, and disco from today. 	BLN as proxy for Jesse K				
3.0	Correspondence					

3.1	4 x Mother's Day catalogues from various vendors Cadbury Fundraising brochure	Koren
3.2	Email to Fun Run to notify them that JSSG will not be hosting a Fun Run this year and are considering 2025	BLN
3.3	Proposal from Chelsea Norton for Mother's Day Stall	Marianne & Exec
4.0	Action Register (excluding Event Working Groups)	
4.1	Refer to Action register document	
5.0	New Business/ Action Items	
5.1	JSSG Portal – <ul style="list-style-type: none"> • Nil since last meeting • Revisit Shade Sails/ seating for Swimming Pool - <ul style="list-style-type: none"> ○ Discussed in the presence of MC and JOS. JOS requested time to clarify the situation around the pool and other work that potentially is required there. Thus, have requested JSSG continue to hold this item - pending feedback. 	BLN
5.2	Assets List for SPSSA – added to action register (#2024/12)	Nicole
5.3	Payment options – Flexischools / square – to continue with flexischool currently	BLN for JK
5.4	Blue card requirement - Executive do need blue card, as well as any grandparent volunteers.	BLN
5.5	Second Community Event – no current date listed on calendar? Halloween Disco term 3? – Koren to talk to Lisa about potential dates. To add as action item initially. (Action item #2024/13)	BLN
5.6	Car Park Raffle – school calendar and process	BLN/Koren
6.0	Upcoming Events & Event Debriefs - Refer to Working Group Action Registers	
6.1	JS Swimming Carnival Canteen – 1st March Team did exceptional. Home bake mainly provided by Kym's mother so will need to consider how to increase home bake next year Succession planning with be key (for both the canteen coordinator and home bake!) - looking to remaining canteens for the year to do some handover	Kym & Wendy
6.2	Swim Club & Season break-up <ul style="list-style-type: none"> • Sink has been installed and is working as of 23rd Feb, fully complete by 1st March. • Table purchased for semi-permanent installation next to sink. Craig made leg extensions to clear sink and hot water system pipes and Mark and Craig installed brackets between sink and wall for safety and stability on Friday 1st March. Table purchase was pre-approved by committee poll on Facebook group. • 42 registered swimmers – one more week of racing for 2023/24 season (on 8th March), before trophy and gift presentation, and end of season party on Sun 17th March. 	Colleen & Craig

- Trophies and backpacks embroidered with names and swim club logo have been ordered and paid for. Yet to buy gift vouchers for the perpetual trophy winners.
- Would like to ask for committee to approve a spend on a gift for Chantelle Jackson to say thank you for her contributions as Lifesaver for the whole season – she has gone above and beyond by being the race starter, and also staying on to help clean up and carry all of our gear to the cars. Propose a \$50 spend.
- Craig and I would also like to pass on our personal thanks for the teachers who have given up their Friday nights to supervise swimming club. I will send a personal email to the teachers but if there is a list of those who have helped, it would be appreciated (so we don't forget anyone who has helped since Oct 2023).

Action callouts	<i>Request a list of teacher volunteers from T4/T1 to be sent to swsqcomms@spssa.org.au - MC to do</i>
Request / Motion	<i>Ratify approval for \$290 spend for new stainless-steel table beside the swim shed sink Motion – BLN Seconded – KS All in favour</i>
Request / Motion	<i>\$50 thank you gift for Chantelle Jackson (Lifesaver) Motion – BLN Seconded – MK All in favour</i>

6.3

Easter Disco – 22nd March

- DJ (Bop Till You Drop) has been booked and invoice forwarded to SPSSA for payment. Details sent to Mark for approval.
- Food trucks:
 - Rolling Stones Wood fire Pizza, Bills Burgers, Miss P's Ice-Cream have confirmed availability and attendance.
 - Would have like more vegetarian/ gluten free options, but given late notice, unable to secure anything more dedicated
 - Details sent to Mark for approval
 - Will advertise with students/ families once confirmed – hopefully by the end of this week
- FSUR: Completed.
- Risk Assessment: Being completed by Mrs Skinner this weekend.
- Products for canteen:
 - Windmills (200), light up rings (70), light up bunny ears (30) were ordered and arrived at school.
 - Nicole has also purchased glow sticks
 - Victoria has purchased 50 plain bunny ears.
- Food/drink for Canteen: Need to check stock levels post swim club and swimming carnival and order any additional required.
 - Will need drinks
- Decorations: looks like plenty leftover.
- Flyers: Completed by Lacey – on Seesaw 5/3/2024. Goal of releasing at least the date/location/year level this week. Full parent information flyer once food trucks have final approval.
- Signs/Banners: Will be completed by Roxy.
- Eftpos & cash: To be ordered by Victoria.
- Photographer: Jesse will email Tina to confirm times.

Koren

	<table border="1"> <tr> <td>Action callouts</td> <td><i>Call out for a co-coordinator or support from longer serving JSSG member in background to support onboarding and canteen advice</i></td> </tr> <tr> <td>Request / Motion</td> <td><i>Nil</i></td> </tr> </table>	Action callouts	<i>Call out for a co-coordinator or support from longer serving JSSG member in background to support onboarding and canteen advice</i>	Request / Motion	<i>Nil</i>					
Action callouts	<i>Call out for a co-coordinator or support from longer serving JSSG member in background to support onboarding and canteen advice</i>									
Request / Motion	<i>Nil</i>									
6.4	Village opening event – TBD – awaiting dates from the school.	BLN								
6.5	Interhouse Cross Country Canteen – 19 th April – week 1 of Term 2 <ul style="list-style-type: none"> Both canteen coordinators are unable to attend that date. Looking for an alternative coordinator to run this. Note that this canteen is a considerably reduced canteen compared to others. In the past has just been drinks and snacks/ home bake ? Zooperdoopers. MK kindly volunteered to coordinate. 	TBD								
6.6	Secondhand uniform sale – 23rd April <ul style="list-style-type: none"> Uniforms have been taken from the shed and sorted Damaged or otherwise not-fit-for sale uniforms need disposing of (approximately 600L) – working with Nicole on possible recycling options as Remote Charity was cost prohibitive Request 6 X 100L storage boxes to replace broken boxes. Anything bigger than 100L capacity is not manageable. Donation to JS teachers for spares in classrooms given they lost their spares through the mould <table border="1"> <tr> <td>Action callouts</td> <td><i>Nil</i></td> </tr> <tr> <td>Request / Motion</td> <td><i>Ratify Kate Funnell's appointment as the 2nd Hand Uniform Coordinator</i> Motioned- BLN Second – KJ All in favour</td> </tr> <tr> <td>Request / Motion</td> <td><i>Approval for 6 x 100L storage tubs at approx. \$30 each (requesting approval for \$200)</i> Motioned- BLN Second – NS All in favour</td> </tr> <tr> <td>Request / Motion</td> <td><i>Donation of an assortment of uniforms for PP-2 teachers/Dee as spares</i> Motions- BLN Second – KS All in favour</td> </tr> </table>	Action callouts	<i>Nil</i>	Request / Motion	<i>Ratify Kate Funnell's appointment as the 2nd Hand Uniform Coordinator</i> Motioned- BLN Second – KJ All in favour	Request / Motion	<i>Approval for 6 x 100L storage tubs at approx. \$30 each (requesting approval for \$200)</i> Motioned- BLN Second – NS All in favour	Request / Motion	<i>Donation of an assortment of uniforms for PP-2 teachers/Dee as spares</i> Motions- BLN Second – KS All in favour	Kate
Action callouts	<i>Nil</i>									
Request / Motion	<i>Ratify Kate Funnell's appointment as the 2nd Hand Uniform Coordinator</i> Motioned- BLN Second – KJ All in favour									
Request / Motion	<i>Approval for 6 x 100L storage tubs at approx. \$30 each (requesting approval for \$200)</i> Motioned- BLN Second – NS All in favour									
Request / Motion	<i>Donation of an assortment of uniforms for PP-2 teachers/Dee as spares</i> Motions- BLN Second – KS All in favour									
6.7	Mother's Day Stall – 7th & 9th May <ul style="list-style-type: none"> Current Working Group: Lynelle Woodrow, Bobby-Lee Norton Parent Volunteers: approximately 5 so far who are willing to support as soon as is needed. Current status: "research mode" - At this point we're researching documents and information from previous MDS's. Immediate Goals: <ul style="list-style-type: none"> to ascertain past popular products; to determine quantities needed; To determine which product lines for Flexischools and which for 'spontaneous' purchases. To source/order products as soon as possible, taking into account 	LW								

	<p>return policies (so we can return left over stock.</p> <ul style="list-style-type: none"> ○ To ascertain any 'student products' available to us. ● Marianne securing appropriate venue Likely Innovation precinct – Hub 11– should be able to leave stall up for the 3 days required. Drop sheets may be required. ● Student proposal to include young entrepreneur merchandise for sale at the stall – pending outcome of this meeting, will need to identify potential merchandise and how best to incorporate it into the stall <table border="1" data-bbox="215 495 1214 719"> <tr> <td data-bbox="215 495 486 562">Action callouts</td> <td data-bbox="486 495 1214 562"><i>Coordinator support and volunteers call out to form Working Group</i></td> </tr> <tr> <td data-bbox="215 562 486 719">Request / Motion</td> <td data-bbox="486 562 1214 719"> <i>Ratify Lynnelle Woodrow's appointment as the Mother's Day Stall Coordinator</i> <i>Motioned BLN</i> <i>Seconded NS</i> <i>All in favour</i> </td> </tr> </table>	Action callouts	<i>Coordinator support and volunteers call out to form Working Group</i>	Request / Motion	<i>Ratify Lynnelle Woodrow's appointment as the Mother's Day Stall Coordinator</i> <i>Motioned BLN</i> <i>Seconded NS</i> <i>All in favour</i>	
Action callouts	<i>Coordinator support and volunteers call out to form Working Group</i>					
Request / Motion	<i>Ratify Lynnelle Woodrow's appointment as the Mother's Day Stall Coordinator</i> <i>Motioned BLN</i> <i>Seconded NS</i> <i>All in favour</i>					
6.8	Athletics Carnival Canteen – 5 th June	TBD				
7.0	Meeting Closed - 8:00 by BLN					
7.1	Next Meeting 6pm 30 th April 2024 – PLC Room, Innovation Precinct.					