



PSSG General Meeting  
MINUTES OF MEETING  
6:00 PM Thursday, 17 August 2023  
HPE Staffroom

1. Meeting Open

Meeting Opened By Nathan Percy at 6:06 PM

2. Attendance & Apologies

**Attended**

Keith Shaw  
Monica Melgar  
Nathan Percy  
Nicole Crouch  
Rachel Redpath

**Apologies**

Anita Filippini  
Jodi P&C Bus Ops Manager  
Shelley Nelson  
Tracey Wilson

Other Attendees - Stuart Sprott

Attachments

[2023 P&C Membership Application Renewal.pdf](#)

3. Confirmation of the minutes of the previous general meeting

Motions

230817-001 The minutes of the meeting held on 14 Feb 2023 were a true and accurate record.

**Status:** Carried    **Mover:** Nathan Percy    **Seconder:** Keith Shaw

Attachments

[2023-02-14 Minutes - PSSG General Meeting](#)

4. Business arising from the minutes of the previous general meeting

Action Items

220315-003 Plan for getting professional/coaching/player development assistance program into the school.

HPE Department to provide priorities for coaching and how support from the PSSG can be utilised.

PSSG has agreed to provide a \$3,000 donation to support coaching resources at the school.

Neil to confirm arrangements with School Business Manager.

14/02/23 Update to action item 220315-003: Neil confirmed he needs to follow up with school business manager regarding donation from PSSG to fund professional coaching services for Ferny Grove sports teams.

17/8/23 Update to action item 220315-003: Stuart will review with BM and Neil to see where things stand. HPE Dept is looking to source resources through other providers. Need to consider other budgets available - FAST, etc. Also consider rules/regulations regarding the use of donation funds vs grant funds. Funds are allocated from previous years budget. Allocated to Sturat Spratt - not a current 2023 P&C member

**Due Date:** Thursday, 7 September 2023    **Assigned To:** Neil Popplewell

#### 230214-001 PSSG 2023 Budget

Treasurer to send approved Budget to P&C Business Manager  
Confirmed via email 15.08 that budget was received.

**Due Date:** Thursday, 16 March 2023    **Assigned To:** Keith Shaw    **Completed:** Tuesday, 15 August 2023

#### 230214-002 FAST Jersey Presentation

Neil to follow up with Grace event details and whether there is an opportunity for the PSSG to do a BBQ fundraiser.

**Due Date:** Thursday, 16 March 2023    **Assigned To:** Neil Popplewell    **Completed:** Thursday, 23 March 2023

## 5. Correspondence - inward and outward

### Attachments

[Event Involvement at School - Alcohol Sales docx.pdf](#)

[AP0568\\_Amendment to QLD Liquor Services Act \(009\).pdf](#)

## 6. Business arising from the correspondence

Noted that processes are as they have been in the past. P&C Bus Ops arranges temporary liquor licence for events.

P&C Bus Ops has highlighted:

*Furthermore, in respect to the incorporation of Alcohol, although a community liquor permit may not be required, the following restrictions do apply to exempt events:*

- *Liquor **must be sold by an adult**, in an open container and for consumption at the event;*
- *The P&C Association must ensure the sale of liquor does not create an unsafe environment at the event.*
- *Liquor must not be sold or supplied in a way that encourages rapid or excessive consumption.*
- *Liquor must not be sold or supplied to minors or patrons who are unduly intoxicated or disorderly.*

The P&C are to adhere with the Responsible Service of Alcohol and have these arrangements in place at the event.

## 7. Treasurer's report and financial statement

### 7.1 Accept Feb-July23 financials

Feb-23 \$ 16,342.32    Mar-23 \$ 16,342.32    Apr-23 \$ 15,590.82    May-23 \$ 15,590.82    Jun-23 \$ 15,590.82    Jul-23 \$ 15,590.82

Payment to FGSHS Canteen for catering for FAST Jersey Presentation \$ 541.50

Payment to FGSHS Canteen for ice blocks for Snr Cross Country \$ 210.00

7.2 Rebel Rewards - points balance @ 31/05/23 was \$1,470.92 - all funds to be spent by 30th June 2023 as advised by Rebel Sports - purchases completed 17/6/23 \$1,470.04 - no updates to program at this stage.

List of items purchased available from HPE Dept. Jerseys purchased for use in upcoming raffles.

7.3 Athletes Foot Vouchers - \$320.00 currently with expiry dates of 31/12/23 (6 x \$50 & 1 x \$20 vouchers available)

#### Attachments

[PSSG Treasurer Report Feb23.pdf](#)

[Rebel Statement 280223.pdf](#)

[Rebel Statement 310323.pdf](#)

[PSSG Treasurer Report Mar23.pdf](#)

[Rebel Statement 300423.pdf](#)

[PSSG Treasurer Report April23.pdf](#)

[Rebel Statement 310523.pdf](#)

[PSSG Treasurer Report May23.pdf](#)

[Rebel Statement 300623.pdf](#)

[PSSG Treasurer Report June23.pdf](#)

[Rebel Statement 310723.pdf](#)

[PSSG Treasurer Report July23.pdf](#)

#### Motions

230817-002 Approve financial reports as presented for Feb to July 2023

**Status:** Carried    **Mover:** Keith Shaw    **Seconder:** Rachel Redpath

## 8. Sports Department report

*Report by Acting HOD - Stuart Sprott*

**Sports Carnival** - good participation compared to recent years (which were held offsite).

**Districts** - won many awards, including overall school. 5 age champions. Our attendance was higher than other schools. No longer a national team selected, Met North is the highest level through schools. Higher levels managed through clubs.

**Oval Condition** - ongoing issue with surface condition. Issue has been raised with QBuild. Looking to repair at the end of the year. 12 week process.

**Rugby League** - Opens team made the final of the SEQ Cup. Furthest a FGSHS team has made it. Friday Night Lights comp has been a success so far. Year 7 & 8 have a good turn out. Years 9 & 10 has seen a drop in commitment.

Outside coaches have volunteered their time to work with the teams. This has helped to expand the schools

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connections in the community.

**Other Events** - recent success in Futsal, Cricket, Rugby League.

**Upcoming Events** - All Schools in Week 1 of Term 4

**Grace Griffin** - Grace recently debuted for the Brisbane Broncos. Her connections from this are providing opportunities for HPE Dept & FAST. Vald Tech / Nordbord. Timing gates that can be leased/paid off over 5 years. Can be used by FAST and at Sport Carnival. Demo next week.

## 9. General Business

### 9.1 Sports Awards - 13th October 2023

#### Notes from 2022 Chairperson -

We discussed the awards last year and it was decided that the PSSG's role would be to support the fundraising activities for the awards and leave the organisation of the invites, program, trophies, catering etc... to the school.

In essence the **ticket sales should cover the cost of the catering**, which can be ordered through the school canteen. Tickets are sold through the P&C Flexischools account. I have attached the final expenses and the catering from last year.

The PSSG will be responsible for fundraising activities, including the bar/drinks and any snacks that may be sold. Last year it was suggested to have packets of chips or the like also for sale. The other thing that I would look at is sponsors and whether we can organise some additional award sponsors. Mark Furner has kindly sponsored the Sports Leader award each year so I would hit him up again.

Other sponsors we like to recognise are the Good Choice Project, Athlete's Foot and Rebel Sport. I have invited these organisations to come along and present awards etc... and made sure they are properly promoted in the program and during the evening.

In regards to decorations - if the PSSG would like to assist with this, we order the balloons and a helium tank from Packaging Direct, who are located at Stafford or Spotlight. The school P&C has an account and receives a discount with Packaging Direct but it still may be cheaper to go to Spotlight.

P&C Bus Ops has a box of items left over from last year, which includes balloon weights, the stands for the counters for pricing etc. The P&C also have black table cloths that can be used for the tables.

#### Notes from meeting -

Invitations need to go out as soon as possible. Aiming for Week 10. Date claimer on Facebook & in Newsletter asap. Invitations being managed by HPE Dept.

PowerPoint presentation is prepared by school. Trophies to be managed by school. HPE Dept covering costs.

Venue Booking confirmed.

**Ticket Pricing** - keep previous pricing of \$10 per adult, \$5 per student, award recipients - free. See action item.

**Food** - platters as previously done. Agreed that number of platters needs to match number of tables. Better to over cater. 50 platters/tables was agreed. Advertise that food is "light refreshments". Bar to sell chip as additional option. Request two boxes from canteen. Left over stock will be purchased back by canteen.

Sponsors - refer action items. Contact local politicians - Mark Furner has previously sponsored Sports Leader award.  
Review Athletes Foot & Good Choice Project involvement (Stuart).

**Raffle** - Rachel, Keith & Nathan to contact local business re donations. Last year major prize was signed, framed Titans jersey. This year looking to use Matilda's jersey purchased with Rebel funds. No signatures or framing - save on financial and time commitment, allow winner to wear item. Look to present in display box. State of Origin jersey was purchased from Rebel funds but will be held for future use. Look to have signed and use for early 2024 fundraising. Raffle sales through Flexischools. Same pricing as 2022. Look to have raffle prep finalised by end of August and start advertising as early as possible.

**Decorations** - PSSG to check with Jodi regarding what items are left from last year. Repeat decorations that were done last year.

**Budget/Expenses** - \$3500. Catering costs to be confirmed with P&C Bus Ops. BWS beer order \$500? Independent bottle shop for wine purchase? Review buy back options. Look at wine donations.

**Guest Speaker** - HPE Dept is reviewing possible options from community connections. Nathan has other options if needed.

**Other** - Locate bar & raffle drum

## 9.2 Colour Fun Run - 29th November 2023

Date / event to be reviewed. Repairs to oval may impact. Stuart to review with principal. Discuss at Sept / Oct meetings.

## 9.2 Meeting dates for the rest of 2023

- Thursday 7 September - 6pm
- Thursday 19 October - 6pm

Possible meeting in November - to be confirmed closer to the time.

### Action Items

#### 230817-001 Ticketing on Flexischools

Confirm with P&C Bus Ops if Flexischools allows for \$0 ticket  
Confirm when ticket sales can open

**Due Date:** Thursday, 7 September 2023    **Assigned To:** Nathan Percy

#### 230817-002 Contact local politicians

Discuss sponsorship of awards  
Mark Furner, Steve Toomey, Elizabeth Watson-Brown

**Due Date:** Thursday, 7 September 2023    **Assigned To:** Nathan Percy

#### 230817-003 Community partner involvement

Check previous involvement in sport awards, options for this year  
- Athletes Foot, Good Choice Project - Stuart to check

**Due Date:** Thursday, 7 September 2023 **Assigned To:** Neil Popplewell

[230817-004 Contact local businesses re raffle donations](#)

CrossFit Verge (Rachel)  
Lift Arana Hills (Rachel)  
Grove Sports (Nathan)  
Keperra Golf (Nathan)  
Mountain Biker (Keith)  
Andersons Football Academy (Keith)

**Due Date:** Thursday, 31 August 2023 **Assigned To:** Keith Shaw, Nathan Percy, Rachel Redpath

[230817-005 Display box for raffle prize](#)

Source display box for Matilda's jersey

**Due Date:** Thursday, 7 September 2023 **Assigned To:** Keith Shaw

[230817-006 Decorations from 2022](#)

Confirm what decorations are being stored with P&C from last year

**Due Date:** Thursday, 7 September 2023 **Assigned To:** Nicole Crouch

[230817-007 Raffle drum & bar](#)

Confirm with P&C if raffle drum & bar can be used for Award Night

**Due Date:** Thursday, 7 September 2023 **Assigned To:** Nicole Crouch

## 10. Applications for membership

## 11. Meeting Close

Meeting closed at 7:31 PM

### Next Meeting

#### PSSG General Meeting

6:00 PM, Monday, 30 October 2023

HPE Staffroom



## Actions Summary

#	Title	Assigned To	Due Date	Completed
220315-003	Plan for getting professional/coaching/player development assistance program into the school.	Neil Popplewell	Thursday, 7 September 2023	
230214-001	PSSG 2023 Budget	Keith Shaw	Thursday, 16 March 2023	Tuesday, 15 August 2023
230214-002	FAST Jersey Presentation	Neil Popplewell	Thursday, 16 March 2023	Thursday, 23 March 2023
230817-001	Ticketing on Flexischools	Nathan Percy	Thursday, 7 September 2023	
230817-002	Contact local politicians	Nathan Percy	Thursday, 7 September 2023	

#	Title	Assigned To	Due Date	Completed
230817-003	Community partner involvement	Neil Popplewell	Thursday, 7 September 2023	
230817-004	Contact local businesses re raffle donations	Keith Shaw, Nathan Percy, Rachel Redpath	Thursday, 31 August 2023	
230817-005	Display box for raffle prize	Keith Shaw	Thursday, 7 September 2023	
230817-006	Decorations from 2022	Nicole Crouch	Thursday, 7 September 2023	
230817-007	Raffle drum & bar	Nicole Crouch	Thursday, 7 September 2023	

### Motions Summary

#	Title	Mover	Second	Status
230817-001	The minutes of the meeting held on 14 Feb 2023 were a true and accurate record.	Nathan Percy	Keith Shaw	Carried
230817-002	Approve financial reports as presented for Feb to July 2023	Keith Shaw	Rachel Redpath	Carried