



PSSG General Meeting
MINUTES OF MEETING
6:00 PM Monday, 30 October 2023
HPE Staffroom

1. Meeting Open

Meeting Opened By Nathan Percy at 6:00 PM

2. Attendance & Apologies

Attended

Anita Filippini
Keith Shaw
Mari Low
Nathan Percy
Nicole Crouch
Rachel Redpath
Shelley Nelson

Apologies

Jodi P&C Bus Ops Manager
Monica Melgar
Tracey Wilson

Staff: Abbey Medland & Susanna Derwin

Nathan via phone

Attachments

[2024 P&C Membership Application Renewal.pdf](#)

3. Confirmation of the minutes of the previous general meeting

Motions

231030-001 The minutes of the meeting held on 17 Aug 2023 were a true and accurate record.

Status: Carried **Mover:** Nicole Crouch **Seconder:** Keith Shaw

Attachments

[2023-08-17 Minutes - PSSG General Meeting](#)

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

Sports Awards - Tuesday 14th November 2023

Alcohol: Confirm with P&C Bus Ops Manager what supplies were used last year. Additional purchases at BWS on the night of the event but had leftover supplies at end of evening. Limit beer purchases to two popular choices from last year. One light & one heavy. Less red wine needed, more white.

Is there a possibility to use leftover supplies from other committees? MSG. Check with P&C Bus Ops Manager

Raffle Tickets:

Previous years there has been more time to organise ticket sales via Flexischools. Tickets were printed via online company with a couple of days turnaround. Approx \$130. MSG has their raffle tickets printed by local politicians. More work involved in preparation of tickets.

Sold roughly \$700 via Flexischools last year. Thought to be mainly families who were purchasing their attendance tickets.

Decision made to sell raffle tickets on the night only. At the door & walking around to tables. Requested student assistance for tickets sales to tables. Need to confirm how many iPads/Squares are available for event.

Keith sorting raffle prizes.

Student Awards/Prizes

List of Awards & current Rebel supplies (provided by Susanna 25.10) attached.

Rachel to check with Dominos re possibility of providing vouchers to use as awards.

Need to confirm balance of Athletes Foot account and how many vouchers are being held.

Due to Rebel cancelling the Giveback program, PSSG is limited in prizes it can supply for event.

Decision made to issue certificates only for smaller awards & focus on prizes for bigger awards.

\$250.00 bursary received from Mark Furner MP to be used to purchase additional Athlete's Foot vouchers for awards.

Need to contact Steve Toomey's office again to discuss donation for bigger award.

Catering/Set up:

Catering request has been sent to canteen - 35 to 50 platters. Numbers to be confirmed by 9th November. \$40 per platter.

Keith has compiled a list of tasks for PSSG group & for BOM. Will complete and forward to relevant parties as soon as possible.

Issues last year with extra tables being added during set up. Not enough platters to distribute to every table.

Noted that tables fit 6-8 people, not 10.

Table set up this year will match number of platters ordered.

Recommended that all items be ordered through the canteen/Megan. Napkins, etc.

Volunteer sheet to be created and distributed as soon as possible. School will manage set up of tables early afternoon.

Set up will match Senior Awards.

PSSG will add decorations. Balloons, items colour themed to school. P&C supplier account available for use.

Login for volunteer sheet available through P&C Bus Ops

Shelley forwarding template emails for placing orders through the canteen.

Need to order chips to sell at the bar during the event.

Other:

PE staff working to secure two guest speakers for event.

Shannon has been asked to arrange for a student to play music via playlist during awards. Looking to fill the long moments of silence during presentations.

Mark Furner MP has been invited as VIP. Need to invite rep from Athlete's Foot. Abbey will look to invite Good Choice Project.

Steve Toomey will be unavailable.

Colour Fun Run - Wednesday 29th November 2023

School has given all clear to run event. Delays in the repair work to oval.

Keith ordering powder. Some leftover supplies but will order the same as last year.

Years 7 to 9 participating.

Shelley to visit local fire station to discuss fire truck for event.

Payments via Flexischools - same as last year.

PSSG will supply and hand out iceblocks. To be ordered through canteen.

Volunteers will be needed.

Jackie Shiel / Defence likely to help out with event. Susanna to make contact.

[Attachments](#)

[Rebel Items.docx](#)

[Summary of Trophies for Sports Awards 2023.docx](#)

[Sports Awards Catering Quote.docx](#)

[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

30/10/23 - ongoing discussion between school leadership & PE staff. Looking to have two qualified league coaches in 2024.

Also looking to build on relationship with West Arana.

Improving the gym space is a priority. The current space does not accommodate the number of students required. Low ceiling height also an issue.

Due Date: Monday, 20 November 2023 **Assigned To:** Neil Popplewell

[230817-001 Ticketing on Flexischools](#)

Confirm with P&C Bus Ops if Flexischools allows for \$0 ticket

Confirm when ticket sales can open

Not selling raffle tickets via Flexi this year

Due Date: Thursday, 7 September 2023 **Assigned To:** Nathan Percy **Completed:** Tuesday, 17 October 2023

[230817-002 Contact local politicians](#)

Discuss sponsorship of awards

Mark Furner, Steve Toomey, Elizabeth Watson-Brown

Contact Steve Toomey to discuss donation of prize for bigger award

Due Date: Thursday, 7 September 2023 **Assigned To:** Nathan Percy **Completed:** Monday, 30 October 2023

[230817-003 Community partner involvement](#)

Check previous involvement in sport awards, options for this year

- Athletes Foot, Good Choice Project - Stuart to check

Abbey will look to contact Good Choice Project - 30/10

Due Date: Thursday, 7 September 2023 **Assigned To:** Neil Popplewell **Completed:** Monday, 30 October 2023

[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 **Completed:** Wednesday, 1 November 2023

[230817-005 Raffle prizes](#)

Source display box for Matilda's jersey?

Keith reviewing & coordinating raffle prizes.

Due Date: Thursday, 7 September 2023 **Assigned To:** Keith Shaw **Completed:** Monday, 30 October 2023

[230817-006 Decorations from 2022](#)

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

Box of items being stored with P&C Bus Ops.

Photo attached with details of contents.

Due Date: Thursday, 7 September 2023 **Assigned To:** Nicole Crouch **Completed:** Monday, 30 October 2023

[Attachments](#)

[PSSG Leftover supplies from 2022 events.jpg](#)

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

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

No drum owned. Rachel to bring in tub used at last years event.

P&C Bus Ops will arrange for bar to be moved to SPC closer to the date.

Due Date: Thursday, 7 September 2023 **Assigned To:** Nicole Crouch **Completed:** Monday, 30 October 2023

[231030-001 Sports Awards items to check with P&C Bus Ops Manager](#)

Is there a possibility to use leftover supplies from other committees?

How many iPads/Squares will we have access to?

Check balance of Athletes Foot vouchers. Confirm number of vouchers held.

Arrange to purchase more vouchers using bursary from Mark Furner MP

Due Date: Sunday, 5 November 2023 **Assigned To:** Nathan Percy

5. Correspondence - inward and outward

?? Nathan has correspondence from Mark Furner to add here ??

6. Business arising from the correspondence

Discussed in Sports Award above.

7. Treasurer's report and financial statement

No changes in Aug or Sept.

Closing balance \$15,590.82

Noted that the group will request that funds be held over with PSSG for 2024 to use towards future goals. Motion at last PSSG meeting for 2023.

Attachments

[Rebel Statement 310823.pdf](#)

[Rebel Statement 300923.pdf](#)

[PSSG Treasurer Report Aug23.pdf](#)

[PSSG Treasurer Report Sept23.pdf](#)

Motions

231030-002 Approve financial reports as presented for Aug & Sept 2023

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

8. Sports Department report

Nothing to note outside of items discussed during the meeting other than there is no update on Neil Popplewell's return in 2024.

9. General Business

Next PSSG meeting date - last one for 2023

Final meeting for 2023 will be held on Monday 20th November. It was noted that volunteers will be heavily committed to PSSG events during this time but a meeting is needed to complete P&C requirements.

FAST Awards

23rd November. Grace has sent invitations. She will collate RSVPs and catering requirements.

PSSG will run the BBQ. This has been included in the 2023 budget. Note that figure in budget was increased due to overspending in 2022.

Abbey to see if Good Choice Project can be involved. Opportunity to build on connection.

Volunteer sheet will need to be created.

Ordering of supplies through canteen.

Arana Touch - Wednesday Night FAST teams

Questions was raised regarding who the coaches were for the teams. Abbey confirmed that Grace was generally there but occasionally can't attend due to other commitments. Jodie Clarke had also attended (in replacement for Stuart) but was away sick last week.

Coaching is under review for 2024 with the hope to include the some of the teachers who were new/first year in 2023.

Abbey to check if parents may be able to help, rather than leaving teams to manage themselves.

10. Applications for membership

11. Meeting Close

Meeting closed at 7.31pm

Meeting closed at 7:31 PM

Next Meeting

PSSG General Meeting

6:00 PM, Monday, 20 November 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 Poppiewell	Monday, 20 November 2023	
230817-001	Ticketing on Flexischools	Nathan Percy	Thursday, 7 September 2023	Tuesday, 17 October 2023
230817-002	Contact local politicians	Nathan Percy	Thursday, 7 September 2023	Monday, 30 October 2023
230817-003	Community partner involvement	Neil Poppiewell	Thursday, 7 September 2023	Monday, 30 October 2023
230817-004	Contact local businesses re raffle donations	Keith Shaw, Nathan Percy, Rachel Redpath	Thursday, 31 August 2023	Wednesday, 1 November 2023
230817-005	Raffle prizes	Keith Shaw	Thursday, 7 September 2023	Monday, 30 October 2023
230817-006	Decorations from 2022	Nicole Crouch	Thursday, 7 September 2023	Monday, 30 October 2023
230817-007	Raffle drum & bar	Nicole Crouch	Thursday, 7 September 2023	Monday, 30 October 2023
231030-001	Sports Awards items to check with P&C Bus Ops Manager	Nathan Percy	Sunday, 5 November 2023	

Motions Summary

#	Title	Mover	Seconder	Status
231030-001	The minutes of the meeting held on 17 Aug 2023 were a true and accurate record.	Nicole Crouch	Keith Shaw	Carried
231030-002	Approve financial reports as presented for Aug & Sept 2023	Keith Shaw	Rachel Redpath	Carried

