



Home and School Committee Meeting

Minutes

Place: Robyn Fountain's

Date: Thursday 4 April 2013

Time: 7:30pm

Chair: Carryn Poki

1 **Present:** Robyn, Carryn, Scott, Gaby, Rachel, Elly, Lucy, Sarah, Jodi, Cheryl, Jo, Lauren and Tanya

2 **Apologies:** Julianna, Renee, Nicky and Leah

3 **Actions from last meeting:**

- *Fundraising cards:* Robyn to locate the cards and see if the junior syndicates could hand them out at the interviews.
- *Drive way:* Tanya to ask whether the management team would like us to pay for another sign for the gate to try to prevent parents using the driveway.
- *Board games:* We have received \$500 from Hutt Mana Charitable Trust for board games. We plan to purchase a few games and keep them so we can replace any games that need replacing throughout the year.
- *Thank you morning tea:* It was suggested that we do another thank you morning tea. Cheryl and Jo will organise it sometime in Term 2. It was suggested that we put the date on the "parents" facebook page for assistance with baking.

4 **Welcome** – Carryn welcomed Jo and Scott to their first Committee meeting.

5 **Treasurers Report**

- Monies raised so far from the triathlon was \$17,000 (approx.)
- Account balance \$38,290.95. In this amount we have earmarked \$500 for games, \$500 for trees, \$35,000 approx for playground.
- It was suggested that we keep a buffer of between \$1,500 - \$3,000 in the account
- At the end of February we paid \$12,800 towards the matting for the playground
- The playground is estimated to cost around \$90,000. The board has committed to assist with some funding.
- Senior camp will be happening in term 4. Tanya asked whether H&S would consider paying for 8-10 children at \$80 per head. It was agreed to fund this.

6 **Bike track**

- Scott brought the Committee up to date with where we were at in regard to a bike track. He advised that the Board/Principle were behind this.
- There are only 8-9 school bike tracks around New Zealand and ours would be the first in the Wellington region.
- The track would be approximately 400 meters long and go around the outside of the sports field.
- The idea is that we have brand new bikes (30 small, 30 medium and 30 large) with appropriate helmets.

- Sarah to send the Committee a link to the presentation by the Bike on Trust Charitable Trust.
- Gaby asked that we officially thank Scott for taking on this role.
- If anyone want any further information please contact Scott or Sarah.

7 **Term based fundraising for 2013**

- *Movie night* – Jodi and Elli – term 2 late June/Early July (possible prizes Black Rose, Inter Islander and also Supa Cheap Auto if we approach them in July). It was also suggested that this fundraiser is where we could get the money from for the senior camp.
- *Disco*: Carryn and Sarah. Need to review the debriefing notes from last year. Possibility of opening up Te Manawa so that the junior disco attendees can use the toilets close by.
- *Quiz night* – Lucy – term 3. It was suggested that we should give people the option of buying a table. The bowling club was a great venue last time. Maybe consider a different quiz master?
- *Christmas raffle* – Robyn/Cheryl/Rachel – term 4
- *Calendars* – Gaby/Jo/Lauren – term 4

Sarah offered to compile a Home and School donation database. Gaby to provide her with the triathlon database and Carryn to provide her with the 2012 donation database. Rachel also to give Sarah any donation information she has.

8 **Ongoing fundraising:**

- *Pak 'n' save* – T1 – Robyn, T2 Leah, T3 Julianna and T4 Jodi – helpers Rachel and Haidee. Robyn to find out what percentage we get from the receipts
- *Cellphones* – Rachel had a contact where we could get old phones from so it was decided to keep this going. Robyn to place a notice in the newsletter.
- *Eazy Swim* Carryn to place another notice in the newsletter. Also to place a flyer in each of the enrolment packs.

9 **2014 Triathlon**

It was decided that we would do a 2014 triathlon.

10 **Playground**

- There are two companies in New Zealand who design playgrounds. Carl is meeting with someone from Future Landscape next week. Once we have the design from this company we can then go to the Council for building consent. This shouldn't be a problem if we follow the design from Future Landscape as they know what is required to ensure the safety of playgrounds. Carl will know more once he meets with Future Landscape.
- We have received the go ahead from the Ministry of Education.

11 **Tri feedback**

- Run for Y3/Y4 is too big a jump. Maybe a loop back along Toms Road. Slightly altered course. We would need to consider the impact that would have relating to updating the sign – costs.
- Bike Y3 – only two laps
- Radios – walkie talkie handy. Maybe we need to name the last runner
- Mike Laing to draw up map of cones for bikes
- NE run earlier
- Beach looked fantastic – well set up

- Markers on beach for year groups needs to be bigger and more clearer
- Lots of people turned up
- Don't want a teachers race.
- Maybe a parents race?
- Could possibly have a teachers race at the celebration assembly like we did the year previous
- Children from other schools/ previous students race
- Utilise beach more for run leg – although it was noted that other people use the beach and walk their dogs at the other end.
- Review course layout
- Clothing for children – maybe H&S could purchase some bike shorts for some of the kids that had difficulty with clothing that rubbed.
- Boy/Girls set off a minute apart – although this will need to be conveyed to the photographers so they know what to expect
- Safety management:
 - Getting PCC on board
 - Security
 - Bikes stay on Toms Road until the completion of all races
 - Road closure
- Resilience of our children was fab to see:
 - Every child who fell got back up
 - Cheering for others
- Coloured t-shirts really visible - and great for organising photo packs
- Marshalls – awesome
- People outside houses watching – great to see
- Tell Russell Kemp Home what's going on
- Have helmets fitted properly and maybe suggest that they start with their helmets on
- Bike check a week prior to the triathlon
- More rubbish bins – maybe see if Gordie's might come to the party if not the low cost rubbish collectors
- Better markings for crossing Tireti Road
- Safety re Kura Street was great
- Tanya to send a thank you note to the Athletic Club.

12 **Grants**

No grants in the pipeline. The school will be compiling one for the Mana Community Grants Foundation in July.

13 **General Business**

No general business

14 **Next meeting**

Tentatively booked for Tuesday 9 July.

The meeting concluded at 9:25pm.

Action Points:

1. Robyn to locate fundraising cards and distribute to the junior syndicate teachers to hand out at the interviews.
2. *Thank you morning tea:* It was suggested that we do another thank you morning tea. Cheryl and Jo will organise it sometime in Term 2.
3. *Drive way:* Tanya to ask whether the management team would like us to pay for another sign for the gate to try to prevent parents using the driveway.

4. *Bike Track*: Sarah to send link to the presentation by the Bike on Trust Charitable Trust to Committee members
5. *Movie night*: Jodi organising – End June/early July
6. *Disco*: Carry and Sarah. Need to review the debriefing notes from last year. .
7. *Quiz night* – Lucy – term 3
8. *Christmas raffle* – Robyn/Cheryl/Rachel – term 4
9. *Calendars* – Gaby/Jo/Lauren – term 4
10. *Database*: Sarah to compile a Home and School donation database. Gaby to provide her with the triathlon database and Carryn to provide her with the 2012 donation database. Rachel to also send any donation information she has to Sarah.
11. *Pak 'n' save*: Robyn to advise, T2 Leah, T3 Julianna and T4 Jodi – helpers Rachel and Haidee. Robyn to find out what percentage we get from the receipts.
12. *Cellphones* – Rachel to discuss her contact with Robyn. Robyn to place a notice in the newsletter.
13. *Eazy Swim* Carryn to place another notice in the newsletter and to also to arrange to have a flyer placed in our enrolment packs.
14. Tanya to send a thank you note to the Athletic Club.