



Titahi Bay Home and School
6 Kura Street, PORIRUA 5022

Home and School Committee Meeting Minutes

Place: Titahi Bay School Staffroom

Date: Thursday 18th August 2016

Time: 7:30pm

Chair: Michelle Sutton

Present: Michelle Sutton, Liesl Cheyne, Caryn Poki, Toni Martin, Jacinta Hamer, Gaby Wesley-Smith, Leah Jones, Miranda McMahon, Haidee Hemsley and Robyn Fountain

Apologies: Elly Williams, Lauren Jones Rachel Griffiths Jo Marshall, Nicky Edwards, Cheryl Hanrahan and Sarah Campbell

1 Previous Minutes:

"Moved that the previous minutes be accepted as a true and correct record of the previous meeting".

Moved: L Cheyne Seconded: C Poki. Meeting: Agreed.

2 Matter arising from previous minutes:

- Tea Towels – There was a lengthy discussion around the pros and cons of using our buffer for this fundraiser. Jo to send to the Committee members the design and the price per tea towels.
- Minimum amount to be held in H&S bank account. A meeting was held with Michelle, Toni and Cheryl and the accounts were balanced. An updated report was emailed to the committee on the 2nd June requesting approval for funds transfer to the school account and confirming a new buffer of amount \$3,000. *Agreed that a buffer of \$3,000 was appropriate.*

3 Treasurers Report:

Opening Balance as at 27 th May 2016	\$18,257.22
Closing Balance as at 18 th August 2016	\$11,033.46

Total received:	\$ 6,414.52
Total expenses:	\$13,638.28
Money unallocated	\$ 2,923.91 (our buffer)

Cash book is attached as Appendix A.

Bike track fund:

Miranda advised that they had received a grant for 17 new bikes. So asked if the school could spend the bike track money to purchase hooks to store them as well as a pump. *Agreed.* Miranda to purchase the equipment and provide the receipts to H&S for reimbursement.

Plant funds:

Miranda asked if they could use the grant money for plants for plants around the school. *Agreed.* Miranda to purchase the plants and provide the receipts to Rachel.

4 **Grants report:**

The \$2,000 that was received from Hutt Mana Charitable Trust last year have been spent on an Infinity water heater for new development and the accountability report has been completed (thanks Cheryl). The short fall of \$81.09 was funded from general funds.

We were successful in our grant application to Pub Charity for \$5,000 to go towards Kitchen equipment. Miranda to organise the purchasing of the equipment and provide Rachel with the receipts.

Rachel advised that we have submitted a grant application to Hutt Mana Charitable Trust for \$7,000 to go towards the purchase of bathroom equipment for new development.

Rachel advised that she is in the process of compiling an application to Infinity Foundation for the purchase of electrical equipment for the new development.

Resolution:

It was resolved on 18 August 2016 at the committee meeting of the Titahi Bay Home and School Committee that an application be made to Infinity Foundation for the amount of \$10,000 towards the purchase of electrical equipment for the new development.

Moved: R Fountain

Seconded: L Jones

Rachel requested a correction to the resolution recorded in the previous minutes. The new resolution is:

It was resolved by committee email on August 23rd 2016, by the Titahi Bay Home and School Committee that an application be made to the Hutt Mana Charitable Trust for the sum of \$ 5,000 for funding for toilet plumbing supplies for the bathroom facility that will be part of our kitchen and bathroom project.

5 **School update:**

Production:

Miranda advised that the dates for the production have been moved to the beginning of term 4 because the hall won't be ready until then. There will be a junior matinee on the Tuesday with a senior show in the evening. Then the next day, there will be both a junior and senior show in the evening.

Hall reopening:

Gaby advised that the school is organising a special event to celebrate the opening of the kitchen and the hall revamp. Looking around week 8 of term 4. The Board would like to use this event as an opportunity of gathering more feedback from the wider community. Each group that feeds into the school eg: Pacifica will be asked to host a stall at this event. Home and School are invited to join in. The event will be free to all of our family communities.

Agreed that the funds from the production would be set aside for the year 6 pounamu.

Agreed that we move the Christmas raffle up so it could be drawn at the hall opening.

6 **Feedback from term 2 fundraisers:**

a) *Disco*

We raised \$1,889.52 which was fantastic. *Agreed that this money will go towards The balance of the new sand pits with the remainder going into the Environment funds*
Liesl thanked everyone for their help to make the event such a positive experience for our children. Below are a few points that she wanted to highlight:

- Tasks were allocated to everyone but the teachers went with the tasks that they were given last time so there were gaps. Jacinita noted that she had informed the teachers of their tasks but obviously this didn't happen.
- Hot dog stand was well received. Maybe have one for the junior disco to.
- Miranda advised that from a school's perspective there were no incidents which was great.
- There is more assistance needed when setting up the disco.
- We will need more trestle tables
- Only those on the "counting money" task should count money. Miranda advised that next year we will have the new kitchen and there is a room off to the side which could be used for this so would prevent "extra helpers."
- We had to have both doors open to provide air flow which was a bit of a concern.
- Great music
- Great to have parents come along and join in at the senior disco
- Great food – but having to come and go was an additional task. Next year with a kitchen this won't be an issue.

b) Entertainment Books: Gaby

- Raised \$660.00 in total. A very easy fundraiser. 55 books sold to date. Entertainment Publishing will credit all funds raised to the home and school account later in the year.
- *Agreed that the funds from the entertainment books would go toward our School Environment fund and part of the money will be used to purchase new trestle tables.*

7 Term 3 Fundraising:

School Production: As mentioned previously the school production will now be held in Term 4.
Michelle and Jo to come up with a plan for this

Calendars/Dairy/cards: The teachers are already working through the art with their classes. It was reinforced that photos can be used. *Agreed that we would keep the calendars at the same price of \$12.00. But increase the notebooks and cards by \$1.00. Therefore, cards would cost \$16.00 each and cards would cost \$13.00 each*

Money raised from this fund raiser will go towards our School Environment funds

Pak n Sav Receipts - Nicky to continue with this. The Committee wanted to thank Nicky for her continual assistance with this fundraiser.

8 General Business:

Facebook page: It was agreed that we continue with the facebook page as it provides an avenue to advertise home and school events. Leah asked whether we change it to be a public page. *Agreed that this become a public page.*

Contact list: Leah sent out the contact list. Can members please review it before the next meeting. It was also agreed that the children column could be removed. Robyn to action.

Confirmation of signatories and internet banking authorities. Toni has been working very hard to get setup for internet banking and this was a work in progress at the time of the meeting but she has since confirmed she is now authorised to make internet payments.

Committee – succession planning/new recruits: This was discussed at length. We do have a small card in the "welcome" pack but it can get lost with all the other. Being on the Home and School

Committee is a great place to keep in touch with what is happening at the school and meeting new mums/dads of children at the school. It was suggested we put a document together with comments from each of us as to why we joined the Home and School Committee and then this information can be compiled and used in Newsletters and as part of our presentation at the Hall opening event in the 4th Term etc. Everyone to provide an email back to Michelle as a collation point and we can then bring it back to the next meeting.

Triathlon 2017 Committee: Will need to start meeting at the beginning of Term 4.

Acknowledgements and thank you: The Committee thanked Caryn for all her efforts while in the role of Chair for Home and School. *Agreed that we purchase 2 x \$25 vouchers from Peppermill for Lynne and Christine as a thank you.*

Home and School Committee dinner: It was suggested we book our Home and School Committee dinner for 15 September at Peppermill. *Agreed that we would have a dinner on Thursday 15th September.*

Any other business: Robyn advised that it is with regret that she would be stepping down from Home and School Committee but would love to be added to the 'helpers' list. Therefore, there is now a vacancy of Secretary.

Action Points:

- Tea towels – Jo to send to the Committee members the design and the price per tea towels.
- Miranda (School) to purchase the kitchen equipment and provide Rachel with the receipts
- Miranda (School)to purchase plants and provide Rachel with the receipts
- Miranda(School)to purchase the bike hooks and pump and provide H&S with the receipts for reimbursement from the Bike track funds
- Leah to make the facebook page public
- Robyn to remove the children column in the contact list
- Committee members to review the contact list and ensure their details are correct
- Committee members to think about why they joined the home and school committee and provide this information back to Michelle
- Michelle to purchase 2 x \$25 Peppermill vouchers and send to Lynne and Christine
- Michelle to send an invite and make a booking at Peppermill for 15th September.
- Michelle to find someone to source/purchase trestle tables

Next Meeting: 3rd November

Meeting Closed: 9.00pm

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Appendix A

Titahi Bay Home and School								
Cash Book Report for the Committee Meeting held 18th Aug 2016								
For the Period of 27th May to 18th Aug 2016								
Opening Bank balance as at 27th May 2016							\$ 18,257.22	\$ 18,257.22
Grants received							\$ 5,000.00	\$ 5,000.00
Fundraisers							\$ -	
Triathlon	Photos			\$ 5.00		\$ 5.00		
Entertainment Books				\$ 720.00				
	Less Expenses			-\$ 1,200.00		-\$ 480.00		
Disco				\$ 3,711.10				
	Less Expenses			-\$ 1,821.58		\$ 1,889.52		
Total Received							\$ 6,414.52	
Other Outgoings								
Transfers to TBS								
	2015 School lunches	Camp		-\$ 937.00				
	2015 School Disco	Sandpit covers		-\$ 1,732.14				
	2015 Quiz night & 2016 Tri	Kitchen funds		-\$ 3,888.05				
	2016 Tri Funds	Kitchen funds		-\$ 5,000.00		\$ 11,557.19		
	2015 Hutt Mana Trust	Infinity System for kitchen		-\$ 2,081.09		-\$ 2,081.09		
							-\$ 13,638.28	
Closing Bank Balance as at 18th Aug 2016							\$ 11,033.46	\$ 11,033.46
Less upcoming payments /allocations								
Agreed Payment to school	2016 Disco	Balance of sandpit covers				\$ 1,683.36	\$ 1,683.36	
2016 Funds allocation	H&S 2016 Buffer	2015 buffer + reallocation 2015				\$ 3,000.00		
	2015 Hutt Mana Trust (\$2000)	Kitchen appliances				-\$ 81.09		
	2016 Triathlon	Kitchen				\$ 5.00	\$ 2,923.91	
	2016 Pub Charity Grant (kitchen)					\$ 5,000.00		
	2016 Entertainment books	?				\$ 60.00		
	2016 Disco	Environment funds				\$ 206.16		
	2014 Grant	Plants for school				\$ 160.03		
	2014 Funds allocated	Bike track works				\$ 1,000.00	\$ 6,426.19	
							\$ 6,426.19	\$ 11,033.46