

Home & School Committee meeting
Held on Tuesday 4 September 2012 at 7:30pm
At Tanya's home

Present:

Rachel Griffiths, Carryn Poki, Lauren Jones, Nicky Severinsen, Jenni Bedford, Tanya Balfour, Gaby Wesley-Smith, Cheryl Hanrahan, Robyn Fountain, Lucy Hayes Julianna Moore, Sarah Campbell, Renee Perkins, Carl Jones and Melanie Fisher

Apologies:

Leah Jones

1 Previous minutes:

Minutes from the previous meeting were accepted.

2 Matters Arising:

All matters arising were dealt with.

3 Fundraising cards:

Melanie asked the Committee to review the draft business cards. She said there is room for one more line and asked what we would like to place on it. It was suggested that we put somewhere on the front the idea that we would love to have more helpers for events. Melanie mentioned that there was a website that if we use the organisations on the site we get funding. Melanie was going to add this to the card. Melanie will provide another draft to Carryn.

4 Playground feedback:

Carl gave the meeting an update of where things are at with the playground. He showed a plan of where the new playground was going to be situated (behind the new classrooms on the bank).

He talked about the plan of using the area to make a "telly tubby hill". The first stage of which would be to build a retaining wall.

He advised that he is currently applying to the Ministry to see if we can use the land. This would mean that we would not need to apply for resource consent. We will of course need to apply for building consent for the retaining wall.

The way the hill will be constructed will allow add-ons to occur without making it look piece meal.

The playground will cost approximately \$80-90,000. So whatever money the Home and Schools Committee can provide would be greatly appreciated. This was a school project which the home and school supports.

We thanked Carl, Lauren and Nicky and for the work they have done so far. It is extremely exciting to be able to use our land resource to make an adventurous playground.

5 Spare bikes:

Jenni advised that she would not be available to continue with this idea but would still like it to happen. Her aim was to get the bikes in around October, do them up and then pass on to the kids for the end of term 4.

The issue of storage came up. Jenni volunteered her garage if Steve is not able to find a place at school.

Tanya offered to help identify kids that would benefit from having a bike. We would need approximately 20-30 bikes.

6 Board games:

A large number of school children have written to the Home and School Committee thanking us for the board games. It was heart-warming to read them.

The games cost \$1,800 of which \$700 came from the disco.

We normally purchase the games every two years. Carryn suggested that in April we get quotes and apply for funding so we can purchase games and to have them in stock if needed.

7 Disco:

We made \$700.

The junior disco was a hit and no issues arose.

The senior disco went well however there were a couple of intermediate children who came in. Also at the end of the night one child left and went to the gate to meet his mum but his mum had come to the hall to pick him up.

There was a discussion around the fizzy drink/no fizzy drink debate. It was agreed that we would take all the comments on board when organising next year's disco.

Gaby thanked everyone involved in the disco. We had lots of helpers which was fantastic. Also a big thank you to the teachers who came along. H&S would like to thank the teachers by putting on a morning tea on Monday 17 September.

Suggestions for next year's disco:

- At the end we could get all the kids to sit in the middle of the hall and wait until their parents came to collect them.
- The parents come in one door and they leave out the other.
- One door is for entry and exist and the other is for toilet stops
- We need to have a plan for evacuation – something that all volunteers are aware of
- Have a meeting 20 mins prior to the start to discuss how the night will run, who is responsible for what etc
- Name tags for volunteers
- 1:20 ratio
- We should arrange to have access to the contact folder just in case we need to get hold of a parent urgently
- Need to have a first aid kit handy and also know of a couple of volunteers who are have their first aid certificates
- Need to re-evaluate the food/refreshments we have at the disco
- Gaby to provide a check list of what she did so this can be handed on next year.

8 BOT:

The BOT are updating our school's policies. They would like to have a document outlining what our role is, our scope, our fundraising plans etc. It would be good to have this done in Term 4 ready for 2013. It was also suggested that the H&S minutes be available for parents to review.

Another suggestion was that H&S have a @titahibay.school account where parents can provide comment and feedback to us. This would be monitored by either the secretary or treasurer and information passed on to the appropriate person.

Sarah advised that she is the BOT representative on the H&S Committee. Our bank account will come under the school's umbrella. Rachel thought that the school should now be applying to the Mana Community Grants Foundation next year instead of H&S doing the application as it is the education round.

AGM

Kerry would like the H&S to have an AGM this year. It was agreed that this would be held on Thursday 22 November at 7:30pm in the school hall. This could be where we can also ask for volunteers to help out – not necessarily be part of the Committee but to be available at events we organise. We would need to advertise via the newsletter at least 3 weeks prior to the meeting. At the AGM we will need to confirm positions for 2013. They are:

Chairperson:	Carryn
Deputy Chairperson	Lucy
Secretary	Robyn
Treasurer	Sarah
BOT rep:	Sarah
Teacher Rep:	Tanya

9 Treasures' Report:

Currently we have \$28,000 in our bank account. Of this we have tagged \$8,197.50 as grant money (\$1,000 for scooters and \$7,197.50 for playground matting) and \$500 for trees. Which means our available cash is \$20,282.00.

There is also \$1,000 - \$1,300 ear marked for scooters. Rachel to confirm details.

Gaby asked what we did with cash donations to H&S as she has received a donation recently. Jenni advised that the donations can be deposited via the office (Christine). If Gaby gives her the details she will arrange for a receipt.

Jenni advised that she will be unavailable next term and when she returns next year she will be looking at other options of how she can support the school and the community. The Committee thanked her for taking on the finance role and for doing a fine job.

Sarah Campbell has offered to take over the finance role.

10 Fundraising for 2012:

Term 4: Quiz Night. Now moved to term 4. Lucy, Tanya, Sarah and Nicky to meet to allocate out tasks for the rest of the Committee. Renee to talk to the Bowling Club as to whether their club would be a possible venue. Jenni to provide Lucy with her contact at the Inter Islander.

Carryn to canvass members as to whether we wish to pay for the Pounamu's for the year 6 leaving gifts from the funds from the quiz night. Approximately \$1,300.

Term 4: Christmas Raffle – Rachel and Robyn are responsible. Starting to put things in place. Nicky asked Jamie as to whether the children could earn house points for bringing in food items. It was suggested that we have a box for each house in the office and the children place their items in their house colour. Rachel/Robyn would then collect the items every now and then and provide Jamie with the amounts. It was also suggested that we get the house captains to colour a box for their house colour. The close off date for food items is 7/12 with the raffle being drawn on 11/12 at parent's s morning tea.

Term 4: Calendar: Lauren and Leah are responsible. All good.

All year fundraising:

Pak 'n' save receipts:

It was mentioned that sometimes staff at Pak 'n Save put aside receipts and give them to children if they ask. Since Term 4 last year we have received \$930.00.

Old cellphones:

Renee suggested that the Police lost property could possibly be a place to obtain old phones. Lucy to contact them.

Gaby asked if we are also collecting broken phones. Robyn to put something re broken phones in the next notice.

Eziswim:

Carryn to put out flyers at the end of term and place a notice in the newsletter in the last week of the term and the first week of term 4.

11 Grants:

Resolution to the Pub Charity:

It was resolved that a request be made for funding to Pub Charity for the amount of \$5,000 to contribute to the cost of safety matting for our playground upgrade and expansion."

12 Mail:

There was nothing to note.

13 General Business:

Drive way:

A concern was raised about parents using the drive way to drop off their kids. One child almost got knocked over today. If members feel comfortable they could mention this to parents if they see them driving up the drive.

Tanya to put a campaign in place for the classes. She will also talk to Kerry about the possibility of a new sign.

14 Next meeting:

H&S Meeting: AGM – Thursday 22 November 7:30pm in the school hall.

Meeting finished at 10:25pm

Action items from meeting:

- 1 Fundraising cards:** Melanie will provide another draft to Carryn.
- 2 Bikes:** Tanya offered to help identify kids that would benefit from having a bike. Jenni volunteered her garage for storage if Steve unable to store them.
- 3 Board games:** Rachel to get quotes and apply for funding around April next year.
- 4 Disco:** Gaby to compile a check list to be used when planning our next disco incorporating all the items listed.
- 5 Eziswim:** Carryn to put out flyers and notices in the newsletter.
- 6 Thank you morning tea:** *Monday 17 September* was booked to organise a morning tea to say thank you to the teachers for their help at the discos
- 7 AGM:** AGM set for 22 November. Carryn to place a notice in the newsletter 3 weeks prior.
- 8 Donations:** Gaby to provide Jenni with details of the donation she received and Jenni to provide her a receipt to pass on.
- 9 Quiz night:** Lucy, Tanya, Sarah and Nicky to get together to organise a to do list for the quiz night. Renee to talk to the Bowling Club re possible hireage of their hall. Carryn to canvass members re funds from qiz night going towards Pouamu's for the year 6's.
- 10 Christmas raffle:** Rachel/Robyn to organise the notices for the newsletter as well as tickets. Also to contact Jamie to see if he can arrange for the house captains to create boxes for the office. .
- 11 Calendar:** Lauren/Leah to organise.
- 12 Cellphones:** Lucy to contact the Property Officer or Watch Officer at the Porirua Police station to see if they have any cellphones in their lost property that haven't been claimed, which we could have.
- 13 Grants:** Rachel to apply to Pub Charity for a grant. Rachel to confirm details surrounding the funding allocated for scooters.
- 14 Drive way:** Tanya to put a campaign in place for the classes. She will also talk to Kerry about the possibility of a new sign.
- 15 H&S e-mail account:** Sarah/Robyn to organise a @titahibay.school account for H&S.