



Home and School Committee Meeting Minutes

Place: Robyn's place
Date: Thursday 27th March 2014
Time: 7:30pm
Chair: Carryn Poki

1 **Present:** Carryn, Michelle, Gaby, Cheryl, Sarah, Haidee, Nicky, Rachel, Lauren, Elly, Liesl, Jo and Robyn

2 **Apologies:** Renee, Del, Julianna, Mae and Lucy

3 **Actions from last meeting:**

Database: Sarah to compile a Home and School donation database.

Gala: Wasn't discussed. Will be placed on next meetings agenda.

4 **Treasurers report:**

To date we have made just over \$16,000 from the triathlon. There is still the \$500 allocated to purchase trees (not sure if this was spent in December) and we have received \$2,000 from Pub Charity (for netball uniforms and a chainsaw for Steve). This leaves us with a balance of \$4,840.

5 **Triathlon/Container/Bikes**

Wendy has been applying for a few grant foundations to try and fund the container so the Triathlon money could be spent on bikes. However, if this doesn't come about we will purchase the container from the funds and then bikes after that.

Nicky advised that some of the children were wondering why we haven't got the bikes yet – apparently it had been said to them that they thought the money raised at this triathlon would be able to be spent straight away – they wouldn't have to wait like we did for the playground, which they won't it's just the final stuff to sort. Nicky to go back to the teachers to let them know that we need to purchase the container first and then the bikes. All up it will cost around \$24,000 so we have a bit of fundraising to do and we are applying to grants to help that along as the Triathlon funds don't meet the required out going.

6 **Term based fundraising for 2014:**

Term 2:

Movie night: Elly and Lisel will run this. But would like to have a few more helpers. Elly to look at possible movies and then talk to Kerry Delany as to her availability.

Disco: Sarah/Cheryl/Lisel (late term 2 early term 3). Decided to split into 3 separate discos (NE – year 2 from 3:15 to 4, then year 3 - 4 from 4:30 to 5:30pm and finally year 5 - 6 from 6:30pm – 7:30). Nicky to talk to Kerry as to the best timing for the disco.

Term 3:

Quiz night: Lucy is ok to run this again but would like to have a few more helpers especially people who could source prizes.

Term 4:

Christmas raffle: Veli/Rachel and Michelle to run with this.

Calendars/Labels: Lauren, Gaby and Nicky to run with this.

Gaby thought it would be a good idea to put a note in the new entrant pack about the labels and book covers. Robyn to send Gaby the information re book covers. Gaby to arrange for this information to be placed in the packs.

As idea would be to print the “reflection” photo and raffle it off (or auction it off) at one of our fundraiser nights. Robyn to discuss with Carey as to whether he is ok to use his photo in this manner.

7 Other fundraisers:

Gala: Wasn’t discussed. Will table at or next meeting.

Entertainment books: Gaby/Lauren to run with this

Pak ‘n’ save receipts: going well

Cellphone: need to keep them coming

Easy Swim: need to send reminder.

Meadow fresh: Rachel/Michelle to run.

Robyn/Carryn to compile a reminder regarding our Pak ‘n’ Save, cellphones and Easy Swim fundraisers each term on the facebook pages, newsletter etc.

8 Triathlon:

T-shirt donation/cup donation. Credit of \$600 to go towards covering miscellaneous items (eg: plastic bags, photocopying, paper, glue etc). \$400 towards the purchase of photocopying and \$200 to go towards the cost of blank coloured t-shirts for new students. Due to the cost of another print run it was decided to just give new students the blank coloured t-shirt instead of printed ones.

9 Grants:

Wendy ran into an issue with the Hutt Mana Community Trust application so is going to wants to apply to the Infinity Foundation on Monday for funding towards the cost of a bike container. Therefore it was resolved that:

“We would apply to the Infinity Foundation for funding for the amount of \$10,000 towards the purchase of a shipping container that will be used to store class sets of bikes to be used on our school bike track.”

Rachel was asked to make an application to purchase more board games. Therefore it was resolved that:

“We would apply to the Endeavour Community Trust for funding to the amount of \$2,000 to purchase class sets of board games for our school.”

10 General Business:

Cheryl asked it if was ok for her to purchase a large memory stick to enable her to transfer and storage of the financials from Sarah’s computer onto hers. Agreed.

H&S Eftpos option: Haidee asked whether it would be possible to have an option at the school Eftpos machine to pay for H&S fundraising eg: press 2 for H&S. Nicky to discuss with Kerry. If ok Haidee to investigate the possibility of this.

Rules:

For a year we have discussed the need for a set of rules for H&S even though we have followed the Incorporate Societies website as our guide this has not been written up officially. It has become apparent that we probably need to have a set of rules surrounding the operations of the Home and School Committee. Robyn and Sarah have been working on this and plan to have a draft set of rules out for discussion at the next meeting.

Sarah briefly went through the 'standard' rules that were on the Incorporate Societies website. There were a few sections that needed discussion:

Managing Committee: We decided that due to the nature of our committee there is no need to have a managing committee. This is only required when the Committee is a lot larger than ours.

Cessation of Committee membership: There was a discussion around the requirement of Active committee members to attend a certain number of meetings a year. We have between 4-6 meetings a year and the majority of the time the dates are set well in advance. A suggestion was that maybe members need to attend at least 2 meetings a year (AGM-AGM). Only Active members have a vote.

Nomination of Committee members: We currently have 18 committee members. It was decided that 230 would be our maximum and any new members would be added at the AGM. However could be co-opted on if there was a free space.

Types of members: Active and helpers.

Assurance on the financial statements: It was decided that we wouldn't need to have our financials audited but keep in section 20.3 to allow us to change this if it would benefit our purpose eg: grant applications or a committee member requests them to be audited.

Quorum: It was decided that a quorum would be 60%.

Baking Raffle:

We drew the triathlon baking raffle. Won by Shelley Chenye (D heart 9). – Carryn to contact Rachel and Shelley.

11 **Next meeting:** Tuesday 6 May 7:30pm venue to be advised.

Get together – Thursday 19 June 6:30 at Little India. Jo to organise.

The meeting concluded at 9:30pm

Action Points:

1. *Database:* Sarah to compile a Home and School donation database.
2. Nicky to go back to the teachers to let them know that we need to purchase the container first and then the bikes and explain the reasons behind this.

Movie night – term 2

3. Elly and Lisel will run this.
4. Elly to look at possible movies and then talk to Kerry Delany as to her availability.

Disco – end of term 2 early term 3:

5. Sarah/Cheryl/Lisel (late term 2 early term 3).
6. Nicky to talk to Kerry as to the best timing for the disco.

Quiz night:

7. Lucy is ok to run this again

Christmas raffle:

8. Veli/Rachel and Michelle to run with this.

Calendars/Labels:

9. Lauren, Gaby and Nicky to run with this.
10. Gaby to place note into NE packs re labels and book covers.
11. Robyn to send Gaby the information re book covers.
12. Robyn to discuss with Carey as to whether he is ok to use his photo for a raffle

Entertainment books:

13. Gaby/Lauren to run with this

Meadow fresh:

14. Rachel/Michelle to run.
15. Robyn/Carryn to compile a reminder regarding Pak 'n' save, cellphones and Easy Swim fundraisers each term on the facebook page, newsletter etc.
16. Rachel to apply to Endeavour Community Trust for funds towards the purchase of more board games
17. Cheryl to purchase a large memory stick

H&S Eftpos option:

18. Nicky to discuss with Kerry the possibility of having a H&S option of the school Eftpos machine
19. If Kerry is ok with this Haidee to investigate the possibility of this.

Baking Raffle:

20. Carryn to contact Rachel and Shelley.
21. Sarah and Robyn to compile a draft set of rules for the next committee meeting
22. Jo to organise a get together in June