



Baverstock Oaks School
Minutes for FAB Meeting
14th March, 2018 at 7.00pm

Present: Mary Wilson, Genee Crowley, Alli Hamilton, Andrew Flannagan, Kylie Lipscombe, Vanessa Walters, Christine Reed, Esther Yap, Mel Russ, Mia Hellesoe, Paul Martin, Mel Hurst, Esther Yap, Tas Lambert, Claire Ma, Chris King, Nicki Besley, Mel Russ, Karen Qiao

Apologies:, Wayne Jones, Daisy Zuo, Ohiro Motoko, Sharlene Korewha

Meeting Opened: 7:00pm

MINUTES

1.	<p>Principals Report – Mary</p> <p>Busy time of the year – record number of enrolments. Roll is 22 larger than 2017. When the new subdivision is finished, it may mean even more students Week 7 this week Extension – ongoing frustration with Ministry of Education (MOE). Need permission from MOE even though there is enough money in the bank.</p> <p>From a FAB perspective, there are options for fundraising targets. Previously money gone towards the school which primarily went towards the building extension. Opportunity for 2018 to work towards other projects.</p> <p>Genee Crowley announced as new principal – very exciting! Congratulations Genee. Board put a lot of time and energy into process of recruitment and it will mean a somewhat seamless transition.</p> <p>Welcome to Kylie as chair of FAB and the FAB helpers.</p> <p>Paul attended the new parents afternoon tea to discuss FAB. As a direct result we welcomed two need parents attending the meeting. Well done.</p> <p>**Note FAB presented a cake to Genee– thank you Mel R for baking an amazing cake</p>
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2.	<p>Secretary Abacus Fundraising - Christine had emailed with feedback of their processes for online ordering of calendars. Their salesperson replied, noting our feedback and advising they have now developed some of the advertising information that we had suggested. Also advised only 2-3 schools complete calendars like the way we do. Appreciated our feedback.</p> <p>Other correspondence relates to statements, remittance advice and advertising. Refer to Appendix 1.</p>
3.	<p>General Business</p>
	<p>Teacher Dinner (Tues 20th) – with Parent/Teacher interviews Menu has been forwarded to FAB contact list for people to place names against food items. Also require some people for set up.</p> <p>Vanessa is able to help set up along with Tas. Set up is from around 4.15 pm on Tuesday.</p>
	<p>Sausage Sizzle - Kylie Wacky Tacky Dress up theme 27th March FB advertising and notices have gone out Prizes have been sorted – student prizes for wacky dress up It would be helpful to have someone to go to assembly prior on the Friday prior to Sausage Sizzle (23rd March) - Kylie and Paul have agreed to attend</p>
	<p>Action</p> <ul style="list-style-type: none"> • Kylie and Paul to attend Assembly (dressed in Wacky Tacky) Friday March 23
	<p>Uniform Shop – Mel R Emailed Frances information to out in newsletter. The uniform shop will be open during Parent Teacher evening. It would be helpful for the information to go on FB To go on FB – 6.00-7.00 pm</p>
	<p>Action</p> <ul style="list-style-type: none"> • Information of uniform shop opening to be placed on Face Book – Mary/Genee
4.	<p>Ideas Planning</p> <p>What are FAB’s fundraising goals? Working collaboratively with the Board and Management team to determine priorities and timeframes to enable the FAB team to share tangible goals with the school community.</p> <p>Items suggested:</p>

	<p>New enviro leader will be appointed by the school shortly. Currently a 'silver' school – want to get to next level. The current planter boxes require updating – new raised beds, plus planting schedule</p> <p>Native garden – care of native garden at the back of the school including cutting in new paths. A working bee hasn't been held for for many years</p> <p>Heat pumps – air con units 48 units would be required - currently gas heaters are used, which are still in good condition</p> <p>Uniforms for teams - Pacifica groups, tracksuits for sport teams, gymnastics uniforms</p> <p>Recruitment – mix and mingle evenings, end of term</p> <p>Solar panels</p> <p>Shade Sails – not look favourably on by MOE due to potential vandalism and maintenance</p> <p>Cover in drop off zone - \$5000 each – could add advertising pay by the year</p>				
	<table border="1"> <thead> <tr> <th data-bbox="263 1093 1066 1153">Suggestions</th> <th data-bbox="1066 1093 1412 1153">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="263 1153 1066 2072"> <p>Products</p> <ul style="list-style-type: none"> • Entertainment books (current fundraiser) – small passive fundraiser which runs in the background. Launch in April for new book. Can advertise now for term 2. An app is now available. • First aid kit – did well a couple years ago • Calendars (current fundraiser) – opportunity to run in classroom with pictures to be loaded on See Saw. Early-Mid term 3 so calendars arrive early term 4 • Family photos – completed a few years ago. We can go through Photo Life. Usually held over a weekend with a FAB member to liaise/manage on the day • Glad wrap – held first time 2017 with good success • Chocolates – not something we advocate • Seeds – selling packets – could go well if work towards • Book covers • Cook books – previous fundraiser for FAB and still books in stock (for sale via reception for \$5.00) </td> <td data-bbox="1066 1153 1412 2072"> <p>Continue 2018 (Esther lead)</p> <p>Possibility for 2018 Continue 2018 (Christine lead)</p> <p>Possibility for 2018</p> <p>Continue 2018 (Chris lead) No</p> <p>Possibility dependent of goals Park Sell current stock</p> </td> </tr> </tbody> </table>	Suggestions	Action	<p>Products</p> <ul style="list-style-type: none"> • Entertainment books (current fundraiser) – small passive fundraiser which runs in the background. Launch in April for new book. Can advertise now for term 2. An app is now available. • First aid kit – did well a couple years ago • Calendars (current fundraiser) – opportunity to run in classroom with pictures to be loaded on See Saw. Early-Mid term 3 so calendars arrive early term 4 • Family photos – completed a few years ago. We can go through Photo Life. Usually held over a weekend with a FAB member to liaise/manage on the day • Glad wrap – held first time 2017 with good success • Chocolates – not something we advocate • Seeds – selling packets – could go well if work towards • Book covers • Cook books – previous fundraiser for FAB and still books in stock (for sale via reception for \$5.00) 	<p>Continue 2018 (Esther lead)</p> <p>Possibility for 2018 Continue 2018 (Christine lead)</p> <p>Possibility for 2018</p> <p>Continue 2018 (Chris lead) No</p> <p>Possibility dependent of goals Park Sell current stock</p>
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	<p>Events</p> <ul style="list-style-type: none"> • Disco – (already booked term 3 for students) could we do Saturday evening another time for family • School Fun Run – Adidas Fun Run can be part of cross country. 50% profit for school, 30% prizes, 20% fundraising person https://schoolfundraising.co.nz/ • IFF (current fundraiser)– time for family community, but could add some carnival elements • Market day – in 2017 was quite successful when held in conjunction with election • Trivia night – Can hold them at places like Howick RSA • Athon – explore with fun run to revitalise • Sausage Sizzle – discussed with variation such as pies or pizzas. Thought it may be easier to continue as currently is • Ice block days • Breakfast – Father’s day. Already run by school (Blokes at the Oaks) • Movie Night • Carnival/Gala/Top Town– No for 2018, but investigate for future. Could use some elements at IFF • Auction nights • Golf day <p>Other</p> <ul style="list-style-type: none"> • Raffles – Have tried to hold in past with limited success • Class art auction – sales through an event or through Trademe • Ice Skating ring - park • Nerf gun battle – Point View holding one. Andrew to report back how well it goes • Uniform sales – ongoing fundraiser. Great to hold in conjunction with event evenings • Crowdfunding (such as Give a Little) – run at some schools where specific objective eg to help pay for all students to go for camp • Grants – would this be a FAB initiative? 	<p>Hold term 3, investigate additional option Investigate to hold as Athon (Kylie lead)</p> <p>Continue 2018, term 4</p> <p>Investigate to hold another in 2018 Park for 2018</p> <p>Explore with Fun Run Continue 2018</p> <p>Possibility for 2018 No</p> <p>Park Park - Investigate 2019</p> <p>Park Park 2018</p> <p>Park</p> <p>Park</p> <p>Park Park for 2018</p> <p>Continue 2018 (Mel R lead) Park – but complete some investigation</p>
	<p>Action Items</p> <ul style="list-style-type: none"> • 	
5.	<p>Calendar of events Create Calendar of events for 2018 and potentially 2019.</p>	

	Decide action required to fulfil activities ie, leaders, sub groups etc
	<p>Action Items</p> <ul style="list-style-type: none"> • Kylie to have a go at plotting calendar for 2018
	<p>PLEASE NOTE – Remaining dates for 2018:</p> <ul style="list-style-type: none"> • 14 March v • 4 April – recruitment night • 9 May • 6 June • 4 July • 1 Aug • 29 Aug • 19 Sept • 17 Oct • 14 Nov – • 5 Dec - finale <p>Sausage sizzle/mufti on Tuesday</p> <ul style="list-style-type: none"> • 27 March • 19 June • 28 August • 30 Oct <p>Disco</p> <ul style="list-style-type: none"> • Thurs 16 August <p><i>Meeting closed at 8.35 pm. Next meeting Wednesday April 4th, 2018</i></p>

Appendix 1
Correspondence – December 2017-February 27 2018

Inward Correspondence – attachments saved Google Drive: https://drive.google.com/drive/folders/1wf1Q64DiMxLP_yD8YEzPrfbmrumxP-oj?usp=sharing				
Date	Sender	Description	Format	Action
13/03/18	Abacus Fundraising	Email reply to feedback	Email	To discuss
12/03/18	Growth Collective	Remittance Advice	Email	File saved to google drive
08/03/18	Growth Collective	Sales Report	Email	File saved to google drive
06/3/18	Gilmours	Advertising - sales	email	Noted
06/03/18	School Fun Run NZ	Fundraising Ideas	Email	To discuss
01/03/18	Abacus Fundraising	Advertising Calendars	Email	Notes
	ASB	Bank account statements	Hardcopy	File saved to google drive
Outward Correspondence				
Date	Sender	Description	Format	Response