



Baverstock Oaks School
Minutes for FAB Meeting
29 August 2018 at 7.00pm

Present: Andrew Flannagan, Kylie Lipscombe, Christine Reed, Wayne Jones, Sarah Baleicakau (our new Associate Principal - welcome), Chris King, Toni Baker, Sharlene Korewha, Mel Hurst, Nikki Besley

Apologies: Mia Hellesoe, Jenny Yong, Mandy Kaisala, Mel Russ, Paul Martin, Darryll Powel, Nimita Khan, Esther Yap

Meeting Opened: 7:00pm

MINUTES

1.	<p>SLW (Senior Leadership Whanau) Welcome Sarah! Property shelters– good progress. Some steel arrived, but not all. Number of uniform items and cultural dress has expanded. Darren will produce storage capacity for sports/cultural uniforms, to store safely. Since last meeting there has been the teacher strike. Still working on negotiations with Ministry of Education Blokes at the Oaks – tomorrow. Crept us on us. Managed to get HP/Papatoetoe cricket, Kelly Sports, digital creations, soccer, inflatables</p> <p>Sarah – currently working on STEAM (science, technology, engineering, arts and maths - looking for equipment (very expensive). Will look to add to curriculum. Exams – currently go through Otago University for year 4-6 maths, english and science exams. However, the school is looking to return to ICASS moving forward. This is due to detail of reporting currently supplied. A more comprehensive report is provided by ICASS.</p>
2.	<p>Matters Arising – Kylie General update on funds spent during 2018: Currently around \$30000 in account Spent \$14500 Pacifica, shelters, gardens, leotards, tracksuits</p>
3.	<p>Secretary/special correspondence – Christine</p> <p>Refer to appendix 1 Check with Tas – Annual return with Charities Services. Has this been done?</p>

	<p>Calendar Art – with time lines, changes of process and discussion with teachers we have decided not to complete the calendar art fundraiser in 2018. We will review in October as to whether we run the fundraiser in 2019.</p>
	<p>Action items</p> <ul style="list-style-type: none"> • Christine to return calendar art forms • Check that annual return has been completed
4.	<p>Treasurer activity and uniform shop overview - Mel R</p> <p>Covered in matters arising</p>
5.	<p>Disco debrief - Kylie</p> <p>Thank you to everyone for helping</p> <p>Tried popcorn for the first time – more labour intensive, but went over well with students</p> <p>Needed a bigger popcorn machine and more containers</p> <p>Good money spinner</p> <p>Sold lots of jelly fish, not so much chocolate fish</p> <p>Sold popcorn for \$1</p> <p>Cleared \$850, usual \$1100</p> <p>Sold similar amount of glowstick items to last year and were able to send extra items back</p> <p>DJ better than last year – more appropriate music, entertaining</p> <p>Well done everyone for your support.</p>
	<p>Action Items</p> <ul style="list-style-type: none"> •
6.	<p>Family Photos – Debrief Wayne</p> <p>15-16 families completed photos – reduced to one day</p> <p>A couple of people didn't turn up – deposit paid in advance</p> <p>One family we accidentally missed when updating the changes of days- but photographer arranged for them to go to studio</p> <p>15 minutes time slot felt quite rushed, but other photographers may do less. Had to do prompting for positions, but overall went well.</p> <p>School gets 10% of orders</p> <p>Photos send through quickly</p> <p>May be good next time to have examples – so people know what to expect</p> <p>Timing of year – clash winter sport – perhaps mid-September</p>
	<p>Action Items</p> <ul style="list-style-type: none"> • Review timing if we hold in 2019
7.	<p>Sausage Sizzle– Kylie (16 August)</p>

	<p>Blokes at the Oaks – using sausages</p> <p>New date Sept 4 for term 3 Sausage Sizzle</p> <p>Some confusion change of date, but correctly on Face Book.</p> <p>Were short of a BBQ cook, but now all covered</p>
	<p>Action Items</p> <ul style="list-style-type: none"> • Reminders – app and FB
8.	<p>IFF sub-committee update – Kylie and team (see attached)</p> <ul style="list-style-type: none"> • All food stalls confirmed except South African • Need volunteers Kiwi BBQ • Andrew has suggested to put out to staff to cover shortages of volunteers • 10 stalls + candy room • Need to order some more flags • Wayne – confirming entertainment • Edwards sound – Gold sponsor of HPPA – may be worth contacting • MC – is there someone on staff? Andrew to discuss • Mini golf – can we loan from Point View school? • Raffles – keen to try again this year • Can we do a \$10 tickets – looking to do perforated tickets (admit 1) • \$1500 from a real estate company • Mel H has designed fantastic flyers for IFF (thank you) • Local promotion • Andrew/Sarah manager duty roster • Create FB event – Mel to liaise with Kate • Toni able to print flyers
	<p>Action Items</p> <ul style="list-style-type: none"> • Kylie to give Wayne details of Zumba person • Wayne – contact Edwards sound • Andrew to discuss MC ideas with staff • Andrew Point View school – mini golf • Raffles - Source prizes • Andrew to look into staging – can we use hall stage • Andrew/Sarah to manage volunteer roster
9.	<p>General business</p> <p>FAB Logo – Kylie spoke with senior school and there has been submission of logos from students. Some really good ideas, but consensus was to adapt logo which Mel H had designed.</p> <p>Kapa Huka uniforms proposal – around \$4500 (approved)</p> <p>Electronic notice board – moved to next time</p> <p>2019 planning meeting - October</p>

	Action Items <ul style="list-style-type: none">• Kylie to go back to senior teachers (year 6) re logos
	<p>PLEASE NOTE – Dates for 2018:</p> <ul style="list-style-type: none">• 19 Sept• 17 Oct• 14 Nov –• 5 Dec - finale <p>Sausage sizzle/mufti on Tuesday</p> <ul style="list-style-type: none">• 4 September• 30 Oct <p><i>Meeting closed at 8.40 pm. Next meeting Wednesday September 19</i></p>

Appendix 1
Correspondence – August 1 – August 29, 2018

Inward Correspondence – attachments saved Google Drive:				
https://drive.google.com/open?id=1sB6mHWxLpBoshRh-QUPjr1G0Lo_t033				
Date	Sender	Description	Format	Action
09/08/18	Alli Hamilton	Uniform Proposal – Kapa Haka	Email	Discuss FAB Meeting
10/08/18	Growth Collective	Invoice and sales report	Email	Saved google drive
20/08/18	Fundraising First Aid	Fundraising First Aid Kits for sale	Email	Discuss planning meeting
21/08/18	Mel Hurst	IFF Flyers	Email	Saved in google drive
21/08/18	Charities Services	Reminder of report due	Email	Check with Tas this has been completed
26/08/18	Growth Collective	Invoice and sales report	Email	Saved google drive
Outward Correspondence				
Date	Sender	Description	Format	Response
	Tas Lambert	Annual Charities Report – completed report		Email