



Baverstock Oaks School
Minutes for FAB Meeting
17 October 2018 at 7.00pm

Present: Genee Crowley, Andrew Flannagan, Kylie Lipscombe, Wayne Jones, Chris King, Toni Baker, Mel Hurst, Mel Russ, Motoko, Paul Martin, Taz Lambet, Christian, Jocelyn, Casey, Leena

Apologies: Christine Reed

Meeting Opened: 7:00pm

MINUTES

1.	<p>SLW (Senior Leadership Whanau) Term 4 - 9 weeks, sorting staff for 2019 Tracksuits problem –material wearing a little fast with the sporting activities like cricket. Meeting with John Russell, resolving in new pants that are harder wearing @\$17.50 each. Total cost \$800. FAB have agreed to pay the additional cost to invest in the extra pants for the school. Alison Hamilton appointed a principals position at a primary school in G.I.</p>
2.	<p>Brief on FAB calendar – Kylie Matters arising from previous minutes/actions Term 4 sausage sizzle not being held this term due to IFF and the availability of helpers becoming harder to find. Mufti day still to be organised and frozen juices an option to buy instead of sausages.</p>
3.	<p>Secretary/special correspondence See appendix 1</p>
4.	<p>Treasurer activity and uniform shop overview - Mel R \$32,000 in account Uniform shop expected to bank around \$240 end of this week. Opened 16th Oct made around \$100.</p>
5.	<p>IFF update and actions required – Kylie, Wayne and Mel H Wayne has groups confirmed for IFF, parkour, Zumba, cultural groups, choir, and talent show winners. Stage ordered slightly smaller than previously</p>

	<p>Andrew to test sound system borrowing from Pt. View School Genee to organise flag bearers x 8 Mel H and Kylie to arrange raffles, an array of prizes have been sourced. Gazebos needed, Mel H supplying x2, school gazebo is large so may have enough. Banners complete, posters being placed in reception and also organising mail drop in to local letterboxes. Kylie and Mel H to do a shop for ingredients for stall holders who require the food to be supplied. Napkins and bowls needed also Coffee guy no longer required for IFF - to be cancelled. Andrew and Darren sorting Nerf gun battle arena, guns purchased obstacles to be made. 5-6 students at a time for a 5 min session on the day. \$2,200 sponsorship raised at this stage for the IFF, multiple entities Candy land needs baked goods donated, a school drive needs to be arranged to gather the quantities. Wayne supplying toffee apples, Toni fruit, Candy floss machine ordered. Friday night before IFF candy land to be set up Saturday morning roster to set up 9am start Bucket toss to be borrowed from North Shore school Golf on loan from Pt. View School Parkour “Flow Academy” now replaces animal rides which was going to cost \$600, parkour only \$200 and will suit a bigger range of audience. Balloon artist ordered Face painting still to be finalised, potentially staff and Genees’ daughter may be able to help. Book Fair not happening this year, a book drive needed have books donated to sell at the IFF on a stall.</p>
6.	<p>Fab activities for 2019 – thinking caps on for 2019 – Team Next meeting look at what we can do for next year Decide on keeping Fun Run from this year or athon from previous years. Plan calendar 2019 Recruitment for new members Set meeting days</p>
7.	<p>General Business</p>
	<p>PLEASE NOTE – Dates for 2018:</p> <ul style="list-style-type: none"> • 14 Nov • 5 Dec - finale <p><i>Meeting closed at 8.30 pm. Next meeting Wednesday November 14</i></p>

Appendix 1
Correspondence – August 29 – October 16, 2018

Inward Correspondence – attachments saved Google Drive:				
https://drive.google.com/drive/folders/1YPUVgyMs6uLqBtgBTUdN27qZAlkqHfg?usp=sharing				
Date	Sender	Description	Format	Action
31/08/18	Growth Collective	sales report	Email	Documents saved google drive
07/09/18	Growth Collective	sales report	Email	Documents saved google drive
13/09/18	Gilmours	Market day invite	Email	
28/09/18	The Imagination Experience	Show booking form	Email	
1/10/18	Charities Services	Reminder of charity annual return	Email	Discuss with Tas
12/10/18	DM Dunningham Ltd	Statement	Email	Document saved google drive
Outward Correspondence				
Date	Sender	Description	Format	Response