

**Baverstock Oaks School**  
**Minutes for FAB Meeting**  
**4 April at 7.00pm**

**Present:** Mary Wilson, Genee Crowley, Alli Hamilton, Andrew Flannagan, Kate Keenan, Kylie Lipscombe, Vanessa Walter, Christine Reed, Esther Yap, Mel Russ, Paul Martin, Ronnie Martin, Mel Hurst, Wayne Jones

Mia Hellesoe

**Apologies:** Niki Besley, Sharlene Korewha, Chris King, Claire Ma, Daryll Powell

**Meeting Opened:** 7:00pm

**MINUTES**

1.	<p><b>Principals Report – Mary/Genee</b></p> <p><b>Mary</b> Term has gone by very quickly. Things on track for term 2 Handover plan – Mary and Genee Exciting time transitioning and moving forward – a good time for reflection of 14 years at Baverstock. Feels like FAB has been rejuvenated – Wacky Tacky SS a great example.</p> <p><b>Genee</b> Mary is leaving the school in a wonderful position. Thank you for the great teacher dinner!</p>
2.	<p><b>Special Recognition</b> Thank you to Paul Martin - for helping at assembly for Wacky tacky day Mel Russ – for opening uniform shop on Parent teacher interview</p> <p>Mary Wilson - A special thank you and goodbye gift (flowers and vase) was presented to Mary</p>
3.	<p><b>Secretary/special correspondence</b></p> <p><b>Refer to appendix 1</b> Special note – well done Kylie on successful application to Hellers for free sausages</p>
4.	<p><b>Treasurer/bank overview</b></p> <p>\$9162.44 in uniform account \$1481 working account Good injection from eftpos</p>

5.	<p><b>Uniform shop overview</b></p> <p>Banked \$250 from Teacher/Parent interview  Uniform shop will open once a month – first Tuesday of month (morning), but also during special events  \$1035 in banking this term  Opening times of uniform shop will be on notice board</p>
	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Advertise uniform shop opening times</li> </ul>
6.	<p><b>Sausage Sizzle March Overview</b></p> <ul style="list-style-type: none"> <li>• Great to have a theme</li> <li>• \$2200 – best for a couple of years</li> <li>• Banked \$2000 – around \$200 cost in sausages</li> <li>• Thank you to Kate for putting on FB</li> <li>• Prizes – thank you Kylie for arranging</li> <li>• New people helping on the day, which was a great team effort – thank you to all</li> </ul>
	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
7.	<p>School fundraising ‘project spending’ update</p> <p><b>Forwarded Genee quotes – Uniforms –</b> gymnastics leotards, swim caps, Kapa Haka, Pacifica  Set some goals for each fundraiser  People are glad to see spending</p> <p>Mary has seen an organisation that you can pay to write grant application – may be worth exploring in the future</p>
	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Purchase of uniforms</li> </ul>
8.	<p><b>2018 Activity Schedule:</b></p> <ul style="list-style-type: none"> <li>- Thoughts on the proposed schedule?</li> <li>- Timeframes</li> <li>- Leaders and support teams</li> </ul> <p>Entertainment Books 2018/19 will be launched next week (Friday) at Rainbows End  Esther and Mel Russ will attend launch for new book  Collect consignment of 20 books (2 boxes)  Esther will do a pre-alert to go in next week newsletter – include link  Esther contact details will go out, and then help manage through reception (Vanessa)</p> <p>Family photos – Positives/Negatives black and white very popular liaise with organisation, then arrange roster Kylie to make initial contact/Wayne – may have to move to term 3</p>

	<p>Disco – Kylie did handover with Vanessa, Christine to help</p> <p>Calendars – in school week 6/7 term 3 - Christine</p> <p>School Fun Run (cross country) July (usually 2 weeks before interschool)          Need to be aware - school keeps half of the funds, rest goes to Adidas (eg prizes, organisation), can give option to not support Adidas</p> <p>Can email overseas through online profile</p> <p>Also get a proper receipt back which they can claim for tax</p> <p>Can still some spot prizes</p> <p>Senior leadership to look at dates</p> <p>Requires further investigation</p> <p>Chip packets- Kylie given boxes of chips from Pak N Save – chippie day, student council (Andrew)</p> <p>Cook books – sold 5 = \$25.00</p>
	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Email Kate so it can go on FB and newsletter (including link)</li> <li>• Attendance of Entertainment book launch and information to go in next newsletter</li> <li>• Kylie to make initial contact of Positive/Negatives photos</li> <li>• Further investigation into Fun Run – Senior Leadership to look at dates</li> </ul>
11.	<p><b>Next month's 'wine and cheese welcome' evening proposed overview</b></p> <ul style="list-style-type: none"> <li>• Recruitment night – first FAB meeting of each term?</li> <li>• Roster items similar to teacher dinner</li> <li>• Wine and cheese – drinks and nibbles</li> <li>• Prizes – Mel happy to offer prizes</li> <li>• Show value of what we are doing</li> </ul>
	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Mel to create sample spreadsheet of items to bring for wine and cheese welcome</li> <li>• Prepare communication for return of term 2</li> </ul>
8.	<p><b>General business</b></p> <p>New parent at school has shown interest in joining FAB. Paul– will send through new contact</p> <p>Know anyone with design skills – help design flyers/info – Mel H</p>
	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Paul to forward contact detail for new member</li> <li>• Mel H to assist with flyer designs of future fundraisers</li> </ul>

PLEASE NOTE – Dates for 2018:

- 9 May
- 6 June
- 4 July
- 1 Aug
- 29 Aug
- 19 Sept
- 17 Oct
- 14 Nov –
- 5 Dec - finale

Sausage sizzle/mufti on Tuesday

- 19 June
- 28 August
- 30 Oct

Disco

- Thurs 16 August

***Meeting closed at 8.05 pm. Next meeting Wednesday May 9th.***

**Appendix 1**  
**Correspondence – March 14 - April 4, 2018**

<b>Inward Correspondence – attachments saved Google Drive:</b>				
<a href="https://drive.google.com/drive/folders/1c3GCJPmhaE8T_t8_vW4oZ0bbiZrPqQdk?usp=sharing">https://drive.google.com/drive/folders/1c3GCJPmhaE8T_t8_vW4oZ0bbiZrPqQdk?usp=sharing</a>				
<b>Date</b>	<b>Sender</b>	<b>Description</b>	<b>Format</b>	<b>Action</b>
19/03/18	Growth Collective	Remittance advice	Email	Filed to google drive
23/03/18	Growth Collective	Sales report, Sales breakdown	Email	Filed to google drive
23/03/18	Gilmours	Advertising	Email	Noted
26/03/18	Hellers	Notification of application; terms and conditions, checklist	Email	Filed to google drive
26/3/18	Growth Collective	Remittance advice	Email	Filed to google drive
26/03/18	Cookie time	Easter advertising	Email	Remove from list?
26/03/18	Mel Russ	Bring a Friend	Email	Filed to google drive
26/03/18	DN Brothers Ltd	Uniform	Email	Filed to google drive
	ASB	Bank statements x 2	hardcopy	File to save on google drive
03/04/18	DM Dunningham	Statement	Email	Saved to google drive
03/04/18	Charities Services	Annual return	Email	Forwarded to Tas, Mel
<b>Outward Correspondence</b>				
<b>Date</b>	<b>Sender</b>	<b>Description</b>	<b>Format</b>	<b>Response</b>