



**Baverstock Oaks School**  
**Minutes for FAB Meeting**  
**7 June 2018 at 7.00pm**

**Present:** Kate Keenan Andrew Flannagan, Kylie Lipscombe, Christine Reed, Mel Russ, Wayne Jones, Jenny Young, Toni Baker, Chris King, Paul Martin  
Mel Hurst, Claire Ma Karen Qiao Esther Yap

**Apologies:** Daryll Powell, Taz Lambert, Sharlene Korewha

**Meeting Opened:** 7:00pm

**MINUTES**

<p><b>1.</b></p>	<p><b>Principals Report –Kate/Andrew</b></p> <p>Promoting FUN Run - Lots of profiles have been set up Meeting with staff tomorrow to look at course, looking at ways to make it fun – hay bales, parents can attend meeting after school Thank you to Kylie for helping with admin and keeping up to date Great to see so many parents involved with promoting the fundraiser</p> <p>Staff only day Tuesday – all schools in Flat Bush met, plus the new school which will open in 2019. It is the first time have all met. Principals have met previously. Over 350 staff – teachers and admin staff. A great opportunity to learn from each other. Key note speakers – technology and the future, sharing what is happening in each school, round table discussions, networking, special projects presentation (eg BNN, mindfulness, inquiries, values).</p> <p>Children have been more involved in process of report writing. Reports will go out at the end of the term. New addition – there is box for children to share what they have enjoyed in the term, goals (student voice)..etc. The ‘general comment’ from the teacher is message to the child. School reports shouldn’t have a surprise element. Looking at where child is at in the curriculum – as there no longer is national standards. Some language has changed.</p> <p>New additions to uniform – visors, boy’s cotton socks (alternative for wool socks). Also, a smaller sock to wear with long pants (ankle socks). Available soon at John Russell. Also, offering more choice from girls – white and black socks (ankle or knee). Tights remain black. Question – can girls wear socks with stripes?</p> <p>Tracksuit – samples for sports team. \$85.00 for set including printing. Perhaps we could look at 30 tracksuits. Kids have been wearing on BNN.</p>
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	<p>Property manager has come up with a design for shelters for drop off zone. A row curved corrugated iron. One shelter would cost \$4000.00. Two would be required, so a total \$8000.00. The size of the shelter is under the size to require consent from council.</p>
<b>2.</b>	<p><b>Matters Arising – Kylie</b></p> <p>Mel – Kindo fees Vanessa (still to follow up).</p> <p>Fun Run – different languages. They don't do different language, but on our website the letter appears in other languages.</p> <p>Entertainment book – code shared in newsletter</p>
<b>3.</b>	<p><b>Secretary/special correspondence - Christine</b></p> <p><b>Refer to appendix 1</b></p> <p>Of note</p> <ul style="list-style-type: none"> <li>• Genee – John Russell</li> <li>• Leotards</li> </ul>
<b>4.</b>	<p><b>Treasurer/bank overview – Tas/Mel R</b></p> <p>FAB account \$5608.05 - last year this time we had the same value, so tracking well.</p> <p>Uniform account - \$10762.76</p> <p>\$4000 Everyday Heroes – online component</p> <p>We pay Fun Run at the end</p> <p>Prize for class that raises the most.</p>
	<p><b>Action items</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>5.</b>	<p><b>Uniform shop update – Mel R</b></p> <p>May sale \$1045.00</p> <p>Cohort - showing new parents uniform shop. From last cohort \$270.00 banked</p> <p>Looking good in the shop – very neat and tidy</p> <p>Perhaps look at reminder's to donate – information on FB and newsletters</p>
	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Reminder notice in newsletters, include an appeal to donate</li> </ul>
<b>6.</b>	<p><b>Current Activity Update</b></p> <p><b>Fun Run</b></p> <p>A question has arisen as to whether someone wants to pay in cash. The money should be given to the office, with the booklet. The cash amount can be recorded online.</p>

	<p><b>Sausage Sizzle 19 June</b>  Kylie has enough helpers to man the BBQ  We are unable to have chicken sausages donated (Teagal)– trying to get discount at least  Helliers beef sausages –will freeze what we don't use</p> <p><b>Entertainment books</b>  Sold 8 books so far  List of people from those who bought books last year has been given to Esther, who will contact directly (30 people)  Follow up with FB posts – can't place attachment – Kate to follow up  Books can be bought from office or digitally</p> <p><b>Family Photos</b>  Smiley Kids - Local person who has submitted a proposal (via Wayne)  Weekend 11-12 August  Booking system through kindo. Parent's book 15 mins slot. Photographer has mobile unit – can use props  Deposit booking fee– secures spot and makes a commitment from family  School gets 10% from sales  Awhina space – break into blocks of a couple of hours for FAB parents to help liaise on the day  Suggested times; 10.00 am – 4.00 pm both days. Booking fee \$20.00  Marketing – info in newsletter, email and flyer options  Advertising information to go out final week of term.</p> <p>Jo Brown (teacher) can have the kids design a poster  Promote after FunRun – end of term (first week of July)</p>
	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Esther to email those people who have previously purchased entertainment books</li> <li>• Mel to arrange uniform shop reminders for newsletter</li> <li>• Wayne to book with photographer - Kindo to be set up with Vanessa</li> </ul>
7.	<p><b>IFF</b></p> <p>Six people met after since the last FAB meeting. Worked on a brief on what we thought we would like it to look like. A great first discussion. Went away with things to work on. What other eateries can we offer? More options for food. Other ideas - carnivals, open up to wider community, market stalls.</p> <p>Not a production year – will have talent quest performers, plus other school groups (Pacific, kappa haka, ukulele, Indian groups)</p> <p>Will meet soon - anyone who wants to get involved come and attend (contact Kylie)</p> <p>How to approach different families in the group? How we can get families' involved with minority groups? EG bring a can of soft drink.</p>

	<p>Families buy food items, then reimbursed. Needs to communicate how it can work.</p> <p>Generation of a flyer. If anyone has any contacts then let's look at shoulder tapping for stalls.</p>
	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Information of next IFF meeting to be sent out</li> <li>• Generation of a flyer</li> </ul>
8.	<p><b>Disco</b></p> <p>Look at use of plastic items – what will sell? Can we be more environmentally friendly? Are there any other options for sale?</p> <p>We can make a start by buying paper cups, not plastic</p> <p>Eco friendly options</p>
	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Look at items for sale at disco and consider eco-friendly options</li> </ul>
9.	<p><b>General business</b></p> <p>Working Bee – may not be required, as bush has all been cut back</p> <p>New parent talk – Paul available on June 12</p> <p>Parent teacher interviews – FAB to supply dinner for the teachers SL – look at menu and will confirm requirements Christine to send through to Kate</p> <p>Gardens, tracksuits, swimcaps, kapa haka uniform</p> <p>We received a \$250.00 voucher (highly commended) from Fonterra from the Richie McCaw land a helicopter promotion The decision was to keep voucher and use as part of hamper for IFF</p>
	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Paul to attend next cohort meeting to discuss FAB</li> <li>• Christine to send Kate menu from previous parent teacher evening</li> </ul>
	<p>PLEASE NOTE – Dates for 2018:</p> <ul style="list-style-type: none"> <li>• 4 July</li> <li>• 1 Aug</li> <li>• 29 Aug</li> <li>• 19 Sept</li> <li>• 17 Oct</li> <li>• 14 Nov –</li> <li>• 5 Dec - finale</li> </ul> <p>Sausage sizzle/mufti on Tuesday</p>

	<ul style="list-style-type: none"><li>• 19 June</li><li>• 28 August</li><li>• 30 Oct</li></ul> <p>Disco</p> <ul style="list-style-type: none"><li>• Thurs 16 August</li></ul> <p><b><i>Meeting closed at 8.40 pm. Next meeting Wednesday July 4</i></b></p>
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**Appendix 1**  
**Correspondence – May 9 – June 6, 2018**

**Inward Correspondence – attachments saved Google Drive:**

<b>Date</b>	<b>Sender</b>	<b>Description</b>	<b>Format</b>	<b>Action</b>
03/06/18	ASB	Statement	Hardcopy	Scanned and saved to google drive

**Outward Correspondence**

<b>Date</b>	<b>Sender</b>	<b>Description</b>	<b>Format</b>	<b>Response</b>