



**Baverstock Oaks School**  
**Minutes for FAB Meeting**  
**27<sup>th</sup> February at 7.00pm**

**Present:** Mary Wilson, Genee Crowley, Alli Hamilton, Andrew Flannagan, Kate Keenan, Vanessa Walter, Christine Reed, Sharlene Korewha, Kylie Lipscombe, Esther Yap, Mel Russ, Mia Hellesoe

**Apologies:** Taz Lambert, Mel Hurst, Paul Martin, Daryll Powell, Chris King

**Meeting Opened:** 7:00pm

**MINUTES**

<b>1.</b>	<p><b>Principals Report – Mary</b></p> <p>Welcome to 2018</p>
<b>2.</b>	<p><b>Elections</b></p> <p>Positions are held annually. Congratulations to the following people for making themselves available for the following roles (nominated and seconded):</p> <ul style="list-style-type: none"> <li>• Chairperson – Kylie Lipscombe</li> <li>• Deputy – Mel Russ</li> <li>• Secretary – Christine Reed</li> <li>• Treasurer – Taz Lambert/Mel Russ support</li> </ul> <p>What is the best time to meet?          Consensus for Wednesday evenings to continue for 2018</p> <p>New parent meeting 13<sup>th</sup> March – 2.00 pm. Can anyone attend? Kylie may be able to attend.</p>
<b>3.</b>	<p><b>Treasurer</b></p> <p>\$2987.29 currently in account</p>
<b>4.</b>	<p><b>Events Calendar</b></p> <p>Annual fundraisers:          The biggest fundraiser is Athon– which is usually held in term 2          Sausage Sizzle once a term          Disco term 3 – possibility of two discos a year          IFF term 4</p> <p>FAB would like to consider new ideas for 2018. Next meeting have a brainstorming sessions and look at what we can offer (and improve).          Look at ideas– spread out for 2018</p>

	<p>We also would like to look at ways in which we can engage more families so it isn't just a few people doing a lot of work. We know some people do not like attending meetings, but if we can increase more people to help on sub-groups and supporting the running of activities we will be able to achieve more.</p>
	<p><b>Action Items</b>  Everyone to have a think of some new ideas for brainstorming next time. If you know anyone who is on a PTA at another school, ask what fundraising they currently do at their school.  Also think of ways in which we can engage more people.</p>
5.	<p><b>Reusable Book Covers</b></p> <p>Due to being overseas, we missed the opportunity to meet up and know the stationery plans for 2018.</p> <p>In the meantime the school is listed in the drop down box of schools listed for two reusable book cover companies.  Can review at the end of 2018.</p>
6.	<p><b>Food Wrap Covers</b></p> <p>Made \$1300.00 – very impressive  Discussion of what time of year would be good to repeat the fundraiser – possibly end of term 3. To discuss next time with calendar of events.</p>
7.	<p><b>Calendars</b></p> <p>Calendars sent home a couple of weeks prior to the end of term, with exception of one person which was human error at our end.</p> <p>The amount of \$340.00 was raised and deposited in the bank account at the end of year 7. This was a lower amount than previous years.</p> <p>Completed a survey from abacus (or have formed with another company)  Also sent additional feedback regarding the online process - awaiting a response.</p> <p>Could be an art project for 2018, where activities are undertaken in class time.  Parents could then be sent a photo via Seesaw of their child's artwork.</p> <p>Fundraiser could take place earlier term 3, so there is plenty of time to send calendars overseas to relatives as a Christmas present.</p>
8.	<p><b>Athon</b></p> <p>The inquiry topics for this year are:</p> <ul style="list-style-type: none"> <li>• T1 – learning about Baverstock</li> <li>• T2 – living world – community (plants, animals)</li> </ul> <p>Typically Athon has been active one year, then passive the next. Last year was Rock-a-thon  Possibly early settler dress up and look at plants/animals in the local area. Ideas for discussion next meeting.</p>
9.	<p><b>Sausage Sizzle/Mufti –</b>  The first SS of 2018 will be Tuesday 27th March.</p>

	<p>Kylie is happy to continue in the lead role for the fundraiser. Intake around \$1400 per SS and mufti day, so quite a profitable fundraiser to continue holding.</p> <p>The challenge is to engage people to help especially during school time. There is usually a core group to help. Finding people to cook on the BBQ is always difficult.</p> <p>We could look at approaching people individually for assistance. Also we could discuss at the New Entrants afternoon tea for parents. New parents – talk at afternoon tea</p> <p>Have we done theme mufti days? Could be a consideration for this year.</p>
10.	<p><b>Second Hand Uniform - Mel</b></p> <ul style="list-style-type: none"> <li>• Banked \$595.00 beginning of year sale – all profit as we are no longer selling on behalf of parents</li> <li>• Deposit – un-cleared funds \$6125.00</li> <li>• Currently \$8700 in uniform account</li> <li>• Have racked on shelves around \$1000.00 in second hand shop</li> <li>• In stock; umpers, polo shirts, jackets, skorts</li> <li>• Motoko can do last Friday of month, Mel first Tuesday once a month</li> <li>• It is good to continue to open during events such as student led conferences, discos</li> <li>• Mel happy to give her phone number out to those who inquire– she has a mental stocktake of clothing and knows fairly quickly if the item parents are inquiring about is in stock.</li> </ul>
	<p><b>General Business</b></p> <p>For discussion next time – fundraising ideas (No chocolates or junk food or items promoting door to door selling).</p> <p>Need to consider socio-economic area that the school is in, with many hardworking parents.</p>
	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Thinking hats on for all for any new ideas</li> <li>•</li> </ul>
	<p>PLEASE NOTE – Dates for 2018:</p> <ul style="list-style-type: none"> <li>• 14 March</li> <li>• 4 April</li> <li>• 9 May</li> <li>• 6 June</li> <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>• 27 March</li> </ul>

<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>Meeting closed at 8.05 pm. Next meeting Wednesday March 14<sup>th</sup>.</b></p>
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**Appendix 1**  
**Correspondence – December 2017-February 27 2018**

<b>Inward Correspondence – attachments saved Google Drive:</b> <a href="https://drive.google.com/drive/u/2/folders/1Wrj4V1HBK2ubT_OWjLf3DwVF4PDrr06S">https://drive.google.com/drive/u/2/folders/1Wrj4V1HBK2ubT_OWjLf3DwVF4PDrr06S</a>				
<b>Date</b>	<b>Sender</b>	<b>Description</b>	<b>Format</b>	<b>Action</b>
26/02/18	First aid	Promotion – directed to Vanessa	Email	To discuss with ideas next time
19/02/18	Abacus Fundraising	Survey	Email	Christine Reed completed survey
10/2/18	Gilmours	Meat sale	email	Noted
	ASB	Bank statements x 2	hardcopy	File to save on google drive
12/02/18	Easter fundraising	chocolates	email	Ask to remove from distribution list?
5/02/18	DM Dunningham	Statement	Email	Saved to google drive
26/01/18	Charities Servies	Workshop for assistance with accounting	Email	Note
15/12/17	Abacus Fundraising	Deposit/invoice	Email	Saved to google drive
<b>Outward Correspondence</b>				
<b>Date</b>	<b>Sender</b>	<b>Description</b>	<b>Format</b>	<b>Response</b>
27/2/18	C. Reed	Abacus survey and additional feedback to online ordering	Email and google form	