



**Baverstock Oaks School**  
**Minutes for FAB Meeting**  
**14<sup>th</sup> November, 2017 at 7.00pm**

**Present:** Mary Wilson, Daryll Powell, Christine Reed, Esther , Chris King, Wayne Jones, Andrew Flannagan, Vanessa Walters, Mel Hurst, Mel Russ

**Apologies:** Paul Martin, Sharlene Korewha, Kate Keenan, Allison Hamilton, Genee Crowley

**Meeting Opened:** 7:00pm

<b>1.</b>	<p><b>Principals Report – Mary</b></p> <p>Last cohort starting Mon – 780 on roll. Fully staffed. Long term staff – outlined in newsletter A lot of organisation for 2018 completed already Starting renovations next year</p>
<b>2.</b>	<p><b>Secretary:</b> Communication Copies of communication attachments can be found: <a href="https://drive.google.com/drive/u/2/folders/1N4vcJPWkMhGPkfYaQUYq2C-SZe-fzX8y">https://drive.google.com/drive/u/2/folders/1N4vcJPWkMhGPkfYaQUYq2C-SZe-fzX8y</a></p> <ul style="list-style-type: none"><li>• Love these covers – email inquiry</li><li>• Abacus Calendar – various - liaisons regarding calendar art</li><li>• First aid fundraiser – Kits for sale – we have previously completed this fundraiser. \$39.00 per kit.</li><li>• Growth Collective – statement of accounts x 4</li><li>• Emails from various parents regarding fundraisers – sausage sizzle, calendar art</li></ul>
<b>3.</b>	<p><b>Chairperson Report: Daryll–</b></p> <p>A round up has been written for the year book from Paul and Daryll</p>

4.	<b>Treasurer's Report: Tas</b> <ul style="list-style-type: none"> <li>• \$30K in bank</li> <li>• Donated \$8500 from uniform shop into school</li> </ul>
	<b>Action items</b> <ul style="list-style-type: none"> <li>• Treasurer report - Tas</li> </ul>
<b>Executive Committee Reports</b>	
5	<b>Market Day</b> All done!!
6.	<b>Tupperware fundraiser:</b> Email from Tupperware – one person’s order gone astray which has been rectified. Can look at a fundraiser early next year – mid-late February
	<b>Action items</b> <ul style="list-style-type: none"> <li>• Review for early 2018</li> </ul>
7.	<b>FAB information sessions:</b> Paul and Daryll to dress up at IFF and walk around promoting FAB Work towards next year with information sessions
	<b>Action items</b> <ul style="list-style-type: none"> <li>• Daryll and Paull to walk around where possible at IFF</li> </ul>
8.	<b>Uniforms – Mel R</b> Gifted \$8500 into the bank account. (Fantastic!!) Closed down account and opened a new one up under FAB \$30000 Transferred to new account Around \$2000 to be paid out from those we sold clothing on behalf of.  Philosophy – we are here to help families. If we need to give to those who can’t afford, then we can moving forward as we are no longer selling on behalf of parents. All clothes are donations.  Dates for January sale - Donation day on 23 <sup>rd</sup> , and sale on 25th Account statements – Tas and Mel to discuss who receives these

	<p><b>Action items</b></p> <ul style="list-style-type: none"> <li>• Mel to confirm date for beginning of the year sale and advertise</li> <li>• Confirmation of account statements</li> </ul>
<p><b>10</b></p>	<p><b>IFF (International Food Festival) – 18<sup>h</sup> November- Kylie</b></p> <p>Stage and Bain Maries arriving and tarps arriving tomorrow (Wednesday).</p> <p>Balloon people coming in – Rainbow Rascals Sharlene and family happy to donate (thank you)</p> <p>Still need help with Canadian stall – prep the frankfurters and onions at home, bring in afternoon, heat up and serve. Andrew is going to help with prep, Paul and Daryll can help serve.</p> <p>Christine to email for final help – Mel also needs help for Indian and cake stalls</p> <p>Kiwi BBQ – need more help so Kylie can help walk around as she is taking over IFF next year</p> <p>Wayne – Entertainment – Senior Dance unavailable</p> <p>School production – still awaiting to hear from Liz Callaghan – possibly 3 slots</p> <p>Kids for Kids Choir – Emma Pottinger – could be a possibility</p> <p>A little smaller than previous years – no outside groups this year</p> <p>Bouncy castles all booked and paid for – 2 castles (through Paul) + Candy Floss</p> <p>BBQ's to be brought down on Thursday – store in hall</p> <p>Sound system working</p> <p>Bouncy castles – is manned – potential health and safety. Balloons one click \$2 a click</p>
	<p><b>Action items</b></p> <ul style="list-style-type: none"> <li>• Christine – final email reminder for help on some stalls</li> <li>• Wayne – final run order for entertainment</li> </ul>
	<p><b>General Business</b></p>
	<p><b>Love these Covers</b></p> <p>Waiting to see stationery ordering requirements of teachers. Stationery will be finalised by staff Thurs afternoon</p> <p>Christine to liaise with Alli</p> <p>In the meantime the school is listed in the drop down box of schools listed for two reusable book cover companies.</p>

	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>Alli and Christine to liaise to see as to whether we proceed with this</li> </ul>
	<p><b>Cling Film – Chris King</b>  Sales a little slow at the moment  Promotion of the fundraiser was made – FB, email, newsletter  A lot on this time of the year, but we can look at this fundraiser again throughout the year</p>
	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li></li> </ul>
	<p><b>Calendar Art - Christine</b></p> <p>Artwork was submitted to Abacus and it has been uploaded to the website. Forms with unique codes have been sent to school and distributed to teachers. Closing date is 20<sup>th</sup> (advertised as 19<sup>th</sup>)</p> <p>Some teething problems with new online ordering method. Requirements and process not very clear and Christine will give feedback to Abacus. We will have a better understanding for next time.</p> <p>One student's item was missed, has now been processed. Christine has requested a list of all unique student codes to be sent via email – just in case a form has been lost in transit.</p> <p>Processing once orders is complete is 1-3 weeks.  No cash orders so far.</p>
	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>Christine to continue to liaise with Abacus</li> </ul>
	<p><b>PLEASE NOTE:</b>  <b>Dates for following meetings:</b>  6 Dec – finale</p> <p><b>Meeting Finished 8.00 pm</b>  <b>Next Meeting Dec 6 – Debrief IFF and then drinks and nibbles – BYO plate (we will try and coordinate)</b></p> <p><b>Meeting closed 7.45 pm</b></p>