

Baverstock Oaks School
Minutes for FAB Meeting
20th September, 2017 at 7.00pm

Present: Allison Hamilton, Paul Martin, Christine Reed, Mel Hurst, Mel Russ, Chris King, Sharlene Korewha, Esther Yap

Apologies: Daryll Powell, Vanessa Walters, Tas Lambert, Wayne Jones, Mary Wilson, Kate, Andrew, Kylie Lipscombe, Andrew Flannagan

Meeting Opened: 7:00pm

1.	<p>Principals Report – Genee</p> <p>Mindfulness – has finished sessions that 4 senior leaders were trained in. Hugely successful. Sent in feedback – Nigel Latta will be coming to interview next week in a new show.</p> <p>General findings found that with anxiety are now able to focus better.</p> <p>In term 4 going to complete 6 of remaining 4/5 classes</p> <p>Then move into 3 and 4 next year</p> <p>Currently in 2018 Planning mode.</p> <p>Interviewing this week not too many positions available.</p> <p>In Staff meeting there was general consesnues that the staff is overall very impressed with children’s management of time and well organised especially with the busyness of production.</p> <p>Thank you to Mel M in regards to Market Day – looks like stalls will be great!</p> <p>Mary met with MOE regarding building. If change of government, it will mean budgets will be frozen until April next year.</p>
2.	<p>Secretary:</p> <p>Communication Copies of communication attachments can be found: https://drive.google.com/drive/u/2/folders/OB0zUuV_InYS-N2IGWUp1S0tDZmc</p> <p>Invitation to Charities Services AGM – may be worth reviewing</p> <p>Love these covers – email inquiry return discuss in general business</p> <p>Abacus Calendar – email inquiry return discuss in general business</p>

3.	Chairperson Report: Paul – refer to Market Day
4.	Treasurer's Report: <ul style="list-style-type: none"> • Tas to submit • Mel to send through invoice/receipt for sign for the Market Day
	Action items <ul style="list-style-type: none"> • Payment of sign for Market day
Executive Committee Reports	
5	Market Day - Mel <p>Busy week with vendors dropping in to view site</p> <p>Mel and Kylie have met to organise where everyone will go.</p> <p>28 vendors in total</p> <p>Coffee and honey person giving a percentage of income.</p> <p>Snowies – mini donuts, slushiess (donating home slushy machine) – Mel will put into raffle on her stall.</p> <p>Good variety of stalls - Candles, Delboys, jewellery, real estate, chocolate, pies, toys, Indian snacks, Ormiston Scout Group, portraits/photos most professional vendors with eftpos machine. Vendors bring all their material – tables, bins...etc</p> <p>Great effort Mel!</p> <p>Create event on FB so there is reminders of the event.</p>
	Action items <ul style="list-style-type: none"> • Alli – create event on FB for Market Day (completed 21.09.17)
6.	Entertainment Books: <ul style="list-style-type: none"> • Not discussed
7.	Tupperware fundraiser: <ul style="list-style-type: none"> • Defer to next time for more discussion • Still keen on the bottles.
	Action items

	<ul style="list-style-type: none"> • Genee to chat with Mary regarding Tuperware
8.	<p>FAB info NIGHT: To have small chat at events – parent teacher evenings, meet the parents Small speech at at IFF – Ready for school</p> <p>Possible ideas - Video on FB – testimonials video what we have raised money for –students can help to make video or use teachers (Alex/Kimberley)</p>
	<p>Action items</p> <ul style="list-style-type: none"> • Mel to create a short spiel. • Leanne to send dates of cohort meetings to FAB – (received 22.09.17) •
9.	<p>Uniforms</p> <ul style="list-style-type: none"> • Mel R– having issue with setting up signatures account with bank and gaining access • Best to close and open up new account • A lot of jumpers in stock • Polo, shirts, skorts...not enough • Lots of skirts (old uniforms) • Everything after October will be donation
	<p>Action items</p> <ul style="list-style-type: none"> • Mel to follow up with signatory access
10.	<p>Sausage sizzle - Kylie</p> <ul style="list-style-type: none"> • Next Sausage Sizzle is 7th November. • Chris K is able to help next time
	<p>Action items</p> <ul style="list-style-type: none"> • Chris to touch base with Kylie
11.	<p>IFF (International Food Festival) – 25th November, Saturday</p> <ul style="list-style-type: none"> • Had a group conversation via Messenger • Kylie/Sharleen available to come in during the day to discuss with Vanessa • Mel H and Mel R able to help out in the background • Wayne has started completing some organising • Same weekend at Cherry Blossom festival at Buddhist Temple– is this an issue? • Paul – bouncy castle \$230 dollars; compare prices with Wayne who organised last year • Template has set up
	<p>Action items</p>

	<ul style="list-style-type: none"> Kylie/Sharlene – catch up with Vanessa to look at organising the IFF set up Alli to set up event on FB – (compelted 21.09.17)
12.	General Business
	<p>Love these Covers Rang Farm Cove re endorsement – but teacher who wrote endorsement has left school Sent email inquiry to Love these covers logo with immediate response.</p> <p>We have received a copy of the Love these Covers logo.</p> <p>There are 10 new designs being released late October, across all book cover sizes. Kay will email an updated pictorial/sizing guide/how to order file once the new term commences so this can be introduced to the parents via the school's website, newsletter, and stationery lists etc.</p> <p>Baverstock Oaks School is included in the dropdown list of schools, as part of the check-out process of the online shopping cart.</p> <p>The key is to encourage the parents to select the school from the drop-down list of schools when making their purchase - otherwise there is no way of knowing which school is missing out on the rebate.</p> <p>We can use logo in promotion of the product.</p> <p>Online ordering with track and trace delivery \$5.00 for delivery</p> <p>Comparison – EZ books Similar process – online shopping From browsing not as much in stock – may just be timing of the year Baverstock also in drop down Books cost slightly less eg \$1.70 vs \$1.80, but school receives only 5 c not 10 c</p> <p>Question - do we proceed? Consensus is that is seems like a good idea. Genee suggested to contact Paper Plus Howick which is where stationey packs are ordered to see whether info can be added to packs or if they have had any dealings with usable cover suppliers? Paper Plus – Howick – contribute to school (Katie)</p>
	<p>Action Items</p> <ul style="list-style-type: none"> Genee to email Paper Plus Contact (received 20.09.17) Christine to move contact Paper Plus
	<p>Cling Film – Chris King</p> <p>At the last meeting Chris discussed with the team the possibility of a FAB Fundraiser using Dunninghams products (tin foil, glad wrap, baking paper and also rolls of wipes). Chris has since sent through price points for the products and Kylie has have created a flyer to present to FAB.</p>

Potential twice a year.

Agreement to move ahead with fundraiser.

Set up for early term 4

Chris to have flyer ready week 1 term 4

Orders close Tues 31st

Collate – send Wednesday

Delivery Thursday

Price points - please refer to Dunninghams break down as per their cost price below.

I have used the pricing as indicated by Chris as that is aligned with other local food wrap fundraisers. There is potential to increase the prices, however I recommend we don't to ensure that we keep it affordable for the masses. If a successful campaign, prices could be raised in 2018.

Product	BOS Cost (Incl. GST)	BOS Sell Price	BOS Profit Per Roll
		Flyer price	
Cling Wrap 33cm, 600m	\$17.00	\$23.00	\$6.00
Cling Wrap 45cm, 600m	\$23.00	\$30.00	\$7.00
Baking Paper 30cm, 120m	\$19.00	\$24.00	\$5.00
Baking Paper 45cm, 120m	\$28.00	\$35.00	\$7.00
Tin Foil 44cm, 150m	\$17.00	\$23.00	\$6.00
Wipes Blue H/Duty 30cm, 45m	\$12.00	\$17.00	\$5.00

Vanessa has confirmed that she can load the products on KINDO so families have the choice of manual or electronic ordering. We would like to offer both electronic (KINDO) and manual.

Proposed process:

1. Flyer and covering note to be emailed (so families can share to increase sales), placed on FB, newsletter, hard copy to each student.
2. 3-4 weeks ordering window.

	<ol style="list-style-type: none"> 3. Establish order pick up date. 4. Vanessa to provide Kylie with KINDO report and manual order forms 5. Funds to be paid to Dunninghams (Vanessa to confirm timing) 6. Kylie to provide Dunninghams with quantities. 7. Dunninghams to pack and deliver order. 8. Kylie and team or Dunninghams to pack per family name. (TBC). 9. Kylie to be available to distribute orders from reception on chosen date.
	Action Items <ul style="list-style-type: none"> ● Flyer to be ready week 1 term 4 ● Info to be set up on KINDO ● Kylie to be available to distribute orders ●
	Calendars <p>Has been a fundraiser completed end of term 3 – usually information sent home with the children to complete artwork during the holidays and then return money to school. Some teachers did do it during class time – some confusion last year.</p> <p>Abacus Fundraising have a new process – rather than collect money at school can order online like photos.</p> <p>If we would like to have a starter pack sent we need to supply the following.</p> <ul style="list-style-type: none"> ● A Student List in excel / csv format (column 1: Student Name, column 2: Student Room) – a question was asked why this was needed. Have since found out so a unique pass code can be created similar to ordering school photos. ● A copy of the school logo ● Please put prices next to the items you would like to offer this year: <p>From order placement it is 3 weeks until delivery.</p> <p>Do we want to do this for 2017? The group was a little unsure of what has come in for this fundraiser in the past, but we know it can be quite popular for Christmas presents.</p> <p>Arrange for a survey to be sent out on Thursday (21.09.17), to gain an understanding whether there is enough interest to proceed. If similar to last year, then move ahead with fundraiser with Christine as the lead, with information to go home prior to end of term 3.</p>
	Action Items <ul style="list-style-type: none"> ● Genee to ask email to survey to see if parents interested (completed 21.09.17) ● Christine to liaise with Abacus regarding readiness for end of term 3
	<p>PLEASE NOTE: Dates for following meetings: 25 Oct</p>

	<p>15 Nov 6 Dec – finale</p>
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Meeting Finished 8.36 pm

Next Meeting Wednesday 25 October 2017