

HOUGHTON VALLEY SCHOOL

Home and School Meeting

Thursday 6 September 2018 7:30pm at HVS Staffroom

Minutes

Quorum = 1 officer & 4 other members

Present: Ian Long, Kevin Hales, Karen Parr, Kate Mitcalfe, Michael Restieaux, Luana Carroll, Johanna Sanders, Flick, Richard Carroll

1. **Apologies:** Megan Taylor, Caroline Holden, Anna Ririnui
2. **Minutes of previous meeting:** Approved by Luana and Karen.

Action register

Action	Person	Completed?
Follow up with Monique on getting a breakdown of stalls from the fair	Kevin	Information presented and will be useful in ongoing year assessments.
Follow up on the production video	Ian	
Look into the possibility of school t-shirts	Anna	Newsletter went out today to the parents. Discussion had about if possible have people wearing them at the fair, Karen to look into how we can take orders at the fair.

3. Board Report

Richard spoke from the board. Main focus at the moment is the charter. Awareness is something they want to work on with parents and children. Environmental was one of the key focuses coming back from the kids when spoken at school.

Discussion had around how they consult with the community, looking at different ways they can get people involved.

Looking at a slimer approach compared to the current charter.

4. HVS H&S 2017 Events

4.1: Fair:

Goal of diverting waste from the landfill on the day and turn as much as possible to compost. Contacted organise waste management to take compost away on the day. Three waste stations on site, monitored by waste educators, may also involve kids.

Flick reaching out to food stalls about what packaging they can use.

Discussed leftover plastic bags & cutlery. Looking to hold on for another year and so use environmental friendly ones this year.

All food stalls organised, looking at two coffee stands. Will be mindful of crowd movement around the more popular stalls.

More help is needed with chutneys, action point of asking for parents for help in the next newsletter.

Crafts will be largely what the kids make, craft nights are hard to get people along to.

Storage is all sorted, marketing posters & flyers are organised and then we need people to help distribute.

Health & Safety protocol for the fair to go to board for sign-off

Looking to do a pre fair clothes sale on the Friday of the long weekend.

Decision made on yes to the Ambulance which now costs \$400

Decision made for organic plant guy to be able to present and sell his own range

Kevin to talk to ASB about if they can lend us their marquee on the day, as well as getting help from their team to count money on the day (including note counter). Kevin to wait to hear from Luana after next week's Board meeting in case there is an issue with commercial signage on the day. It was agreed that the ASB teardrop sign was a functional sign to highlight where the EFTPOS is located for fair goers.

Decided to stick to dealing with cash as opposed to using vouchers.

4.2 Quiz:

Presented quiz information. Great night, and a big thank you to Ande from the school for all of her efforts in making it such a success (15% up on last year!)

Discussions had around next year's planning to include a strategy on the timing on when we go out to the community asking for things to donate. Also maybe look at potentially designating some sponsors for the quiz and some for the fair.

4.3: School disco:

Original night not available. Decision made to move the date to the Wednesday 26th September.

Decision made to not have any glow sticks or material. Potentially looking at luminous face paints at the door with big UV lights

5. Any other business

5.1: Grants: We applied for a grant for the swing from H&S through Lion Foundation

6. Correspondence

Nil to report.

7. **Next meeting:** Wednesday 17th October 2018 at 7.30pm.

Action register

Action	Person
Follow up on the production video	Ian

Ian Long
Chairperson Houghton Valley Home and School Association