

# HOUGHTON VALLEY SCHOOL

## Home and School Meeting

**Wednesday 1 May 2019 7:30pm at HVS Staffroom**  
**Minutes**

(Quorum 4+1)

**Present:** Ian Long, Kevin Hales, Megan Taylor, Dougall Wylie, Michael Restieaux, Karen Parr, Susan Hall, Stephanie Bosch

**Apologies:** Luana Carroll

### 1. Previous Meeting Minutes: Approved by Kevin and Ian

#### *Action register*

Action	Person	Completed?
Explore an outdoor concert event.	Ian	On hold till term four for term one 2020
Talk to the principal of Strathmore School about their outdoor concert.	Luana	As above
Work on the first bake sale with Nikau.	Mel	Held at the end of term 1
Look at contacting and advertising for class reps for 2019.	Mel and Megan	Look to send a notice home
Find out from Catherine what happened with the calendar fundraising money	Megan	All sorted

### 2. Board Report

Elections are coming so Susan encouraged people to put their names forward, or if they know of anyone who might be interested, encourage them to put their name forward by 24th May.

The charter is complete and now the Board are working on a visual representation of it. They are keen to launch the charter at the quiz night.

The Board is committed to doing a better job at communicating how the funds raised and donated by Home and School are used. A specific email will be provided and information given at the quiz night. The Board also wants to look at the division of costs for the maintenance of the flying fox and bike track next year.

Home and School noted that we have come to an agreed amount for this year and any changes would need to be worked through in terms of their impact.

### 3. HVS Planning

**3.1: Bake sales:** The first bake sale was a great success and raised \$442. Thanks Nikau! A call will be put out in the next newsletter for the next one mid term. Then we will plan to do one at the end of term 2.

3.2: Class reps: A note on what this involves will be put in the general communication to go home.

3.3: Quiz: Ian is going to follow up with Ande on this and help out. We are not going to have the auction this year but will look at other ways of raising cash on the night.

3.4: Fair: Karen is going to put something in tomorrow's newsletter about the fair. We need storage for clothes and toys; key coordinators; someone to shadow Karen and organise the fair next year; and someone who works in design.

3.5: General fundraising: Given we didn't have the moveathon at the start of the year we need to investigate other ways of raising funds this year. It was agreed to do the calendars again but start earlier to avoid some of the issues that happened last year.

Another idea suggested was something to do with movies; either at the school, a cinema or a drive-in.

Some kind of sponsored moving event was also suggested. Ian will talk to Luana about step counters.

If anyone has any other good fundraising ideas; please get in touch.

#### **4. Finances**

The returns for 2018/19 have been filed and the year closed off. Kevin will provide a donations report each meeting showing how much is available after the 80% donation and the fixed items. It was noted that this year's year 6 is particularly large and we will have to budget for a larger leaving gift amount.

#### **5. Any Other Business**

A discussion was had on how to get people engaged with Home and School and our activities. The idea of a new entrants get together was raised.

#### **6. Communications from Meeting:**

There was a common theme on correspondence discussed throughout the meeting. It was decided that Ian and Megan would look to write up a notice to go home with children about all the different ways to get involved, including with the Board of Trustees.

#### **7. Next meeting: Wednesday 29 May 7.30pm**

##### **Action register**

<b>Action</b>	<b>Person</b>
Talk to Luana about step counters and a sponsored moving event.	Ian
Write a notice to go home to parents on how they can be involved.	Megan and Ian
Find out the size of the year 6 roll and let Kevin know.	Stephanie

Ian Long

Chairperson Houghton Valley Home and School Association



