

HOUGHTON VALLEY SCHOOL

Home and School Meeting

Wednesday 27 February 2019 7:30pm at HVS Staffroom

Minutes

(Quorum 4+1)

Present: Ian Long, Kevin Hales, Megan Taylor, Luana Carroll, Michael Restieaux, Mel Dash, Kirsten Puddick, Sarah, Phillippe

1. **Apologies:** Karen Parr, Johanna Sanders, Susan Hall
2. **Previous Meeting Minutes:** Approved by Luana and Michael

Action register

Action	Person	Completed?
Talk to the Board about use of H&S fundraising money.	Ian	Agreed to keep the 80/20 donation policy.
Find out what happened with the last bake sale money. It is to go towards the school camp.	Kevin	Money has been accounted for.
Explore an outdoor concert event.	Ian	Still to progress.
Talk to the principal of Strathmore School about their outdoor concert.	Luana	Has contacted her but hasn't heard back.

3. Board Report

The Board held its first meeting last week and welcomed Angela Williams to the Board, farewelled Sarah as the Chair and welcome Susan as the new Chair. The discussion focused on succession planning with the upcoming elections in May. There will be a meeting where people can come along and find out more about being a Board member.

The new charter is now finalised. Still some work underway on how to present it and what it looks like.

4. HVS Year Planning

4.1. Bake sales: good to keep these but widen them to home baking and home produce. Aim to have one in March. Megan, Mel and Ian will look to work with Michelle on Nikau hosting the first one.

4.2. Class reps: Keen to have these again this year. Mel will contact last year's reps to see if they are still interested. Megan will advertise the roles in the next newsletter.

4.3. Quiz: Ande has agreed to organise this again (yah and thanks). She is looking at a date sometime in May.

4.4. Cookbook: Kirsten and Sarah talked about the cook book planning. They have gotten a group together and have people on board with publishing experience. They are

keen to make this about the local area: local personalities, the school and community, involve the children, reflect the fair.

They have gotten quotes for the production of the cook book and a print run of around 200 is likely to require an upfront investment of \$2000. There was some concern about the risk this posed given around \$80-85 copies would need to be sold to breakeven. The cookbook working group were asked to come back with a mock-up and a better sense of what the book would look like before Home and School committed to funding the print run.

5. Finances

Kevin showed the year-end accounts (the financial year for the Committee finishes in January). The final accounts will be presented at the AGM next month.

Each year we commit to a number of things: bike maintenance, flying fox maintenance, camp, fun day and year 6 leaving gift. This leaves a small amount available for other ideas.

Last year we gave a one-off payment to the new swings of \$5,000 which were also funded by a grant of \$3,000 and by the Board.

The Committee agreed to contribute \$1,500 per year towards the flying fox and \$2,000 per year towards bike maintenance noting this is less than what both of these cost to maintain.

6. Any Other Business

Aaron is stepping down from being the Home and School graphic designer. If anyone knows of a graphic designer who would be interested in taking over this role, please get in touch.

The year 3-6 teachers have been looking to trial new teaching products such as a digital math programme (Mathletics). This costs \$10 per student and is not in the school's budget for this year. Luana asked whether Home and School would be willing to fund the trial.

Kevin noted the Charities Act is currently being reviewed. He is keeping an eye on this but at this stage it looks like it would have limited impact on us.

7. Correspondence

Home and School is occasionally contacted by fundraising companies looking to promote their scheme or products. It was agreed that this Committee prefers its current, personalised fundraising efforts.

8. Communications from Meeting: AGM, new deputy roles and Class reps.

9. Next meeting: AGM: Wednesday 27 March 7.30pm

Action register

Action	Person
Megan, Ian and Mel to work on the first bake sale with Nikau	

Mel and Megan to look at contacting and advertising for class reps for 2019.	
Megan to find out from Catherine what happened with the calendar fundraising money	

Ian Long
Chairperson Houghton Valley Home and School Association