

Houghton Valley School Home and School Association Annual General Meeting

Wednesday 27 March 2019
7.30 School Staff Room

MINUTES

Quorum requires minimum 2 officers and 7 members.

1. **Apologies:** Luana Carroll, Jane Leogreen
2. **Present:** Ian Long, Megan Laking, Kevin Hales, Chas, Dougal Wylie, Richard, Monica Mercury, Michael Restieaux, Karen Parr, Kate Mitcalfe, Chris Taylor, Phillipe
3. **Previous Minutes** from AGM Thursday 12 April 2018 were reviewed and considered a true record of the meeting; nominated by Chris Taylor, seconded by Karen Parr.
4. **Chairperson's Report** from 2018-2019 was distributed and discussed.

Ian noted the amount of effort that goes into the events and fundraising that happens over the year and commented on the awesome school community. There were a few challenges around turnout to meetings and communications, especially on how the funds are spent.

5. **Treasurer's Report** from 2018-2019 was distributed and discussed. Megan Laking moved that the financial records be accepted as a true record, seconded by Chris Taylor.

It was noted that 80% of the funds raised go to the Board of Trustees and 20% remains for discretionary spending by the Association.

The Board representative, Richard, noted the amazing things that the Home and School Association has funded over the years. It was noted that there is a need to have better information on how the funding provided by Association is used by the Board. It was suggested that a Board member could provide the Association an update twice a year or there could be a joint meeting.

It was noted that it is useful to have a good sense of what the funds would be used for in recruiting and motivating people to help out with the fair, our biggest fundraising effort.

Having an idea of how the funds could be used is also useful for seeking grants. The work undertaken by Karen to raise a grant for the new swings was recognised.

Monica noted that the school is looking into learning through play which requires play equipment.

6. Election of Officers

6.1 Chair: nomination received for Ian Long from Megan Laking, seconded by Karen Parr. Elected.

6.2 Treasurer: nomination received for Kevin Hales from Ian Long, seconded by Michael Restieaux. Elected

6.3 Deputy Treasurer: nomination received for Dougal Wylie from Kate Mitcalf, seconded by Cas. Elected

6.4 Secretary: nomination received for Megan Laking from Kevin Hales, seconded by Michael Restieaux. Elected.

6.5 Grants Officer: nomination received at the meeting for Karen Parr from Megan Laking, seconded by Michael Restieaux. Elected

7. General Business

7.1 With this being Karen's last year at Houghton Valley School it was noted that it would be good to have an understudy for the grants process.

7.2 Richard provided a Board update. The Board is in a period of transition with a new chair and elections coming up. Last year they spent a lot of time on the Charter which is complete but work ongoing on the visual representation of it. It was also noted there was some staff turnover last year but a good recruitment process undertaken. This year the Board is working on enhancing communications and property.

7.3 Both Karen (as overall coordinator) and Kate (as food coordinator) are onboard for this year's fair. Thanks!

7.4 Monica noted the school staff have had a busy term, including creating a team environment. The junior school is looking into learning through play. The school is reviewing PB4L and aligning it with the new Charter. There are three working groups looking at different things.

8. Next AGM - Proposal March 2020 - TBC

Ian Long
Chairperson Houghton Valley Home and School Association