

Houghton Valley School Home and School Association Annual General Meeting and June Meeting

**Tuesday 25 May 2021
7.30pm School Staff Room**

A G E N D A

Quorum requires minimum 2 officers and 7 members.

1. Apologies
2. Minutes of AGM Thursday 16 June 2020 (attached)
3. Chairperson's Report 2020-2021
4. Treasurer's Report 2020-2021
5. Election of Officers
6. Resolution to amend the Association Rules (attached)
7. General Business; focus on events for the rest of the school year
8. Matariki
9. Next AGM - Proposal April / May 2021 - TBC

Houghton Valley School Home and School Association Annual General Meeting

16 June 2020
7.30 School Staff Room

MINUTES

Quorum requires minimum 2 officers and 7 members.

1. **Apologies:** Mel, Flic Morris
2. **Present:** Ian Long, Dougal Wylie, Megan Laking, Luana Carroll, Richard Carroll, Jos Abernethy, Nicola O'Halloran, Janie, Phil Anderson, Bret Mckenzie, Shannah Dilks, Kate Mitcalfe, Michael Restieaux
3. **Previous Minutes** from AGM Wednesday 27 March 2019 were reviewed and considered a true record of the meeting; nominated by Kate Mitcalfe, seconded by Dougal Wylie.
4. **Chairperson's Report** from 2019-2020 was distributed and discussed.

Ian talked about how funding from the previous year is used to provide funding for the current year. Given the circumstances with COVID-19 we will need to be careful as we don't know what will happen.

The highlight from last year was the fair which had a record financial taking, partly due to parents donating their time and not claiming expenses. There was more of a focus on social events rather than simply fundraising. However, there have been challenges with relevancy, connection and people being time poor.

The Committee is thankful for the support of the Board, Luana and staff.

5. **Treasurer's Report** from 2019-2020 was distributed and discussed. Dougal Wylie moved that the financial records be accepted as a true record, seconded by Megan Laking.

Dougal noted that while the gross funds raised were lower than the previous year, the net funds were slightly higher.

After the 80% payment to the Board, and the funds that we allocate for specific purposes (bike track and flying fox maintenance), there is around \$4,000 available.

The 80% is used by the Board to provide things that can't be provided with the operating grant funding; such as new classroom furniture (in 2018) and new devices and bike racks (in 2019). How the funding will be used in 2020 is still to be determined although it was noted that it is important to clearly communicate how this is being used.

6. Election of Officers

6.1 Co-chair: nomination received for Kate Mitcalfe and Michael Restieaux from Ian Long seconded by Phil Anderson. Elected.

6.2 Treasurer: nomination received for Dougal Wylie from Megan Laking, seconded by Michael Restieaux. Elected

6.3 Secretary: nomination received for Megan Taylor from Kate Mitcalf, seconded by Michael Restieaux. Elected.

7. General Business

7.1 Luana noted on behalf of the school and kids that we could not do half of the activities without the support provided by Home and School. She thanked the Committee and Ian.

7.2: Events for the rest of the school year were discussed. At this stage it looks like we will run the fair due to some key coordinators agreeing to be involved (a big thanks to Sarah, Nell, Kate and the new parents who have volunteered). We are going to try having it on a Sunday with the date to be determined based on the Island Bay Fair.

We will look into having a Quiz this year if we can find volunteers to run it. If it is to proceed, it was agreed it would focus on building engagement with the community and not be actively treated as a fundraiser. Furthermore, it was agreed we would have a disco towards the beginning of term 4 (it helps with recruitment for the fair). Calendars are already underway. We will start up bake sales in term 3 but keep the pricing to a gold coin maximum.

The school is planning to hold a Matariki event at the end of term 2. Home and School agreed to run a sausage sizzle for this.

7.3: Kate thanked Ian for all his work over the last two years and acknowledged how well the school did at keeping everyone connected during lock-down.

8. Next AGM - Proposal March 2021 - TBC

Ian Long
Chairperson Houghton Valley Home and School Association

**Houghton Valley School Home and School Association
2021 Motion to Change the Rules**

Procedure to change the rules:

These Rules are amended or replaced by resolution of any AGM or SGM, agreed to by a two-thirds majority of the stated quorum or members present, whichever is greater.

Motions to change the rules:

Replace:

12. Monthly meetings

12.1. Home and School meets monthly at such times and places as convened by the Chairperson or Secretary.

With:

12. Regular meetings

12.1. Home and School meets **at least one time per term** at such times and places as convened by the Chairperson or Secretary.

Replace:

13. Annual General Meetings

13.1. The AGM is held annually in March on the date decided at the previous AGM, and at a time and place agreed to by the officers.

With:

13. Annual General Meetings

13.1. The AGM is held annually **no later than four months after the end of Home and School's financial year** on the date decided at the previous AGM, and at a time and place agreed to by the officers.