

Kelburn Normal School PTA Meeting Minutes

10 October 2016, 7:08 – 8:15 pm

Meeting called to order by Gwen Sturgeon, PTA president

Attendees: Gwen S (PTA President); Ruby Q (PTA Secretary); Yigit S (PTA Treasurer); Andrew Bird (Principal); Rob Kerr (UM Syndicate Leader/Room 5); Paivi G; Lucy J; Diana V; Erica T; Stephanie M

Apologies: Poppy L; Susan H; Rachel F; Ayesha M

Approval of Minutes

The minutes were read from the 6 September 2016 meeting and approved by Paivi and seconded by Gwen. Previous PTA minutes are available in the school app under Notices (note that documents are not in chronological order) and on the school website (in the right hand side of the home page under PTA Notices).

Financial Report

Our bank balances as of 30 September:

- \$5,003.67 - Cheque account
- \$10,214.02 - Saver account

This reflects money raised from the Calendar Art Fundraiser, \$3,049 from the School Skip-a-thon, and \$406 from One Wild Night ticket sales.

In the future, all school items should be purchased directly by the school as they are GST exempt. For items not purchased directly by the school, we would need to reimburse the total amount plus GST. For example, this was the case in which a parent purchased sand for the sand pit recently.

PTA Donations Policy

The PTA Officers and Nicole are drafting a new PTA Donations Policy that outlines that the PTA will:

- liaise with the School and the School Board of Trustees to understand the 'wish list' of items to be purchased;
- determine which items it will attempt to fundraise for;
- then make each donation upon receipt of a supplier tax invoice.

The three-way funding agreements among the PTA, School, and Board of Trustees to prioritise funding is similar to what took place in years past and the PTA would like to re-start this process.

A draft PTA Donations Policy will be sent to the principal, the board and the PTA for review and feedback with the aim of getting a policy approved at the next PTA meeting on 14 Nov.

Calendar art fundraiser

Per Poppy via email: All the beautiful artwork was sent away at the end of last term to be made into calendars etc and should arrive early this term. I ran an extra lunchtime session to get artworks finished for those kids whose parents had ordered but the work was not yet finished.

Almost all money collected -still working on last couple of those payments outstanding. Those who placed orders and kids didn't end up making work are in the process of being refunded (thank you Yigit). Also thank you -Yigit for emailing the many bank statements so we could keep track of payments via eftpos and direct debit. Thanks also to my husband Jamie who has done a lot of spreadsheet calculations.

We have made sales of \$8057 with expenses of \$4056 (we collect all money and then pay kidsartworks a proportion of each item sold ie \$4056- this is yet to be paid to them so we will still be showing the \$8k in our PTA acct rather than the final \$4k profit). Profit of \$4001. Please note the numbers are yet to be confirmed but should be a fair indication of the final numbers. Breakdown of items purchased are as follows: Mouse pads -19, Diaries - 43, Sketch pads - 49, Cards - 167, Calendars- 279.

Annual music fund

On 18 November 2014, the PTA approved to donate \$3,000 for an annual general music fund for musical instruments, equipment and other music-related needs at the discretion of the principal.

The PTA discussed discontinuing the annual general music fund donation so that it can be considered as part of an overall funding discussion for 2017 among the PTA, the School and the School Board of Trustees. This is not about the PTA cutting funds. It's about nailing down funding processes and setting priorities together as a school community.

Motion: Move to discontinue donating \$3,000 for an annual general music fund for musical instruments, equipment and other music-related needs at the discretion of the principal pending further discussion. Moved by Paivi and seconded by Ruby. Motion carried.

Hospitality arrangements

Gwen will send out a note to parents asking for help in providing for baked goods on Thursday 13 October for the KNS Community Welcome for Andrew. Activities are as follows: 1-2.30pm Musical Refreshment followed by community afternoon tea in the hall for adults only at 2.45pm.

PTA Officer Openings

The three PTA officer positions of President, Treasurer and Secretary are now available. The reason for the openings is to get new people involved in the PTA especially with a new principal and school board in place. Please spread the word about the PTA officer openings and if anyone is interested, contact Gwen, Yigit or Ruby. They will not leave their position until a replacement is found and will ensure a smooth transition is in place with new officers.

Talent Quest

We will need to re-evaluate when Talent Quest will take place. It was originally planned for plan 27 October, which is too close to One Wild Night on 29 October. Gwen will talk to Andrew about a date.

One Wild Night.

Gwen and Georgie worked on the One Wild Night flyers and posters, which have been distributed throughout the neighborhood. Gwen also sent an email to school neighborhood contacts so they are aware of when the event is taking place.

Auction items are also being submitted. Examples of items include baking a cake every week for a month, parking space at the Visual Resource Centre and books from Marsden books.

Better Funding, Better Learning Bus

Some parents had questions about a Better Funding, Better Learning bus at the school today and what that was about. Per Rob, this is part of the efforts of New Zealand Educational Institute(NZEI) Te Riu Roa, New Zealand's largest education union, to ask people to sign their petition to request the Minister of Education to drop bulk funding. A parent suggested communicating this information in the next newsletter as there might be others who would want to know.

Next meeting

The next PTA meeting will be Monday, 14 November 2016 at 7pm in the staff room. Potential agenda topic ideas include PTA funding priorities discussion, PTA Donation Policy approval, One Wild Night de-brief and Talent Quest.

PTA Activities Calendar

	2015	2016 - planned
February	Magpie Lawn Picnic	Magpie Lawn Picnic
March	Personal Challenge – reading School Disco	“For the Birds” light show Food for Civil Defence Kit Entertainment Books
April	Entertainment Books	
May		Gully Working Bee
June	Quiz Night Day at the Movies - Minions	Matariki event (16 June)
July		
August		Personal Challenge – jump rope skipping (19 Aug)
September	Calendar art orders	Calendar art orders
October		One Big Night (29 Oct)
November	Movie Night - Spectre	
December	Talent Quest Kelburn Village Christmas Shopping Event	

TBD:

Talent Quest, afternoon tea for new families, movie days/nights, Teacher Appreciation, etc.

PTA Summary of Accounts for 2014-2016

Period ending 31/08/2016									
KNS – PTA: SUMMARY OF ACCOUNTS (This output is currently in draft form)									
1 – Fundraising activities	Actual 2016			Actual 2015			Actual 2014		
	Income	Expenditure	Surplus	Income	Expenditure	Surplus	Income	Expenditure	Surplus
Calenders	2,758	0	2,758	5,852	3,644	2,208	6,079	3,581	2,498
Centenary Book Sales	0	0	0	0	0	0	0	0	0
Casual Fundraising (Matariki, A. Ross)	345	725	-380	0	0	0	650	481	169
Disco BBQ & Drinks	0	0	0	4,224	2,030	2,195	742	477	264
Entertainment Books	0	0	0	960	0	960	1,008	0	1,008
Garden and Home Tour	0	0	0	0	0	0	0	0	0
Magpie Lawn Picnic	2,409	459	1,950	3,038	1,992	1,046	2,259	1,982	277
Movie Night	0	0	0	5,126	2,470	2,656	0	0	0
Quiz Night	0	0	0	805	0	805	0	0	0
School Challenges (Reading, Skipathon)	2,856	0	2,856	6,732	120	6,612	0	0	0
Talent Quest	0	0	0	0	500	-500	1,065	1,219	-154
Xmas Party & Auction	0	0	0	0	0	0	12,252	2,034	10,218
Misc Transactions to People (I & E, Cheques)	669	444	224	0	0	0	0	0	0
Birds Show	2,700	2,284	416	0	0	0	0	0	0
Centenary Weekend	0	0	0	0	0	0	14,836	10,414	4,422
Hoody/t-shirt/ polo sales	0	0	0	0	0	0	6,588	7,787	-1,198
	11,737	3,912	7,825	26,737	10,755	15,982	45,480	27,976	17,504
2 – Funds provided for the school	Actual 2016			Actual 2015			Actual 2014		
	Income	Expenditure	Surplus	Income	Expenditure	Surplus	Income	Expenditure	Surplus
Classroom Equipment	0	0	0	0	665	-665	0	0	0
Club Equipment	0	1,000	-1,000	0	4,000	-4,000	0	0	0
Outdoor Equipment	0	0	0	0	3,987	-3,987	0	1,416	-1,416
Arts and Music Equipment	0	3,000	-3,000	0	5,000	-5,000	0	3,000	-3,000
Sports Equipment	0	0	0	0	1,079	-1,079	0	0	0
Technology – Students	0	20,000	-20,000	0	10,000	-10,000	0	0	0
Technology – Admin (VisTab, KNS Phone App)	0	0	0	0	2,448	-2,448	0	2,316	-2,316
Event Supplies	0	0	0	0	619	-619	0	663	-663
Road Safety Patrol - Incidentals	0	1,805	-1,805	0	4,300	-4,300	0	119	-119
Road Safety Patrol - Paid guard	0	0	0	0	0	0	0	2,496	-2,496
School Camp	0	0	0	0	5,000	-5,000	0	0	0
Student Support Fund	0	0	0	0	0	0	0	0	0
School Upgrades	0	755	-755	0	500	-500	0	0	0
Other expenses	0	362	-362	0	105	-105	0	0	0
	0	26,922	-26,922	0	37,703	-37,703	0	10,010	-10,010
3 – Grants and Donations	Actual 2016			Actual 2015			Actual 2014		
	Income	Expenditure	Surplus	Income	Expenditure	Surplus	Income	Expenditure	Surplus
Grants - hall upgrade	0	0	0	0	0	0	0	0	0
Donation	0	0	0	0	0	0	18	0	18
Money owed to KNS - rec'd in error by PTA	-44	0	-44	-249	0	-249	0	0	0
	-44	0	-44	-249	0	-249	18	0	18
4 – Other Transactions	Actual 2016			Actual 2015			Actual 2014		
	Income	Expenditure	Surplus	Income	Expenditure	Surplus	Income	Expenditure	Surplus
Bank interest & fees									
Bank Fees - Monthly	0	124	-124	0	186	-186	0	16	-16
EFTPOS Terminal Fee	0	6	-6	0	29	-29	0	0	0
Bank Interest - Business Saver	162	0	162	924	0	924	933	0	933
Depreciation									
Depreciation - cottage	0	1,172	-1,172	0	1,758	-1,758	0	1,758	-1,758
Depreciation - equipment	0	413	-413	0	620	-620	0	595	-595
Miscellaneous									
Charities Commission Filing Fee	0	51	-51	0	51	-51	0	76	-76
	162	1,766	-1,604	924	2,644	-1,720	933	2,445	-1,511
5 – Cottage management	Actual 2016			Actual 2015			Actual 2014		
	Income	Expenditure	Surplus	Income	Expenditure	Surplus	Income	Expenditure	Surplus
Cottage Rental	0	0	0	0	0	0	0	0	0
Insurance, maintenance & utilities	0	0	0	0	0	0	0	2,212	-2,212
Provision for repairs	0	0	0	0	0	0	0	0	0
Heat pumps	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	2,212	-2,212
GRAND TOTAL	11,855	32,600	-20,745	27,412	51,103	-23,691	46,431	42,643	3,788

Income and Expenditures

Period ending 30/09/2016	KNS – PTA: Income and Expenditure			
	2016	2015	2014	2013
	Actual	Actual	Actual	Actual
Income				
1 – Fundraising activities	11,737	26,737	45,480	17,343
2 – Funds provided for the school	0	0	0	0
3 – Grants and Donations	-44	0	0	0
4 - Other Transactions	162	675	951	1,119
5 – Cottage management	0	0	0	19,968
Total income	11,855	27,413	46,431	38,430
Expenditure				
1 – Fundraising activities	3,912	10,756	27,976	13,879
2 – Funds provided for the school	26,922	37,733	10,009	1,824
3 – Grants and Donations	0	0	0	0
4 - Other Transactions	1,964	2,615	2,445	1,931
5 – Cottage management	0	0	2,212	2,019
Total expenditure	32,798	51,104	42,643	19,653
Surplus / (Deficit)	-20,943	-23,691	3,788	18,777
Movement on reserves				
Acc.d funds brought forward	38,221	61,913	58,124	39,347
Acc.d funds carried forward	17,278	38,221	61,913	58,124
Note: Please note that this output is currently in draft form.				

Balance Sheet

Period ending 30/09/2016	KNS - PTA: Balance Sheet			
	2016	2015	2014	2013
	Actual	Actual	Actual	Actual
Fixed assets				
Cottage	5,587	6,905	8,663	10,421
Equipment	1,364	1,830	2,450	1,545
	<u>6,951</u>	<u>8,735</u>	<u>11,114</u>	<u>11,967</u>
Current assets				
<i>Cash & cash equivalents</i>				
ASB Cheque Account	5,120	2,547	9,326	8,814
ASB Business Saver Account	5,000	26,733	39,623	26,689
<i>Total Current Assets</i>	<u>10,120</u>	<u>29,280</u>	<u>48,949</u>	<u>35,503</u>
<i>Other receivables</i>				
Accounts receivable	0	0	1,644	1,067
Prepayments/stock	206	206	206	2,690
Cottage bond	640	640	640	640
<i>Total Other Receivables</i>	<u>846</u>	<u>845</u>	<u>2,490</u>	<u>11,698</u>
Total assets	<u>17,918</u>	<u>38,861</u>	<u>62,552</u>	<u>59,167</u>
Current liabilities				
Accounts payable	0	0	0	324
Income in advance	0	0	0	80
Provision for repairs to cottage	0	0	0	0
Cottage bond	640	640	640	640
Total liabilities	<u>640</u>	<u>640</u>	<u>640</u>	<u>1,044</u>
Net assets	<u>17,278</u>	<u>38,221</u>	<u>61,912</u>	<u>58,124</u>
Difference to be investigated	0	0	0	0

Note: Please note that this output is currently in draft form.

PTA Motions/Approvals

Funds provided for school	Amount Approved	Date	Motion/Approval	Notes
Technology - admin	\$1,600	20/03/14	Per minutes from 20 March 2014: Over the years we have printed a school directory that has had a combination of sponsorship and PTA funding. This annual cost has been approx \$1,500.00. We are again looking at how we can distribute the school directory. Andrew (principal) gave us a quick overview of a school app that is available and widely used by other schools which can be used by most smart phones and other tablets. He has researched and presented this idea to us to consider as an alternative to the hard copy directory. After a short discussion and question time we agreed to support and proceed in the purchase of this application at a cost yet to be determined but in the region of \$1600.00. Ongoing costs will be clarified at a later date.	Per the 9 Sept 2014 minutes: "We still have to pay for the Kelburn app as the PTA hasn't received an invoice from school for \$1,600; the purchase was approved by the PTA at the last meeting in March".
Outdoor	\$2,000	2/09/14	Per minutes: "We approved to purchase play equipment for students in Year 2, whose play area is generally in the bottom court of the school and doesn't have a lot of play equipment. The cost was \$2,000."	A giant building set, big Connect Four game set and other mobile play equipment were purchased. There was a mix-up in gaining approval for the purchase and the equipment purchase actually occurring, which is why it happened in reverse order.
Arts & music	\$3,000	18/11/14	Move to donate \$3,000 from the PTA for an annual general music fund for musical instruments, equipment and other music-related needs at the discretion of the principal. This starts in 2014. Moved by Gwen and seconded by Lee-Anne. Motion carried.	There was a suggestion for transparency on how the \$3,000 was spent for music equipment i.e. to let the parents know what their money has helped purchase.
School camp	\$5,000	10/02/15	Move to donate \$5,000 from the PTA to help subsidize the cost of Senior Camp and Upper Middle Camp for students. Moved by Mark and seconded by Gwen. Motion carried.	
Outdoor	\$1,300	10/03/15	Move to approve up to \$1,300 from the PTA to contribute toward the cost of the garden in Ngaio. Moved by Gwen and seconded by Susie. Motion carried.	Based on an initial estimate from Rebecca O, the cost would be \$1,300 for the garden structure and soil. The soil and plants (which there aren't a lot left) in the garden has been there for a very long time and needs to be replaced.

Sports	\$150	10/03/15	Move to approve up to \$150 from the PTA to pay for helmet hooks for the water polo team. Moved by Ruby and seconded by Susie. Motion carried.	
Outdoor	\$2,000	28/04/15	Move for up to \$2,000 (or thereabouts) from the PTA to purchase and install a new rope wall in the Gully. Moved by Gwen and seconded by Susan. Motion carried.	The rope wall in the Gully playground, which is 25 years old, has deteriorated and had to be removed. It now needs to be replaced.
Road Safety Patrol and Outdoor	\$1,015.50	28/04/15	Move to pay the bill of \$1,015.50 for Road Patrol for 2014 Term 4 and storage boxes for play equipment. Moved by Gwen and seconded by Ruby. Motion carried.	\$883.50 for road patrol and \$32 for storage boxes
Club	\$4,000	9/06/15	Move for up to \$4,000 from the PTA to pay for the items listed above. Moved by Ruby and seconded by Susan. Motion carried.	There are 65 students in Kapa Haka, which has doubled from last year, especially with having younger students able to join starting last year. The Kapa Haka group has asked for funding for the following: \$750: t-shirts; \$1800: new uniforms/dresses; \$500: powhiri and overnight noho marae at Tapu te ranga Marae in Island bay; \$500: bus for Kapa Haka festival; It's been about three to four years since the PTA has provided funds for Kapa Haka.
Technology - students	\$10,000	28/07/15	Discussed school needs that the PTA could help fund. This included: road patrol for this term, the crosses and grass for ANZAC Day, the music programme, a bus for Orange Day, two small mobile netball hoops and the purchase of Chromebooks and iPads for the extra room. No questions were asked and no concerns were raised from meeting attendees about these items and there was agreement in principal. Gwen will start an email chain to discuss exact costs for each of these items.	Andrew sent quotes for 10 Chromebooks and iPads with Gwen approving in email with the following PTA members: Yigit, Ruby, Robyn, Stephanie, Susan and Erica
Classroom	\$2,000	16/09/15	Move to pay \$2000 for screen-printing material. Moved by Gwen and seconded by Yigit. Motion carried.	Gwen raised a request submitted by Gareth Rouch for screen-printing material.
Sports	\$1,079	16/09/15	Move to pay \$1079 to upgrade equipment for the Kelburn Normal School Netball Club. Moved by Gwen and seconded by Ally. Motion carried.	They have not asked for PTA funding in the past.
Technology - admin	\$1,305	18/11/15	Move to pay for a VisTab one-year contract of \$70/month for the service and \$464.95 for the device plus GST. Moved by Gwen and seconded by Ayesha. Motion carried.	Rob did a demo of a new school electronic sign-in system from VisTab the school has been trialing and would now like to sign up to use for a year.

Outdoor	\$1,000	11/04/16	Move for up to \$1,000 from the PTA to purchase three cubic metres of sand for the sand pit next to the school, a toy box and sand play equipment. Moved by Gwen and seconded by Susan. Motion carried.	Once Rob Kerr has actioned the supply of sand the school office will process the invoice and seek reimbursement from the PTA.
Outdoor	\$800	9/05/16	Move to approve for up to \$500 from the PTA to purchase 20 waratahs at \$10 each and about 180 meters of fluorescent wire at \$300 to construct a ~60 metre gully lower boundary fence. Moved by Stephanie and seconded by Rachel. Motion carried.	Invoices have been sent to Yigit.
Club	\$1,000	9/05/16	Move to approve \$1,000 from the PTA to pay a kaiako (Māori specialist teacher) for Term 2 to advise the Kapa Haka in cultural and performance ideas and support the teachers in running it. Moved by Ruby and seconded by Diana. Motion carried.	Tina will update the Term 2 donation request sent on 2 August to include this amount. Per 6 Sept, request needs to be amended in that the \$1,000 will be used to pay for the Kapa Haka musician in Term 2 instead as a kaiako started with the group in Term 3. Danielle said that they will look at the school budget to pay for the kaiako.
Technology - admin	\$900	13/06/16	Move to approve funding for the school phone/tablet app to the cost of \$900 for 2016. Also going forward, the app should be used more to communicate to parents. Moved by Rachel and seconded by Gwen. Motion carried.	At the PTA's request the Board have paid for this item.
Classroom	\$700	13/06/16	Move to approve funding for missing PMP equipment to cost no more than \$700. Moved by Gwen and seconded by Lucy. Motion carried.	At the PTA's request the Board have paid for this item.
Technology - students	\$20,000	6/09/16	Move to approve a donation of \$20,000 from the PTA to the board for technology for 2016. Moved by Rachel and seconded by Gwen. Motion carried.	
Arts & music	- \$3,000	10/10/16	Move to discontinue donating \$3,000 for an annual general music fund for musical instruments, equipment and other music-related needs at the discretion of the principal pending further discussion. Moved by Paivi and seconded by Ruby. Motion carried.	This refers to a previous motion made on 18/11/14. The PTA contributed to an annual general music fund in 2014, 2015 and 2016. A general music fund will be considered as part of an overall funding discussion for 2017 among the PTA, the School and the School Board of Trustees.