

Kelburn Normal School PTA Meeting Minutes

13 June 2016, 7:05 – 8:45 pm

Meeting called to order by Gwen Sturgeon, PTA president

Attendees: Gwen S (PTA President); Ruby Q (PTA Secretary); Yigit S (PTA Treasurer); Rob Kerr (UM Syndicate Leader/Room 5); Susie Brown (Junior Syndicate Leader/Room 1); Paivi G; Poppy L; Erica T; Rachel F; Lucy J; Ayesha M

Apologies: Stephanie M; Diana V; Georgie T; Justine O

Approval of Minutes

The minutes were read from the 9 May 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 left hand side of the home page under PTA Notices).

Financial Report

Our bank balances:

- \$5,393.64 - Cheque account
- \$24,621.26 - Saver account

Majority of expenses, \$754.78, was spent for the Gully Working Bee on 21 May, in which a clean up took place as well as construction of a semi-permanent out-of-bounds boundary.

Yigit has already filled out the Charity Services annual return form, which is due the end of this month. He will work with Gwen to confirm that the information is correct.

Staff Rep Report

Rob as the school staff representative shared the following:

- **Gully working bee:** A big thank you for the support and help with the Gully working bee.
- **Skipathon:** Week 5, Term 3 Fri, 26 Aug.
- **Talent Quest:** Week 3, Term 4 Thurs, 27 Oct.
- **Afternoon tea for new parents**
 - **Action:** Gwen will sort out a date and time and will aim to have a recurring time for afternoon tea for new parents every term or every other term.
- **Proposals for funding:**

Proposal:	Motion/Actions/Discussion points:
<i>Proposal to provide funding for the school phone/tablet app to the cost of \$900 for 2016. The purpose of the app is to enhance communication between the school and the community. To quickly and effectively push out notices, updates and also advise parents of any emergencies.</i>	<p>Motion: 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.</p> <p>Action: Rob will let Tina know to send Yigit the invoice for the app.</p> <p>Discussion: Parents at the meeting expressed that the app has been useful and encourages the school to use it more to communicate to parents.</p>

<p><i>Proposal to provide funding PMP equipment.</i> After the staff meeting on 9 May, staff helped to re-organise the back of the hall cupboard in readiness for PMP. We are very disappointed to discover that all six scooter boards and two seesaws have been removed from the cupboard. We searched all other possible locations in the school and were unable to find them. We are asking the PTA to fund re-purchase of these items, costing between \$500-\$700.</p>	<p>Motion: Move to approve funding for missing PMP equipment to cost no more than \$700. Moved by Gwen and seconded by Lucy. Motion carried.</p> <p>Discussion: This is an opportunity to remind people about hall security and to consider a security addition for the hall.</p>
<p><i>Proposal to provide funding for more devices in the Junior Area of the school.</i></p> <p><i>Chromebooks and storage/charging cabinet.</i> Lower Middles. 3 classes. A set of 15 Chromebooks. Curriculum Objective and 2016 annual target: to promote student's and especially boy's engagement in writing, and their achievement in writing. With Chromebooks, boys are able to see their drafts, share them with others for comment and improve and correct them. The digital medium helps boys actually finish their work too. They can then use this process with pen and paper. Approx cost - \$8,000.</p> <p><i>iPads.</i> Junior and Lower Middles. 8 classes. A set of ten iPads and charging/storage cabinet. Curriculum Objective: to expand early literacy programmes and promote digital fluency.</p>	<p>Actions</p> <ul style="list-style-type: none"> Gwen to ask the new school board to have the development of a technology framework (aligned to the school strategic plan) as a priority. Rob to follow up on the cost for the iPads. <p>Discussion:</p> <ul style="list-style-type: none"> While the PTA has confidence in staff to make operational decisions about technology and learning, a framework/roadmap will help ensure there is a plan to address the school's current and long-term technology needs. We suggest technology be funded through a combination of the board, grants and the PTA. The PTA supports funding the school's technology needs. However, we will postpone making a decision about funding for more devices in the Junior Area of the school until the next meeting.

- **Reinstating teacher wish list for bigger items.** To be introduced at a staff meeting this term and to be collated by Rob and Danielle to ensure equity and coverage of curriculum and syndicates.

Civil Defence Kit Food

Yigit shared that he hasn't received an invoice for the civil defence kit food. Also not many families have paid \$5/child to fund the kit. One parent suggested getting volunteers to stand outside before and after school with a bucket to ask for donations.

Action: Gwen will follow up with Yigit on the invoice for the civil defence kit food.

Matariki Community Celebration

We discussed the timeline for the Matariki Community Evening. The purpose of the event is to bring the community together. Gwen will send a communication asking for help with the following: donations for baked goods and flax; help with the BBQ and food tables; do glow-in-the dark face painting; ask families to bring telescopes and for volunteers to make sure the telescopes are kept secure.

Families will be encouraged to bring a torch and money for food (sausages, a veggie option, baked goods, etc.) and drinks (hot chocolate) and to wear warm clothes.

Expenses should be no more than \$1,000, which will include glow products such as bracelets and face paint, black lights for a UV room in one of the pre-fabs, marshmallows and skewers for the fire and other items.

Kids Art Fundraising

The Kids Art Works company has contacted the PTA about having calendars, cards, etc. be created from kids' art as part of a PTA fundraiser.

Action: Poppy will look into options for doing a kids' art fundraiser and make a recommendation on next steps. There was a suggestion to keep track of the time it takes to do the fundraiser if we proceed with doing a kids art fundraiser.

New School Board

Welcome to the new school board from the PTA. The first board meeting with the new board will be 20 June.

We also greatly appreciate the people who stood for the elections. It was great to see the number of candidates for consideration.

School Hall Zip Repair

The zip, also known as a hot water machine, in the back of the hall is broken. It will cost \$1,800 to repair. The after school care kids will eventually vacate The Cottage, which will be used by the Visual Resource Centre, and will re-locate to the school hall during the re-build.

Action: Gwen will ask the school board whether they will pay for the zip.

Modern Learning Environments and School Libraries

Parents have shared concerns with Gwen, specifically about the library as a physical space and as a resource as part of the school re-build. The Modern Learning Environment addresses the library as a resource, and the current design does not include an actual space for a library. However, if the community would like a school library, it would have to be funded by the community as an on-going cost similar to the Gully and playground.

Gwen shared this article about "Modern library learning environments" at the meeting that may be of interest to parents and the community: <http://schools.natlib.govt.nz/school-libraries/library-learning-environments/modern-library-learning-environments>.

The board is planning for a second design meeting to take place.

Action: Gwen to suggest that the school board share information with parents and the community about:

- What resulted from the design meetings such as feedback received grouped by themes.
- What are the channels parents and the community can use to ask questions and communicate their concerns.

PTA President Position

Gwen has been PTA president for six years and is keen for a new person to take on the position. If anyone is interested, contact Gwen.

Next meeting

The next PTA meeting will be Monday, 1 August 2016 at 7pm in the staff room.

Appendix

“Starter for 10” PTA Activities Calendar

	2015	2016 - planned
February	Maggie Lawn Picnic	Maggie 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 (26 Aug)
September	Calendar art orders	
October		Talent Quest (27 Oct)
November	Movie Night - Spectre	School Fair (TBD)
December	Talent Quest Kelburn Village Christmas Shopping Event	

TBD:

Afternoon tea for new families, Calendar art orders, movie days/nights, Teacher Appreciation (World Teachers' Day is 5 October), etc.

PTA Summary of Accounts for 2014-2016

Period ending 30/04/2016	KNS - PTA: SUMMARY OF ACCOUNTS								
1 - Fundraising activities	Actual 2016			Actual 2015			Actual 2014		
	Income	Expenditure	Surplus	Income	Expenditure	Surplus	Income	Expenditure	Surplus
Calenders	0	0	0	5,852	3,644	2,208	6,079	3,581	2,498
Centenary Book Sales	0	0	0	0	0	0	0	0	0
Croissants	0	0	0	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
Maggie 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
Reading Challenge	0	0	0	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	2,228	472	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	-1,199
	5,777	3,131	2,646	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	0	0	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	0	0	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	0	0	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	0	0	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	0	0	0	500	-500	0	0	0
Other expenses	0	362	-362	0	105	-105	0	0	0
	0	362	-362	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	62	-62	0	186	-186	0	16	-16
EFTPOS Terminal Fee	0	6	-6	0	29	-29	0	0	0
Bank Interest - Business Saver	83	0	83	924	0	924	933	0	933
Depreciation									
Depreciation - cottage	0	586	-586	0	1,758	-1,758	0	1,758	-1,758
Depreciation - equipment	0	207	-207	0	620	-620	0	595	-595
Miscellaneous									
Charities Commission Filing Fee	0	0	0	0	51	-51	0	76	-76
	83	861	-778	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	5,816	4,355	1,462	27,412	51,103	-23,691	46,431	42,643	3,788
Surplus/Deficit on I&E and Balance Sheet			1,462			-23,691			3,788

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

Income and Expenditure Balance Sheet

Period ending 30/04/2016	KNS - PTA: Income and Expenditure			
	2016 Actual	2015 Actual	2014 Actual	2013 Actual
Income				
1 - Fundraising activities	5,777	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	83	675	951	1,119
5 - Cottage management	0	0	0	19,968
Total income	5,816	27,413	46,431	38,430
Expenditure				
1 - Fundraising activities	3,131	10,756	27,976	13,879
2 - Funds provided for the school	362	37,733	10,009	1,824
3 - Grants and Donations	0	0	0	0
4 - Other Transactions	861	2,615	2,445	1,931
5 - Cottage management	0	0	2,212	2,019
Total expenditure	4,355	51,104	42,643	19,653
Surplus / (Deficit)	1,462	-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	39,683	38,221	61,913	58,124

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

PTA Motions/Approvals

Funds provided for school	Amount	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.	
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.	
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.	
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.	

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.
-----------	-------	----------	---