

Kelburn Normal School PTA Meeting Minutes

29 November 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); Paivi G; Diana V; Susan H; Rachel F; Ayesha M; Ali B; Georgie T

Apologies: Erica T; Lucy J

Financial Report

Our bank balances as of 29 November:

- \$30,428.56 - Cheque account
- \$5,005.79 - Saver account

This reflects money raised from One Wild Night(OWN) with an income of \$29,613 and expenditure of \$5,901. We are expecting more revenue to come in from OWN such as from the beer sales. Yigit shared the financial report summaries at the meeting (copy is in the Appendix section) and he will update the documents at the end of December to close out the school year.

Other discussion topics:

- Gwen mentioned that the Ministry owns the land where The Cottage is located and the PTA owns the Cottage building. The Visual Resource Centre is currently renting the building. Once the top court is prepped for construction and there are no tenants in the Cottage building, the PTA plans to sell the building and would collect income from the sale.
- Yigit suggested we take some time next year to do an inventory of the PTA fixed assets. We have a list in our accounting documents. But it is out of date.
- Yigit has received the Term 4 invoice from Tina.
- Yigit has scanned all the financial-related documents received this year (invoices, receipts, etc.) and encouraged that this continues with whoever takes on the Treasurer role.

PTA Donations Policy

The PTA Officers and Nicole have drafted a new PTA Donations Policy (see Appendix) 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;
- make each donation upon receipt of a supplier tax invoice.

The policy was developed with the help of Nicole and using the Hataitai School PTA Donation Policy as a starting point.

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. The policy will also help provide greater clarity in the donation process as well as transparency in how PTA donations are being used.

Rachel suggested amending the draft policy to reflect that: "Teachers are encouraged to continue to come to the PTA for funding requests."

Motion: Move to approve the PTA Donations Policy. Moved by Susan and seconded by Georgie. Motion carried.

Next year

Gwen stated that according to the PTA Constitution on how a quorum is calculated, part of which is based on the average number of PTA meeting attendees, there are only two PTA members needed to make a quorum. More PTA members are needed to increase numbers for a quorum.

Gwen suggested that we need to consider ways to engage more people in the PTA rather than the typical monthly, evening meetings. Ideas include having a PTA AGM in February; meet at 2.45 before school pick up for quick PTA discussions; use technology; create subcommittees; meet fortnightly instead; focus more on social activities next year such as morning coffee and afternoon tea for new families and syndicate social events.

With the three PTA officer positions of President, Treasurer and Secretary now available, this is an opportunity to take a fresh look at how the PTA is organised.

Rob report

Rob presented the following information from staff:

- Thanks to Poppy for all her work with the calendar art. She did a fantastic job and the staff appreciated all her efforts to make sure it was a success.
- Teachers are already thinking about next year's personal challenge – most likely it will be focused on reading. They'd like help from the PTA with collecting money and forms for the next challenge.
- Thank you to the PTA for the donations to the school.

Talent Quest

Gwen shared an update about the upcoming Talent Quest on 8 Dec. Ravi will run acts and Gwen will organise to get the same sound person as last year. Ally has volunteered to help run a shop with lolly bags, chippies, and drinks. There will be a BBQ as well.

Magpie Lawn Picnic

Proposed to have the annual Magpie Lawn Picnic on Friday, 17 February 2017.

The Gully

Gwen provided an update that the Board would like another company to come and do an assessment on planning what to do with the Gully in the future.

Approval of Minutes

The minutes were read from the 10 October 2016 meeting and approved by Gwen and seconded by Rob. 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).

**Appendix
PTA Activities Calendar**

	2015	2016
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	Kelburn Village Christmas Shopping Event (7 Dec) Talent Quest (8 Dec)

PTA Summary of Accounts for 2014-2016

Period ending 30/11/2016	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	8,497	4,559	3,939	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	816	0	816	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 ,OWN	29,613	5,901	23,712	805	0	805	0	0	0
School Challenges (Reading, Skipathon)	3,055	0	3,055	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
	48,104	14,371	33,732	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	368	-368	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 (Visibb, 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	27,290	-27,290	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	-89	0	-89	-249	0	-249	0	0	0
	-89	0	-89	-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	0	171	-171	0	186	-186	0	16	-16
Bank Fees - Monthly	0	145	-145	0	29	-29	0	0	0
EFTPOS Terminal Fee	168	0	168	924	0	924	933	0	933
Bank Interest - Business Saver	0	0	0	0	0	0	0	0	0
Depreciation	0	1,611	-1,611	0	1,758	-1,758	0	1,758	-1,758
Depreciation - cottage	0	568	-568	0	620	-620	0	595	-595
Depreciation - equipment	0	0	0	0	0	0	0	0	0
Miscellaneous	0	51	-51	0	51	-51	0	76	-76
Charities Commission Filing Fee	168	2,546	-2,378	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	48,183	44,208	3,975	27,412	51,103	-23,691	46,431	42,643	3,788

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

Income and Expenditures

Period ending 30/11/2016	KNS - PIA: Income and Expenditure			
	2016 Actual	2015 Actual	2014 Actual	2013 Actual
Income				
1 – Fundraising activities	48,104	26,737	45,480	17,343
2 – Funds provided for the school	0	0	0	0
3 – Grants and Donations	-89	0	0	0
4 - Other Transactions	168	675	951	1,119
5 – Cottage management	0	0	0	19,968
Total income	48,183	27,413	46,431	38,430
Expenditure				
1 – Fundraising activities	14,371	10,756	27,976	13,879
2 – Funds provided for the school	27,290	37,733	10,009	1,824
3 – Grants and Donations	0	0	0	0
4 - Other Transactions	2,546	2,615	2,445	1,931
5 – Cottage management	0	0	2,212	2,019
Total expenditure	44,208	51,104	42,643	19,653
Surplus / (Deficit)	3,975	-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	42,196	38,221	61,913	58,124

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

Period ending 30/11/2016	KNS - PIA: Balance Sheet			
	2016 Actual	2015 Actual	2014 Actual	2013 Actual
Fixed assets				
Cottage	5,294	6,905	8,663	10,421
Equipment	1,261	1,830	2,450	1,545
	6,555	8,735	11,114	11,967
Current assets				
<i>Cash & cash equivalents</i>				
ASB Cheque Account	30,429	2,547	9,326	8,814
ASB Business Saver Account	5,008	28,733	39,623	26,689
Total Current Assets	35,434	29,280	48,949	35,503
<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
Total Other Receivables	846	845	2,490	11,698
Total assets	42,836	38,861	62,552	59,167
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	640	640	640	1,044
Net assets	42,196	38,221	61,912	58,124

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

DONATIONS POLICY

Policy number	2016-1	Version	1
Drafted by	Gwen Sturgeon, Yigit Saglam, Ruby Quemuel, Nicole Taylor	Approved by PTA on	29 November
Responsible person	Yigit Saglam	Scheduled review date	October 2017

The PTA of Kelburn Normal School has considered both current and best practice in the formulation of this Donations Policy (the Policy). The Policy was approved and adopted by the PTA at its meeting held on 29 November 2016 and became effective from that date.

Introduction

The PTA is a motivated group of parents and teachers who work together to improve the Kelburn Normal School (the School) community. One of the roles of the PTA is to undertake fundraising on a regular basis with the aim of making donations to the School to help fund specific and identified purchases that provide an enduring benefit for a significant number of students at the School or the wider school community.

Purpose

The purpose is to enable the School to purchase additional resources / equipment that provide an enduring benefit for a significant number of students at the School or the wider school community.

Policy

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

Approval

When the PTA approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the approval of the PTA.

As part of its approval the PTA requires the Chair to circulate this policy to all PTA members, and for a copy to be included in the PTA Policy Manual, copies of which shall be available to all members. The PTA Policy Manual shall also be made available to School staff, and parents of the School at their request. The PTA requires that the Chair arrange for all new PTA members to be made familiar with this Policy and other policies approved by the PTA.

Signed

PTA Chairperson

On behalf of, and with the authority of the PTA on _____

DONATIONS PROCEDURES

Procedures number	1	Version	1
Drafted by	Gwen Sturgeon, Yigit Saglam, Ruby Quemuel, Nicole Taylor	Approved by Chair on	29 November
Responsible person	Yigit Saglam	Scheduled review date	October 2017

- The PTA is to liaise with the School and the Board on a regular basis, including when the School budget is being drafted, to understand the 'wish list' of purchases / spend, and funding priority.
- The PTA will agree which items it will attempt to fundraise for, and this will be listed as 'Funding Targets.'
- Teachers are encouraged to continue to come to the PTA for funding requests.
- The PTA will advise the School and Board which items it will fundraise for, and the likely timing of a donation being able to be made to the School.
- This agreement is known as the '3 way funding agreement'.
- No changes shall be made to the 3 way funding agreement unless agreed to by the PTA, the Board and School.
- The PTA will make a donation to the School, up to the maximum of the agreed 'Funding Targets' upon receipt of a supplier tax invoice. The donation is the maximum of the GST exclusive price.
- For some items in the 3 way funding agreement a supplier tax invoice cannot be provided, such as contributions to Road Patrol staffing costs. For these items the PTA may make the donation without a supplier tax invoice. The PTA will make a donation up to the maximum of the agreed amount in the 3 way funding agreement.
- Any donation is subject to having sufficient funds in place.

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.
Policy	N/A	29/11/16	Move to approve the PTA Donations Policy. Moved by Susan and seconded by Georgie. Motion carried.	