

Kelburn Normal School PTA Meeting Minutes

6 September 2016, 7:10 – 8:30 pm
Meeting called to order by Gwen Sturgeon, PTA president

Attendees: Gwen S (PTA President); Ruby Q (PTA Secretary); Yigit S (PTA Treasurer); Danielle Sanders (acting Principal); Rachel F; Ayesha M; Paivi G; Georgie T; Stephanie M; Susan H; Diana V; Vikki G; Tim Stewart (School Board chair)

Apologies: Poppy L; Lucy J

Financial Report

Our bank balances:

- \$9,793.29 - Cheque account
- \$24,667.50 - Saver account

A parent asked whether we raised any money from Matariki event in June. We made about \$1,200 from Matariki mostly from the meals (the mac & cheese was popular) and bake sale.

Also, Yigit will submit a payment for a school Request for Donation totaling around \$25,000. Details in the Donations section below.

Yigit will have exact numbers from the School Skip-a-thon and Calendar Art Fundraiser after next week.

School Skip-a-thon

Yigit reported that more than \$2,000 has been collected for the skip-a-thon so far. Last year, we collected \$6,700 from the reading challenge.

Gwen will have a reminder included in the newsletter for parents to send in donations from the school skip-a-thon last month as well as ask the PTA class reps to send a reminder.

One parent commented that the skip-a-thon was fun to watch. Another parent suggested that we might have more sponsors/donations if it was a read-a-thon instead.

Calendar art fundraiser

The deadline for orders is Friday, 16 September. We made about \$2,200 last year from the calendar art fundraiser last year.

Donations

\$20,000 for technology

Motion: 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.

Refer to the board meeting notes in the appendix section for more information. Also, the school technology needs were discussed at the PTA meeting on [13 June 2016](#).

One parent expressed her preference to have the money go toward a school library instead.

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. At the meeting on [9 May 2016](#), Gwen discussed resetting how the \$3,000 is administered this year. However, the school has already budgeted to receive the funds.

Once the new principal, Andrew Bird, comes on board, Gwen said that she'd like to have discussions among the school, the board, and the PTA on funding priorities for 2017 similar to the process used in years past.

In the meantime, we will need to make a motion at the next PTA meeting to have the \$3,000 donation for general music end this year so it can be part of the overall funding discussion for 2017.

Amendment to Kapa Haka funding request

At the meeting on [9 May 2016](#), the PTA moved 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.

Danielle said that their 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.

Road patrol

We also received a Request for Donation for road patrol in Term 2 for \$843 and the bus for the Orange Day Parade on 26 August for \$235.

Hospitality arrangements

Gwen will send out a note to parents asking for help in providing meals and/or baked goods for the following events:

- Wednesday 21 and Thursday 22 September. Senior Play Evening suppers in the staff room at 7.00pm.
- Friday 23 September. Mihi Whakatau at 11am, followed by morning tea for Andrew Bird, representatives from Muritai School, KNS BoT, PTA Committee, and class reps, at 11.45am.
- Thursday 13 October. The KNS Community Welcome for Andrew. 1-2.30pm Our special Musical Assembly. 2.45pm community afternoon tea in the hall for adults only.

Since World Teachers' Day is on 5 Oct, which is during the school holiday, and we are already asking families to contribute to various events in September and October, we will plan something for teacher appreciation later in the year.

We'll also consider hosting something for new families sometime later this year.

One Wild Night

Rachel reported that the Save the Date email for One Wild Night (or OWN), which includes a silent and live auction, was sent out last week to all parents. A committee has been meeting regularly to plan the event and will email parents on Tuesdays with OWN information. The next meeting is this Monday, 12 September at 8 p.m. at Gwen's house. All are welcome.

School hall microphones

Parents raised concerns that the microphones used in the school hall haven't been working during the last couple of assemblies. Danielle said that a technician has checked the ten-month-old microphones and surmised that there might be a frequency issue. The frequency of the microphones has been changed so hopefully there won't be any issues with them in the future.

School rebuild

Tim gave an update on potential play spaces and surfaces for the school re-build.

Approval of Minutes

The minutes were read from the 1 August 2016 meeting and approved by Gwen and seconded by Georgie. 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).

Next meeting

The next PTA meeting will be Monday, 10 October 2016 at 7pm in the staff room.

Appendix

MINUTES OF THE KELBURN NORMAL SCHOOL BOARD OF TRUSTEES MEETING AT KELBURN NORMAL SCHOOL 6.30 P.M MONDAY 27 JUNE 2016

TRUSTEES PRESENT:

Tim Stewart (Chair), Martin Read, Lisa Moore, Matthew Christie, John Sneyd, Bob Walker, Susie Brown

OTHERS PRESENT:

Danielle Sanders, (Deputy Principal), Bryan Gwilliam (Consultant), Gwen Sturgeon (PTA) Loraine Best (Secretary)

4. PTA Update to the Board

The PTA congratulate all the Trustees on their election to the Board.

The Board discussed improving communications between the school/community and PTA. The new website would be an effective tool for keeping people informed on current issues.

The PTA would like to formalise the communication with the Board and hold a meeting at least once a term between the BoT/PTA to discuss funding priorities and the fundraising schedule. They would like to reintroduce the fundraising tables that were developed in 2013 that identified the priorities that are re-occurring annual items, one off items and major fundraising ventures that are nice to have, but not a priority. The schedule would clearly identify the tagged funds for the building project and those items that do not meet the MoE funding criteria and therefore required locally raised funds.

The PTA currently have \$30,014.90 in the bank and have been asked for funding towards:

- 1 \$700 for PMP gear
- 2 \$900 for the school app
- 3 \$25K for I-pad/Chrome books
- 4 \$1,800 for repair of the Zip in the Hall.
- 5 \$300 for a new extractor hood for the oven in the hall.

The PTA asked whether the Board would consider funding the above. The Board agreed to fund items 1, 2, 4 and 5 and requested that the PTA donate \$20K to the Board to be used for the ICT purchases.

Gwen will request a resolution at the next PTA meeting to donate \$20K to the Board.

The school runs at a loss every year and have to use working capital to fund depreciation and the extra level of teaching that the Board provide over and above the MoE entitlement.

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		Talent Quest (27 Oct) One Big Night (29 Oct)
November	Movie Night - Spectre	
December	Talent Quest Kelburn Village Christmas Shopping Event	

TBD:

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
Fixed assets	Actual	Actual	Actual	Actual
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.	