

Elmwood Normal School Community Association (ENSCA)

Minutes of meeting held 9:00am, Thursday 19 October 2017

- 1. Present:** Bridget Eastgate, Nicola Brownlee, Kelly Snoep, Rebecca Taylor, Rachel Teen, Jonelle Quane, Pip Singleton, Caro Searell, Jo Wynn-Harris, Steph Burdon
- 2. Apologies:** Tara Lemon, Julie Wells, Paul Armitage, Louise Parnham
- 3. Minutes** of the meeting held on Thursday 21 September 2017 were previously distributed.

Follow-up on Action Points:

- Tara re Ezlunch – see item 8.
- Jonelle Quane re pool key - see item 12.
- Entertainment Books – Louise has found someone to take over next year.

Motion: “That the Minutes of the meeting held on Thursday 21 September 2017 are accepted”.

Moved: Bridget Eastgate

Seconded: Rebecca Taylor

4. Correspondence In and Out

Governors Bay House and Garden Tour promotion flyer
NZPTA Newsletter

5. Treasurers Report:

Nicola Brownlee advised:

Opening Balance: \$51,000.00

Nicola confirmed \$14,881.00 was raised from the Art Auction and that the Term 3 sausage sizzle raised \$1,082.00.

Outgoings last month consisted of several Art Auction expenses and there was the usual movement in the accounts with money paid out for uniforms and sushi.

ENSCA donated \$1,305.00 to ENS for the purchase of three new I-pads.

Motion: “That the financial statements for the month of 22nd September to 19th October 2017 are ratified and all accounts approved for payment.”

Moved: Nicola Eastgate

Seconded: Pip Singleton

6. Principal's Update

On behalf of Paul Armitage, Caro Searell thanked ENSCA and the parent volunteers for the staff morning tea shout at the end of Term 3.

Paul is in Hanmer Springs at the Year 6 camp and will be in touch with ENSCA regarding planning dates for the future.

Bridget Eastgate advised that there is some money in the ENSCA account that needs to be distributed and asked ENS to discuss what they may like it donated towards.

7. Art Auction Follow Up

Rebecca Taylor passed on her thanks to everyone for all the help on making it a successful event. There was some discussion on whether or not the Art Auction should be held bi-annually versus every three years so it does not lack novelty. Since it is a good fundraiser it would be preferable to run it bi-annually.

There was concern raised that perhaps twenty three art pieces is too many to be auctioned at once and makes for a long evening for the auctioneer. It may be best to run some silent auctions in the background and/or have one or two items kept back from auctioning that can be made available as prints.

It was suggested that, if possible, year levels work collaboratively on pieces together.

Rebecca will make some notes regarding what was learnt from this years organising to help with future planning.

8. Ezlunch

Bridget advised that herself, Tara and Paul met with Tori from Ezlunch at the end of last term.

Ezlunch use the website www.kindo.co.nz (pre-paid account online) to facilitate the ordering of lunches. Effectively the system will be "owned" by ENSCA and depending on how it goes in Term 1 perhaps we can put the uniform sales through the system – i.e. get rid of the form (but still have the shop). Kirsten is comfortable with this. Sausage sizzles and event tickets could also go through the system as well. The vendor would charge a 2.5% commission. Ezlunch will inflate the prices by 5% so ENSCA can get fundraising from it.

ENSCA discussed what days to run the Ezlunch on. Friday is tricky for senior school due to sports and Thursday is often our sausage sizzle day. It was agreed that Monday for Ezlunch, and Wednesday for sushi would work well.

Parents are able to order lunches a term in advance and also have the flexibility to be able to cancel lunches. Orders can be placed up until 9.00 am the same

day. There are some healthy lunch options and teacher lunch options available. Consensus was to take sushi out of the menu and keep it running separately.

ENSCA will need parent help to distribute the lunches. It needs to be advertised in the school newsletter requesting two people at least to help distribute. Bridget will be there to oversee the running of it at the start. There may be more people buying lunches because it has been simplified i.e. no cash is needed since its online.

AP Bridget Eastgate to draft Ezlunch notice for the school newsletter.

9. Sausage Sizzle for Junior Athletics

Everyone was in agreement that a sausage sizzle on Junior Athletics Day is not achievable as parents wish to watch their children participate in athletics.

10. End of Year Class Rep Drinks

AP Kelly Snoep to book the Library at No.4 Mansfield for end of year Class Rep drinks.

11. Family Fun Day

Sunday 3rd December. Need a parent volunteer for each year group to co-ordinate the various stalls.

AP Nicola Brownlee will book the bouncy castle and candyfloss machines.

AP Steph Burdon will contact the parents who did last years face painting to see if they are willing to help this year and also the mum who did the Henna tattoos.

AP Kelly Snoep to send an email to the class reps and put a notice in the newsletter re volunteers to help co-ordinate each year level's event.

AP Kelly Snoep to get in touch with Spring Free Trampolines to see if they are willing to put up a display.

AP Kelly Snoep to put Family Fun Day on school calendar.

12. Pool Keys

Jonelle advised that ENS is planning on opening the school pool Show Weekend. At this stage they are still struggling to get pool managers and supervisors. National Surf Office will run another pool safety course, but the BoT are happy that anyone who has done the course previously does not have to do it again. Only new key holder parents will have to participate in the course. Will start selling keys a week prior to opening. Pool safety course will need to be done beforehand by new pool key holders before pool keys are issued.

13. Chairperson Nominations

Will be advertised in the New Year.

14. Upcoming Events

Top Town Day – ENSCA provides all children in school with an ice-block.
Year 6 Graduation, Thursday 14th December – ENSCA hosts morning tea for the parents of the children who are graduating. Parents who had children graduating last year and still have siblings at school are responsible for providing a plate.

AP Bridget Eastgate to ask Kirsten to help co-ordinate a list of names whose children graduated last year.

AP Pip Singleton to organise Mr Whippy.

15. Any Other Business

Rachel advised that Grand Parents Day was quite overwhelming for some. It was suggested that splitting the senior/junior times up so it is not so overwhelming on some grand parents would be better. Caro advised that disability access re the stairs was also a problem.

Meeting closed at 9.55 am.

Next meeting is to be held **23rd November 2017** at 9:00 am in the staffroom.