

Elmwood Normal School Community Association (ENSCA)

Minutes of meeting held 9:00am, Thursday 23 November 2017

1. **Present:** Bridget Eastgate, Nicola Brownlee, Kelly Snoep, Rebecca Taylor, Rachel Teen, Jonelle Quane, Joanna Wyn-Harris, Michelle Tait, Daneen Morgan, Tara Lemon, Mandy Hinton
2. **Apologies:** Louise Parnham, Pip Singleton, Steph Burdon, Caroline Saunders, Paul Armitage
3. **Minutes** of the meeting held on Thursday 19 October 2017 were previously distributed.

All action points from last month completed.

Motion: "That the Minutes of the meeting held on Thursday 19 October 2017 are accepted".

Moved: Bridget Eastgate

Seconded: Joanna Wyn-Harris

4. Correspondence In and Out

- a) Thank you letter from Paul Armitage thanking ENSCA for the \$1,305.00 donation towards the purchase of three new i-pads. He advised they will help tremendously to assist students with technology in the classroom.
- b) Thank you letter from all of Room 17 regarding the use of school bbq to help with their hamburger class business adventure. Room 17 managed to raise a profit from their business adventure and have chosen two charities to donate the proceeds to - KidsCan and ENSCA.

AP Bridget Eastgate to send a thank you letter to Room 17 for the kind donation to ENSCA.

5. Treasurers Report:

Nicola Brownlee advised:

Opening Balance: \$56,164.00

Money received this month from sale of pool keys and pool key deposit.

Calendar money is still yet to go out.

Usual movement in the accounts with money paid out to Susan Ross for uniforms and sushi.

Motion: “That the financial statements for the month of 19th October to 23rd November 2017 are ratified and all accounts approved for payment.”

Moved: Nicola Brownlee

Seconded: Bridget Eastgate

6. Principal’s Update

Vicki advised that Paul is unable to attend the meeting.

Bridget informed Vicki that ENSCA need to liaise with Paul on suggestions for what the school needs are, as there is money in the ENSCA account that needs distributing.

Suggestions from the committee on what to spend the money on were heat pumps for the school pool.

AP Bridget will correspond via email with Paul.

7. Ezlunch

Bridget advised Ezlunch is working well and is proving to be an easy and quick lunch option for volunteers to distribute as food is labeled clearly with each student’s name.

Some more promoting within the classrooms is needed to increase the number of lunch orders.

AP Kelly to send an email to Class Reps attaching a menu to forward onto the parents in their classrooms.

8. End of Year Class Rep Drinks

Not a huge turnout but was still an enjoyable night. The general consensus was that it is a busy time of year to get people together and that it would be more beneficial to hold a function night at the beginning of the year and again mid year. This would provide the chance for the Class Reps to get to know everyone and to liaise with others and swap ideas on what works well and what doesn’t work for classroom events etc. Another mid-year function night to catch up and swap stories would be valuable.

AP Kelly to put dates in the ENSCA calendar.

9. Family Fun Day

Kelly confirmed everything is on track for Family Fun Day with only a few time slots on the roster left to fill. New to the Family Fun Day this year is a kid’s yoga session run by a parent volunteer.

AP Paul will open school gates by 9am for delivery of the bouncy castle and candyfloss machine.

AP Kelly will send an email to class reps reminding parents to bring small change on the day.

AP Nicola to liaise with Bill re trestle tables etc.

Nicola asked for volunteers on the Friday afternoon from 2.00 pm to help move things across into room 25 and again on Monday morning to move it all back.

Kelly Snoep, Rebecca Taylor and Rachel Teen all offered to help.

10. Pool Keys

Jonelle advised fifty keys are currently in use. There has been feedback from the school community that another safety course is needed for new key holders.

AP Jonelle Quane will liaise with Paul regarding the feasibility of holding another pool safety session.

11. Graduation Morning Tea

Year 6 Graduation is on Thursday 14th December from 10.00 am to 12.00 pm. Kirsten McFaul is co-ordinating the morning tea and has a list of names to gather volunteers for catering.

Students will go to the pool after graduation for a BBQ.

Joanna Wyn-Harris will organise the BBQ but needs volunteers to help run it. Rebecca Taylor, Daneen Morgan, Kelly Snoep and Jonelle Quane all offered to help.

AP Joanna Wyn-Harris to check with Anna Schmidli what time she would like the BBQ.

12. First Day Back Morning Tea

ENSCA are keen to host a First Day Morning Tea (Tuesday 30th January) for those parents new to ENS for 2018. Rachel Teen, Jonelle Quane, Rebecca Taylor, Kelly Snoep and Bridget Eastgate all offered to attend and be the faces of ENSCA to explain to new parents what the committee is about.

AP Bridget Eastgate to organise a Couplands run for catering and will let Paul know.

AP Rachel Teen will find out about the costs of plastic signs that can be pegged into the ground to help with awareness of the morning tea to new parents.

13. Café Voucher Drawer

Room 19, Mandy Hinton café drawer winner.

14. 2018 ENSCA Activities

The committee looked over the activities coming up for 2018. There is the Amazing Race in March, Quiz Night in July and the School Ball that all need volunteers to help organise.

Kelly Snoep will organise the July Quiz Night.

15. Any Other Business

Upcoming Events

- Top Town Day – next Thursday 12.30 pm need four volunteers to help give out ice-blocks to the students.

AP Nicola to order ice-blocks from Fresh Choice and tell Sandra to pass on the info to her junior team re ice-blocks at 12.30 pm.

Daneen Morgan and Tara Lemon offered to help pass ice-blocks out.

- Meet the Teacher Evening - at next years Meet the Teacher evening a push needs to be made by the teachers to promote what ENSCA is and how the money raised from ENSCA benefits their children i.e. through funding to aid the purchase of new technology, playgrounds, swimming pool maintenance etc.

The brochure used from last year is a good starting point and the Kindo website is perhaps another place that would work well to promote ENSCA as more opportunities would be available to ask for help on various activities.

- It was agreed that for the Staff End of Year Morning Tea Shout it would be nice to buy some Christmas Mince Pies for the staff on the Monday of the last week of school.

AP Mandy Hinton will organise.

Meeting closed at 10.05 am.

Next **AGM** and **monthly meeting** are to be held on **Thursday 15th February 2018** at 9:00 am in the staffroom.