

# **Elmwood Normal School Community Association (ENSCA)**

## **Minutes of AGM Thursday 16 February 2017, 9am.**

**Present:** Pip Singleton, Bridget Eastgate, Daneen Morgan, Louise Parnham, Agnes Kelly Snoep, Jo Wynn-Harris, Rebecca Taylor, Nicola Brownlee, Paul Armitage, Maree Harris, Michelle Tait, Natasha Lamont, Rachelle Henson, Rachel Mahon, Steph Burdon

**Apologies:** Tory Crowder, Rachel Teen

**Previous Minutes from 2016 AGM:** as previously distributed.

**Moved Minutes accepted as correct** by Bridget Eastgate and **seconded** by Pip Singleton

### **Presentation of 2017 Annual Report:**

**Prepared by: Bridget Eastgate: Chair**

**Executive Committee: Steph Burdon, Secretary, Nicola Brownlee, Treasurer.**

2016 has been a busy year for ENSCA.

At the AGM in 2016, all office bearers were elected back to their roles unopposed. However, the Chair, Pip Singleton, indicated a desire to step down, so in March Bridget Frame was elected Chair unopposed. Stephanie Burdon also indicated a desire to move on, and Kelly Snoep ably covered Steph's role at the end of 2016. This goes some way to addressing the succession planning issue identified last year.

By the end of Q1 we had a full complement of class representatives, which enabled the distribution of the many tasks across the school. The committee is able to call on parent helpers to school lunches, uniform shops, BBQs, calendars and scholastic books. Despite this, meeting attendance remains low at an average of 12 attendees, although some new faces have come in. We are trialing a flyer given to parents at the Parent Teacher meetings to get contact details for those who may be interested in helping out. We have developed material for "new to school" families, which the staff will incorporate into their general school information. We have also attended the New Entrant sessions coordinated by Sandra Johnston in order to outline the benefits. We will assess the effectiveness of this material at the end of Q1.

So what did we achieve in 2016?

- We had an ENSCA parent rep in every class. Some relished their role, and created opportunities for community building within both their class and year, others were not so active, which suggests that they did not understand the nature of the role. We also hosted two parent rep

drinks. The first had an objective of a way to welcome and attempt to provide details on what the role is about, and the second was thanking representatives for what they had done for the school, and garnering some enthusiasm for this year.

- We had a very successful ball in September. Success is measured by both community building – we had over 130 tickets sold – and fundraising, where over \$10,000 was raised.
- Provided wine and cheese for one information evening.
- Working with the School Council to provide support for our annual Family Fun Day.
- Steady school calendar, entertainment book and Scholastic book sales.
- The continuation of staff appreciation morning teas.
- Well supported sausage sizzles.
- School lunch sales.
- The second hand uniform and uniform shop continues to provide a steady income stream.
- A much appreciated year 6 graduation morning tea for the graduate parents, Mr Whippy and BBQ for the graduates.
- Continuation of the annual treat for all Elmwood children of an ice block on Top Town day
- Assisting with the sales of school pool keys.
- Close working relationship with BoT and ENSCA.

ENSCA has a very constructive relationship with the Principal, BoT and staff at Elmwood. We have spent time exchanging ideas with them over the past year and are grateful for their direction and support, just as they value our input.

We have two major objectives within ENSCA: community building and fundraising. Our school is fortunate in that we do not have a large funding deficit that we are asked to meet. This means that we are able to focus on community building events. We look through a lens of what the school actually needs when developing our events calendar, and will often use fundraising as a catalyst for families to come together.

Firstly we are here to help build a community to support our Elmwood families. This is a difficult measurement, and depends upon an individual's choice as to the value they see in this. However, the goal of an active, engaged and supportive parental body remains high on our agenda.

Secondly, there is money. Over the past year we have:

- Bought new chess sets for the chess club
- Purchased hi-vis tops for out of school activities
- Supported maintenance of the school pool
- Supported the extension of the senior playground
- Contributed to the air conditioning units in the senior school
- From the Scholastic arrangement, we supplied the school library with new books and teaching resources for learning support
- Provided a general contribution towards art resources

We acknowledge that the most precious resource is time, and ENSCA is conscious of the demands placed on our wonderful supporters. In closing, we would like to thank the following people over the past twelve months:

- Pip Singleton, who has stood down as Chair, but still is a very active part of the organisation and coaching of the new chair.
- Nicola Brownlee, who has completed her 6<sup>th</sup> year as our bookkeeper and coordinator of school lunches. We are most grateful that her youngest started at Elmwood last year.
- Steph Burdon, for her great minute keeping, organising the class reps, keeping all informed with emails, Scholastic book co-ordination, and her superior organisation skills, which are enabling a seamless transition of her responsibilities to others.
- Daneen Morgan, for running the Elmwood Ball last year.
- Jo Wynn Harris for running of the school BBQ
- Kirsten McFaull for management of the school uniform shop, including the roll out of the new sports uniform
- Maxine Douch for management of the second hand uniform shop
- Sonya Smith, for the running of the pool keys
- Our class reps for helping to connect classes and year groups
- Our volunteers who help with things like school lunches, help with uniforms, help with the BBQ, and helped deliver the ball and family fun day
- Jane Boyle, for her commitment to the school. She will be sorely missed.

All the other ENSCA meeting attendees and class reps for their ongoing support, ideas and time for making 2016 another great year for the organisation.

As a committee we look forward to a successful 2017 with some good initiatives, both new and tried and true. We look forward to some fun and accomplishment along with some new faces in 2017.

**Moved that Chairpersons report is correct by Bridget Eastgate and seconded by Steph Burdon**

## **Treasurers Report for year ended 31 December 2016**

Attached are financial statements for ENSCA covering the general account, uniform shop account and pool account for the year to 31 December 2016.

During the 2016 year ENSCA donated \$18,517 to Elmwood Normal School. (2015: \$34,919).

This consists of a specific donation of \$17,349 for an extension of the senior playground, and further specific donations for High vis vests for the junior school.

An additional \$4,800 was given to ENS for a pool running costs contribution. The Net Assets of the organisation as at 31 December 2016 is \$82,037 (2015 \$66,907). Consisting of Bank \$47,235 and Uniform Stock \$36,572. Liabilities

are \$1,770 for pool key deposits for keys sold for the 2016/2017 swimming season.

Some highlights from the ENSCA 2016 accounts are:

### **General Account**

ENSCA raised \$24,663 in general fundraising during the year (compared to \$29,940 last year)

The major fundraisers for the year were:

- Spring Ball raised \$9,700
- Selling children's artwork on calendars/cards in Term 4, raising \$4,246
- Sausages sizzles held during the year raised a combined \$1,907
- Selling second hand uniforms donated by parents to ENSCA raised \$3,799
- The school lunches of Sushi and Subway raised a combined \$2,382
- ENSCA Stalls at November's Fun day raised \$2,675
- Commission from selling Entertainment Books – giving us \$1,247

### **Uniform Shop Account**

The shop provides an invaluable service to the school community and contributes to the ENSCA funds, making a profit this year of \$8,553 (\$4,404 last year). Stock held at the end of year increased by \$18,069 to \$36,572. Sales of \$52,193 were made in the year.

### **Pool Account**

ENSCA sold keys for the 2016/2017 swimming season. A total of 59 keys were sold. Keys are sold at \$100 each, with \$30 being a refundable deposit on the pool key. These deposits are held as a \$1,770 liability in the year-end accounts. ENSCA contributed \$4,800 to Elmwood Normal School for the running cost of the pool in the earlier swimming season of the year.

### **Recommendations**

I would like to thank everyone in the school community who has given their time, effort, resources and commitment to ENSCA over the last year – it is greatly appreciated and their efforts are reflected in the money we have raised and donations to the school we have been able to make.

I propose that the attached accounts are a true and correct record of the Elmwood Normal School ENSCA business for the year ending 31 December 2016 and recommend them to the meeting for approval.

Nicola Brownlee  
Treasurer

16 February 2016

**Moved that Treasurers report is correct by Nicola Brownlee and seconded by Bridget Eastgate**

### **Nominations for Executive Committee:**

One nomination for Executive Committee was received. This was a nomination for Kelly Snoep to the role of Secretary by Steph Burdon

**Chairperson** - Bridget Eastgate nominated by Pip Singleton

**Treasurer** – Nicola Brownlee nominated by Steph Burdon

**Secretary** – Kelly Snoep nominated by Steph Burdon

A vote was held for the above nominations. All AGM members were in agreement for the above nominations.

### **Any Other Business.**

Paul Armitage thanked ENSCA on behalf of the staff and school board for everything they had done for the school and children. Paul also thanked the executive for all the work they had done and that it was much appreciated by the staff and board.

**Close of AGM at 9:18am.**