

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

## **Minutes of AGM Thursday 15 February 2018, 9.00 am.**

### **Present:**

Bridget Eastgate, Louise Parnham, Joelle Quane, Maxine Douch, Natasha Lamont, Paul Armitage, Nicola Brownlee, Rachel Teen, Rebecca Taylor, Kelly Snoep, Kirsten McFaul, Michelle Moore, Katie Parish

### **Apologies:**

Daneen Morgan, Jo Wynn-Harris

**Previous Minutes from 2017 AGM:** as previously distributed.

**Moved Minutes accepted as correct** by Bridget Eastgate and **seconded** by Rebecca Taylor.

## **Presentation of 2018 Annual Report:**

Prepared by: Bridget Eastgate: (Chairperson)

Executive Committee: Kelly Snoep (Secretary), Nicola Brownlee, (Treasurer).

2017 has been a busy year for ENSCA.

At the AGM in 2017, all office bearers were elected back to their roles unopposed.

By the end of Term 1 we had a full complement of class representatives, which enabled the distribution of the many tasks across the school. Despite this, meeting attendance remains low at an average of 11 attendees, with attendance dropping in the latter part of the year.

We developed a flyer given to parents at the Parent Teacher meetings to get contact details for those who may be interested in helping out, but in 2017 only had 15 or so new contacts come through that. We have also attended the New Entrant sessions co-ordinated by Sandra Johnston in order to outline the benefits of an active community.

So what did we achieve in 2017?

- 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 Art Auction in September. Success is measured by both community building – we had 114 tickets sold – and fundraising, where over \$14,500 was raised.
- We held an Amazing Race focused on the CBD of Christchurch. Some 31 families took part in the day.

- Held a Father's breakfast with a speaker from the Antarctic Centre at The George which was a sell out at 90 seats sold.
- 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.
- Baked scones and hosted Grandparents at the first Grandparents Day
- Well supported sausage sizzles.
- School lunch sales, including a new partnership with Kindo and Northwood New World.
- 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
- Showed appreciation of school Administration and Maintenance staff by purchasing Christmas presents
- Assisting with the sales of school pool keys.

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:

- Supported maintenance of the school pool
- From the Scholastic arrangement, we supplied the school library with new books and teaching resources for learning support
- Contributed a significant sum for the landscaping of the school
- From the Entertainment book and other activities, we purchased both ipads and Chrome books for the school
- Paid for materials for junior Kapa Haka uniform
- Purchased a new BBQ for use at school
- 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:

- Nicola Brownlee, who has completed her 9<sup>th</sup> year as our book keeper and co-ordinator of school lunches.
- Kelly Snoep, for her great minute keeping, organising the class reps, keeping all informed with emails, and her superior organisation skills.

- Natasha Lamont for organising the first of what we hope will be annual Dad's breakfasts.
- Rebecca Taylor and Mandy Hinton, for running the Art Auction last year.
- Michelle Tait and Louise Parnham for the Amazing Race last year
- Jo Wynn Harris for running of the school BBQ
- Kirsten McFaull for management of the school uniform shop, and the myriad of other activities she does for the school (including emergency Kapa Haka uniform design and manufacture!)
- Maxine Douch for management of the second hand uniform shop
- Jonelle Quane, for the running of the pool keys
- Rebecca Taylor for running Scholastic Books
- Sarah Redmayne for running the calendar and card sales
- Our class reps for helping to connect classes and year groups
- Our volunteers who helped with things like school lunches, help with uniforms, help with the BBQ, and helped deliver the art auction and family fun day
- Several of our Elmwood stalwarts have now left the school: Steph Burdon, Michelle Tait, Mandy Hinton, Emma Newman and Pip Singleton to name a few. We are sure that their new schools will benefit from their experience about the importance of building community around our children.

All the other ENSCA meeting attendees and class reps for their ongoing support, ideas and time for making 2018 another great year for the organisation.

As a committee we look forward to a successful 2018 with some good initiatives, both new and tried and true. We look forward to some fun and accomplishment along with some new faces in 2018.

**Moved that Chairpersons report is correct by Bridget Eastgate and seconded by Kelly Snoep**

## **Treasurers Report for year ended 31 December 2017**

Attached are financial statements for ENSCA covering the general account, uniform shop account and pool account for the year to 31 December 2017.

During the 2017 year ENSCA donated \$47,305 to Elmwood Normal School. (2016: \$18,517).

This consists of a specific donation of \$16,000 towards heat pumps, \$10,000 for chrome books, \$1,305 for 4 i-pads, and \$20,000 for landscaping of school grounds.

An additional \$4,500 was given to ENS for contribution towards the school pool running costs.

The Net Assets of the organisation as at 31 December 2017 is \$71,824 (2016 \$82,307). Consisting of Bank \$36,638 and Uniform Stock \$37,676. Liabilities are pool key deposits of \$2,490 key deposits for keys sold for the 2017/2018 swimming season.

Some highlights from the ENSCA 2017 accounts are:

### **General Account**

ENSCA raised \$29,779 in general fundraising during the year (compared to \$24,396 last year)

The major fundraisers for the year were:

- Art Auction evening \$14,503
- Selling children's artwork on calendars/cards in Term 4, raising \$3,970
- Sausages sizzles held during the year raised a combined \$2,928
- Selling second hand uniforms donated by parents to ENSCA raised \$4,608
- The school lunches of Sushi and Subway raised a combined \$1,830
- ENSCA Stalls at November's Fun day raised \$2,283
- Commission from selling Entertainment Books – giving us \$1,153.

### **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 \$5,451 (\$8,553 last year). Stock held at the end of year increased by \$1,103 to \$37,676. Sales of \$46,880 were made in the year.

### **Pool Account**

ENSCA sold keys for the 2017/2018 swimming season. A total of 83 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 \$2,490 liability in the year-end accounts. ENSCA contributed \$4,500 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 2017 and recommend them to the meeting for approval.

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

## **Nominations for Executive Committee:**

Several nominations for Executive Committee roles were received.

**Chairperson** – Louise Parnham nominated by Rebecca Taylor and Rachel Teen

**Treasurer** – Nicola Brownlee unopposed

**Secretary** – Kelly Snoep nominated by Rebecca Taylor and Rachel Teen

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 9:18 am.**