

## Elmwood Normal School Community Association (ENSCA)

### Minutes of meeting held 7.00pm, Wednesday 20<sup>th</sup> June 2018

1. **Present:** Louise Parnham, Kelly Snoep, Nicola Brownlee, Paul Armitage, Jonelle Quane, Natasha Lamont, Melissa McCosh, Caroline Saunders, Fe Armstrong, Linda Coghlin, Maxine Douch
2. **Apologies:** Sarah Redmayne, Lisa Cottingham, Katherine Hampton, Katie Parish, Jo Wyn-Harris, Victoria Wynn-Thomas, Rebecca Taylor, Bridget Eastgate
3. **Minutes** of the meeting held on Wednesday 16<sup>th</sup> May 2018 were previously distributed.

**Motion:** "That the Minutes of the meeting held on Wednesday 16<sup>th</sup> May 2018 are accepted".

**Moved:** Louise Parnham

**Seconded:** Nicola Brownlee

#### 4. Action Points from last meeting

- i. Flagpole – Paul is still waiting on prices from the company he is currently dealing with.

#### 5. Correspondence In and Out

- i. ENSCA has received a letter from the students of ENS thanking the committee for the purchase of new soccer goal posts. They are extremely happy now they can distinguish who has truly scored a goal and who is telling porkies.
- ii. Email from Kirsten McFaull regarding a proposal to purchase new Kapa Haka uniforms: -

The current Kapa Haka dresses need to be upgraded before the Cultural Festival in September so they are all cohesive on stage. The current stock of fifty calico dresses need to be screen printed as the fabric is no longer available to purchase and sew on. The existing fabric currently sewn on the dresses will be used as strips on the boys Kapa Haka shorts. Ideally another thirty calico dresses need to be purchased and screen-printed (cost is \$400.00 for screen-printing). Katherine from Beach Road can make the calico dresses at \$15.00 each.

The Year 5 and 6 girls have asked to wear tank tops under the calico dresses so they feel less exposed. Kirsten McFaull has sourced blue tank tops through Canterbury Uniforms at a cost of \$9.00 each.

Kirsten would like funding foremost for the purchase of forty tank tops for the girls Kapa Haka uniform.

The committee was in unanimous agreement that the money raised from fundraising at the Quiz Night is to be used for the purchase and upgrading of new Kapa Haka uniforms.

**AP** Kirsten McFaull will phone the screen printers and work out the final costs.

**Motion:** "That ENSCA makes a donation of \$2,000.00 to the Uniform Shop for the costs associated with the purchase and upgrading of new Kapa Haka uniforms."

**Moved:** Kirsten McFaull      **Seconded:** Louise Parnham

- iii. An email from a parent was received regarding Little Lunches. Currently there is already a similar set up at school with EzLunch running on Tuesday's so there is no need for another lunch option at this stage.
- iv. Letter received from Paul Armitage thanking ENSCA for the donation of \$3,378.00 for the purchase of new soccer goal posts and the donation of \$6,000.00 towards swimming pool expenses.

## 6. Treasurers Report:

Nicola Brownlee advised:

**Opening Balance:** \$33,906.00

Money paid out since last meeting was for refunds of returned pool keys (\$840.00). There is still \$500.00 remaining in the accounts from pool key deposits that have since been forfeited as the deadline for pool key returns has since passed.

Grandparents Day expenses have been paid out and various people reimbursed.

CQ has been paid for the costs of printing ENSCA thank you cards.

Money has also been paid out for the normal sushi lunches.

Money was received this month was for Quiz Night ticket sales.

**Motion:** "That the financial statements for the months from 17<sup>th</sup> May 2018 to 20<sup>th</sup> June 2018 are ratified and all accounts approved for payment."

**Moved:** Nicola Brownlee      **Seconded:** Louise Parnham

## 7. Principal's Update

Paul Armitage expressed his thanks to ENSCA for all the help and hard work in supporting the school with Grandparents Day. It was a great success and the students loved being able to share their learning. Lots of positive feedback was received. The staff enjoyed all the extra scones at morning tea, as did the students. Louise Parnham dropped excess bags of scones off to Ronald McDonald House that they were most appreciative of.

Paul commented on the success of the school Hangi held this week. It was such a positive event although high stake stuff because we were committed come rain or shine. The weather delayed the lifting of the Hangi as the fire pit struggled to get hot enough. There was lots of support from the school community with food preparation and wrapping of food parcels. Mike and his team from Waimari Primary School played a big part in helping out. Five hundred meals were devoured.

## **8. Quiz Night**

ENSCA is holding a fundraising Quiz Night tomorrow night at Sixty6 on Peterborough.

Over one hundred and twenty people have registered for the Quiz made up of twenty-three teams.

As a fundraising item teams will be able to purchase gold stickers for quiz answers at the beginning of the night at \$2.00 each or \$15.00 for eight golden stickers.

Stu Dawe from KiwiWealth has very kindly donated six Kiwi Wealth prize cards for the winning team.

## **9. ENSCA Breakfast**

Natasha Lamont is unable to organise the breakfast this year due to work commitments.

Louise Parnham has investigated possible venue options and if a venue becomes available and a committee is willing to take on the responsibility of organising the breakfast then it may still go ahead this year. If not, it will be put on hold.

## **10. School Ball**

Saturday 25<sup>th</sup> August - Canterbury Club is confirmed as the venue and the ball committee is talking to them about the logistics. Have to get security for the night because of the Strip being up and running. \$30.00 per person for an hour.

Janine Murray is designing the ball tickets. Katie Parish has secured Andrew Hopping helping as MC to keep the night moving smoothly. Hayden Broadbelt will be the auctioneer for the night.

\$70.00 per ticket was agreed upon by the committee as being a fair price.

There will be a menu of substantial finger food throughout the night.

Caroline Saunders has secured the same band as last time at \$800.00.

Kirsten McFaull suggested talking to Romi about decorating. She is decorating Coca the weekend before so may have some things available to use for the Ball.

**AP** Kelly Snoep to send a "save the date" email out to class reps to forward on to classrooms.

## **11. Second Hand Book Sale**

Fe Parish has suggested having a second hand book sale at school. The idea being that people go through their book collection and donate any books they are not reading to school to then sell. A suggestion for a Mufti Day donation being a book to sell with proceeds going to the school library was raised.

The book sale needs to be held in the Auditorium for space. Perhaps the second to last day of Term 3? **AP** Fe to talk to Tina Moody re booking the auditorium.

Teachers could allow their classrooms to go through the books first for purchasing.

Fe has a group of women who are willing to help on the day with setting up and selling books etc. There needs to be a collection point for dropping off books.

## **12. Class Rep/New Communication Forum**

Maxine suggested a new communication portal is needed for getting information out the community regarding ENSCA. Maxine feels bad asking Jo to get things out to the community all the time via the notices or Facebook. ENSCA needs its own communication device i.e. Facebook page or email to reach the school community as information is getting lost in the school newsletter.

Having an email that people can opt out of if they don't wish to receive updates is the preferred choice.

**AP** Maxine to investigate.

## **13. Any Other Business**

### Calendar/Artwork Fundraiser

Sarah Redmayne advised the committee that the calendar artwork would be available for sale from Week 3 of Term 3 for three weeks only. There will not be a chance for late orders this year. Sarah will put a notice in the school news and send out a flier to the classrooms with order forms early in Term 3.

### Upgrading Pool Entry

Jonelle Quane raised the suggestion of switching the pool gate to a fob automated entry as currently it involves a lot of work giving out and receiving back pool keys. An automated entry gate would be more user friendly as once someone has done the required pool course they can easily just have their fob re-activated after paying the pool usage fee. Will also be able to track who has used the pool and when if there are ever noise complaint issues or vandalism

occurring. A rough quote of \$1,500.00 to \$2,000.00 was mentioned to set the fob gate system up.

Paul thinks it is a great idea and really worth getting the best possible quality since it is outside, but it may require a new gate and fence to take the locking mechanism. Need to check with Council regulations.

The end cost may be more but well worth it and Paul advised the school would be happy to contribute not just ENSCA. He will run it past the Board at the next meeting.

**AP** Paul will talk to the BoT.

#### Shared Lunch

Zoe and Tara mentioned their classes have a lot of ethnic families who feel a bit lost in the school and that perhaps a way of making them feel more involved would be to host a shared lunch to celebrate their ethnicity.

Meeting closed at 8.20 pm.

Next meeting will be held on **Wednesday 25<sup>th</sup> July at 7.00 pm** in the staffroom.