**Cashmere Avenue Home and School**

**Meeting Minutes**

**3 August 2020 7.30pm Staffroom**

**Present:**

Sonia Glen, Kate Christie, Karen Eggers, Marianne Taylor (BoT), Sam Bennett, Wendy Hoar, Belinda Borrie, Vicki Chalmers, Kirsten Richards, Jess Maurice, Amanda Rossiter,

**Apologies:**

Rachel Porteous, Jodie O’Doherty, Debbie Jeffery, Sarah Polaschek

**Minutes of the last meeting**

Approved

**Correspondence in**

Received correspondence asking if Home and School would be interested in a Party Box fundraiser. The Committee agreed we would not pursue it at this time.

**Finances**

Balance $32,000. Income of $8,700 this year. Karen is in the process of completing a financial forecast for 2020. Home and School agreed to investigate options to change Banks and also to look at using Xero.

**Teacher report (Jess )**

Teachers had their Call Back Day focusing on the new behaviour plan. This is all based on whanaunatanga and changing behaviour through the strong relationships between children and teachers. Teachers are really positive about the changes.

**Junior school:**

The Year 2 Hub are looking at the Biosphere. Room 14 and 15 learning about dinosaurs. The new entrant classroom is underway with five children in the class. The junior cross country is this Wednesday.

**Middle School**

The Middle School are learning about communities and elections.

**Senior School**

The Senior School are doing their Bike Safety Programme, Pedal Ready and also doing an enquiry into rockets. They have had their Cross Country and northern zones.

**Principal’s report**

Kate spoke about the strategic plan and pushing some of the things back until 2021.

**Banking**

The school have changed banks to ASB who provide a good school package.

**Matariki**

Kate thanked Home and School for the support in baking the treats for Matariki. It was a well-attended school event and Kate has received some very positive feedback.

**Fencing**

Whole perimeter of the school is being fenced for Special Needs (govt funding whole project). Some old gates will also be replaced (non-climbable) including a gate at the top of the driveway

**High standards**

Very pleasing results from our mid-year data, despite lockdown. We are high maintaining a high percentage of at and above in all three subject - well above national average

**Devices**

The school has analysed its use of devices: what is working, what is used and the platforms the students communicate through. The school would like to purchase 26 new Chromebooks and 10 iPads. The iPads will assist mostly in the Junior school, with a refreshed redistribution of these, so that the Middles and Seniors are more rich in Chromebooks (iPads are preferred least by students and teachers).

**Request for Donation:**

Kate requested if Home and School could make a donation of $10,000 to go towards the purchase of these devices. **Home and School agreed to donate $10,000 to the School for the new IT equipment.**

**Board and H&S Committee**

Kate asked whether the Board and H&S Committee could meet again prior to the Board considering the 2021 Budget. A proposed date of Monday meeting 19th October was put forward which is to be confirmed.

**Pedal Ready**

Lovely to see students using their skills and knowledge with confidence and great to see parents trust in them. Pedal Ready sees children with adversity overcome challenges.

**Matters arising from last minutes**

*Action points from previous meetings*

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| --- | --- | --- |
| **Sausage Sizzle 26 June** | **Sonia** to confirm date  **Wendy** to speak to Mike  **Bindi** to organise Google Order Forms  **Amanda** to provide draft comms to Jodie (see below) **by Friday 12 June**  **Bindi, Wendy and Amanda** to action | **Completed** |
| **Bake Sale 3 July** | **Amanda** to provide Jodie with draft communications to school community and willing bakers / fair bakers **by Friday 12 June**  **Bindi, Wendy and Amanda** to action | **Completed** |
| **Disco**  **Early term 3** | **Jodie** to speak to Jane  Agree date (change time to 5.00 – 8.30 p.m) | **Completed** |
| **Communications** | **Jodie** to draft a H&S communications to the school community providing an update on school fair and the plan for the plan over the next few months.  **Sonia** to provide Jodie with the updated school branding material | **Completed** |
| **Matariki** | **H&S** to organise the baking of Star Cookies | **Completed** |
| **Entertainment Book** | **Debbie** to provide comms to Jodie by **Friday 12 June** | **Ongoing** |
| **Calendar Art** | **School** to provide Debbie with the date for the student led conferences. | **In progress** |
| **School website / H&S** | **Sonia** to reverse meeting minutes on CAS website so it is the most recent version first. | **Completed** |
| **Inspire Photography** | **Debbie** kindly agreed to take ownership of this with help from H&S on the day, rostering for short periods. Dates 17/18 October. | **Ongoing** |
| **Mini Fair** | **Sonia** to organise a sub-committee. | **Completed** |
| **Fair** | **Sam** to contact businesses to confirm whether they are still happy to offer items for the Auction Booklet. | **Completed** |

**General Business**

There was discussion about fundraising events planned for term 3:

**Disco**

The Disco is booked for Friday 21 August. The time has been changed to earlier as discussed at the last meeting. Action: Sonia to check with Jane about DJ and his ability to play the children’s music requests.

**Quiz**

The Quiz is booked for Friday 30 October and planning is underway.

**Spellathon**

Kirsten gave an update.

**Entertainment book**

We have sold 24 books so far raising $448 in total.

**Books (from the Fair)**

Home and Scool agreed to look at selling these after school. Kirsten to speak to Cat Barrett.

**Sausage Sizzle**

The Committee agreed to hold the term 3 sausage sizzle on 18 September.

**Calendar Art**

Everything is in hand. Deadline for completed artworks is [Fri 21 Aug](x-apple-data-detectors://10)ust, ready for display at the Student Led Conferences [on 26 Aug](x-apple-data-detectors://11)ust.

**Inspire Photography**

Underway. Need to coordinate information to parents with the information on the school photos.

**Bake Sale**

The Committee agreed to push the next Bake Sale into term 4.

**Summary of Actions Arising**

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| **Donation to the School for new IT equipment** | Sonia and Vicki to action the Home and School donation of $10,000 towards the new devices. |
| **Sonia and Karen** | To action the change to Bank accounts and to look at the cost of Xero. |
| **Fundraising Thermometer** | Amanda and Debbie to develop a fundraising thermometer. |
| **Communication to School Community** | **Jodie** to draft a communication to parents regarding Term 3 events  To include the funds raised from our various fundraisers so far |
| **CAS Website** | Sonia to fix first meeting link |
| **Inspire Photography** | Debbie/Sonia to coordinate information to parents regarding the Inspire Photography session with the information on the school photos. |
| **Kate** | To confirm the date for the annual joint **Home and School and Board of Trustees Meeting** |
| **Books** | Kirsten to speak to Cat Barrett regarding the possibility of having an after school book sale. |

**Other**

*Nil*

Meeting closed at 9.00pm.

**Next meeting: 7 September**

**cc CAS Office**

**Home and School committee 2020 meeting dates**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting date | Term and week | Food and drink roster | H&S Event | BOT meeting dates |
| 24 February | **Term 1**, week 4 |  | *~~Fair 25 March~~* | 18 February |
| 14 April |  | Sonia | 17 March |
| 4 May | **Term 2**, week 4 | BoT | AGM | 28 April |
| 8 Jun | Term 2, week 9 |  | *Bake sale*  *Sausage sizzle* | 19 May |
| 23 June |
| 3 Aug | **Term 3**, week 3 |  | *Disco*  *Mathathon*  *Bake sale*  *Sausage sizzle*  *Quiz*  *Calendars* | 21 July |
| 18 August |
| 7 Sep | Term 3, week 8 |  | 22 September |
| 2 November | **Term 4**, week 4 |  | *Bake sale*  *Disco*  *Ice blocks* | 20 October |
| 17 + 24 November |
| 7 Dec | Term 4, week 9 | BoT | 14 Dec |

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| **Term** | **Start** | **End** |
| 1 | Mon 3 February  Thu 6 Feb: Waitangi Day  Fri 7 Feb Teacher-only day | Fri 27 March |
| 2 | Tue 15 April  Fri 29 May: Teacher’s only day  Mon 1 Jun: Queen’s Birthday  Wed 17 Jun: Teacher’s only day | Fri 3 July |
| 3 | Mon 20 July | Fri 25 September |
| 4 | Mon 12 October  Fri 23 Oct: Teacher-only day  Mon 26 Oct: Labour Day | Tue 15 December |