



**Minutes of the Meeting of the
Burnside High School Parent Teacher Association
Held on Monday 2 May 2016 at 7:30pm**

Present:

Cindy Giddens (Outgoing Chair) Andrea Loubser (Chair), Othonia (Tonia) Konstantinopoulou (Treasurer), Nicola Williamson (Vice-Chair), Carmen Nolan (Uniform shop co-ordinator, Shop Financier), Shanthini Govindasamy (Secretary), Karina Given (BHS staff representative), Phil Holstein (BHS Principal), and 10 PTA members.

Apologies:

Aileen Withers, Gillian Perano, Leanne Hammond

Welcome:

Cindy Giddens, welcomed all present and explained that in addition to the usual proceedings the following key matters would be addressed:

- New PTA committee
- Allocation of funding for the 2016 year
- Report by the Principal, Phil Holstein
- Presentation by John Land and Peter Maher on recent landscaping projects funded by the PTA.

Minutes of the last meeting

The minutes of the previous meeting had been posted online.

Motion: That the minutes of the meeting of April 2016 be accepted.

Moved: Lesley Gooch. Seconded: Tonia Konstantinopoulou. Carried

New PTA Committee

Cindy Giddens informed the meeting of her resignation as Chair. Prior to resigning Cindy moved that the following nominations for the new PTA committee be accepted:

1. Andrea Loubser for the role of Chairperson
2. Tonia Konstantinopoulou for the role of Treasurer
3. Nicola Williamson for the role of Vice Chair/Secretary (to organize volunteers and to look after emails)
4. Shanthini Govindasamy for the role of Secretary- (updating Moodle page and taking minutes)

As there were no objections to the above motion it was carried.

Matters arising from the minutes

Andrea Loubser referred to the landscaping project that was discussed at the previous meeting and invited John Land and Peter Maher to update the meeting on their progress.

John Land and Peter Maher expressed their thanks for the PTA funding which had enabled them to carry out various landscaping projects across the school. They presented some photos of the landscaping projects and explained how the PTA funding had benefited the students and school. Peter talked about the building course he runs for Year 13 students who have been in the building programme for a number of years. He explained that they normally do smaller projects, and that this larger project had helped them extend themselves by being part of a larger and more realistic project. This had allowed them to build leadership, teamwork, planning and financial skills, all of which would be useful in the workplace.

Another similar project has been approved and a different group of students are going to be involved this time around. He emphasized how valuable it was for students to be involved in real-life workplace projects such as these.

Projects discussed included:

- Sign for Gallipoli garden funded by PTA - garden designed and done by students
- various landscaping projects funded by the PTA
- Rock garden which would be a memorial garden

The landscaping plan for this year around the pool entrance was described. Lesley Gooch said she liked the fact that all students get to benefit from these PTA funded projects, including future students.

John Land and Peter Maher were thanked for their presentations.

Correspondence

None.

Financial Report

The newly appointed Treasurer Othonia Konstantinopoulou delivered the financial report, noting the financial figures for March and April 2016 and providing an update on the three bank accounts held by the PTA. As at 30 April 2016 the money available for project funding was \$21,366.90. In addition to this approximately \$5,000 is held in a separate account on deposit. This could possibly be merged and the PTA will be updated on this at the next meeting. The third account, being the uniform shop account reflects a balance of \$30,291.69.

In coming months more donations are expected, although it has been noted that the trend in recent years has been a decrease in PTA donations. At this stage we have \$4,000 less than at same time in the previous year. The Treasurer presented a chart showing how donations were tracking in comparison with the previous year. It was agreed that there was a need to emphasize how important it is for parents to pay donations, and to make clear that all money goes to projects. Phil Holstein noted that the reducing trend related to the school's roll being high in 2014. He also noted that the Ministry had increasingly made it clear that schools cannot charge for things and that this was a donation which could not be enforced. There were a lot of stressed families in the community and if they are aware that it is a donation, they are choosing not to donate as it has been made increasingly clear that these are optional. The group discussed the possibility of balancing the declining PTA donations with the second hand uniform shop sales which had done well

recently with a rise in profits. This would only be considered if funds were inadequate in comparison to proposed projects.

The financial report is attached at the end of this document.

Motion: That the Financial Report as presented be accepted.

Moved: Andrea Loubser. Seconded: Sig Koop. Carried.

General Business:

Andrea Loubser said that the PTA welcomes ideas for speakers for future meetings in 2016 and encouraged those present to propose ideas. The topic for the 1 August meeting would be Building Resilience and Optimism in Teenagers.

Any other business

None.

Principal's report (Phil Holstein)

Mr Holstein said he would speak briefly tonight as the focus of the meeting was funding. He thanked people for attending and for making themselves available. He emphasized the importance of the work of the PTA in funding projects that otherwise wouldn't happen and that they would add value to the school.

He had spent most of the first term appointing staff. This was an important job especially as there had been considerable change in the senior leadership team over the last year. They had farewelled significant staff members such as Sandra Sidaway, the Second Principal, as well as welcoming new staff members. It was an exciting time for the school with natural progression and change.

He discussed the fact that teaching as a profession has changed. The number of applicants for key areas had declined, and this was a concern. People were now coming into teaching as a second or third career. This meant they often had family and other commitments, so had less time to help with sport and other extra-curricular activities. There was also a shortage of maths, science, food and digital technology teachers, and that he wanted to encourage young people to go into teaching.

Andrea thanked the principal for his presentation.

Funding

Andrea Loubser talked through the funding applications for 2016, and reminded those present of the PTA rules for allocating funds:

1. Priority will be given to applications that benefit the most number of students but special interest groups are considered.
2. Priority will be given to those applications that will spend their funding before 1st November 2016
3. Applications should aim to provide resources which are retained by the school for future use.

The funding proposals were presented and discussed in relation to the criteria for funding and in relation to the \$21,366.90 currently available for funding. Projects which did not meet the criteria for funding were

excluded from consideration. These were the Filling of the School Pool, Piano Tuning & Repairs and the Blue Light Camp.

Although the LBGT group and the GATE Breakfast and speaker projects did not meet criteria for funding from donations the PTA felt that these were important projects and that these could be funded from uniform sales profits.

CCTV upgrade - Phil Holstein spoke to the request for the CCTV upgrade. He explained that the school had been targeted by a gang of bike thieves and that valuable bikes have been stolen belong to both staff and students had been stolen. The Property Manager made this request as it was felt that better video surveillance would enable them to target and identify the culprits. The group agreed it was beneficial for the school to have a good surveillance system for safety and security and felt that funds should be awarded to this if possible.

Motion:

Nicola Williamson moved that the projects itemized below be approved for funding in full and that the balance of the funds be set aside for the CCTV upgrade, the latter to be funded in full when sufficient funds become available. As there were no objections to the motion it was carried.

| Project | Cost excl. GST @ 15% | Award excl. GST @ 15% |
|--|---------------------------------|----------------------------------|
| Funded from Donations: | | |
| 1. ACM signs to display permanent examples of outstanding student work | \$ 326.90 | \$ 326.90 |
| 2. Visible History – continuation of ongoing signage around school | \$ 400.00 | \$ 400.00 |
| 3. Digital Noticeboard inside Library | \$ 3,800.00 | \$ 3,800.00 |
| 4. Boys First XI Football team bags | \$ 799.13 | \$ 799.13 |
| 5. Evolocity – Electric Vehicle Challenge | \$ 2,500.00 | \$ 2,500.00 |
| 6. Softball Uniform tops | \$ 512.07 | \$ 512.07 |
| 7. Drink bottles- BHS | \$ 1,062.50 | \$ 1,062.50 |
| 8. Camera for Music Department for NCEA | \$ 1,304.35 | \$ 1,304.35 |
| 9. Amplifiers N block | \$ 2,000.00 | \$ 2,000.00 |
| 10. Speakers in Gyms | \$ 2,500.00 | \$ 2,500.00 |
| 11. CCTV Surveillance Upgrade | \$ 8,820.00 | \$ 6,161.95 |
| Total | \$ 24,024.95 | \$ 21,366.90 |
| Funded from Profits from Uniform Sales: | | |
| 12. GATE breakfast and speaker | | \$ 250.00 |
| 13. LGBT Group | | \$ 400.00 |
| Total | | \$ 650.00 |

Next meeting and closing

Andrea Loubser thanked the PTA for their contribution and invited all to stay for a cup of tea or coffee. The meeting closed at 9pm.

Next meeting:

Date: 1 August 2016, 7:30 pm Burnside High School - Staff Room
 Speaker: Theo Feldbrugge
 Topic: Building Resilience and Optimism in Teenagers

**Burnside High School
PTA - Statement of
Accounts - Summary**

Date: 1 March 2016 to 30 April 2016

| Account Name | Opening Balance as at 1/3/2016 | | Description | Expenditure | Description | Gain or Loss since Last Report | Closing Balance as at 30/4/2016 | Accounts Payable | Description | Accounts Receivable | Description | Cash on Hand | Accumulated Funds after Accounts Payable & Receivable |
|---|--------------------------------|---------------------|--|---------------------|--|--------------------------------|---------------------------------|--------------------|-----------------------------------|---------------------|---------------|--------------|---|
| | Income | | | | | | | | | | | | |
| Education Account | \$ 3,815.12 | \$ 22,145.39 | PTA Donations, Interest | \$ 668.69 | PTA Funding | \$ 21,476.70 | \$ 25,291.82 | \$ 6,136.22 | PTA Funding | \$ 2,211.30 | PTA Donations | \$ - | \$ 21,366.90 |
| Commercial Call Account | \$ 5,011.21 | \$ 42.60 | PTA Donations, Interest | \$ - | | \$ 42.60 | \$ 5,053.81 | \$ - | | \$ - | | \$ - | \$ 5,053.81 |
| Sub-Total | \$ 8,826.33 | \$ 22,187.99 | | \$ 668.69 | | \$ 21,519.30 | \$ 30,345.63 | \$ 6,136.22 | | \$ 2,211.30 | | \$ - | \$ 26,420.71 |
| 2nd Hand Uniform Account | \$ 39,913.75 | \$ 11,161.51 | Uniform Sale & Commission, Credit Interest | \$ 19,297.57 | Uniform Sale Payout, Stock Purchase, Julie Cook Salary, Drycleaning, Auditor, Stationery | -\$ 8,136.06 | \$ 31,777.69 | \$ 1,486.00 | Uniform Payout (Uncashed Cheques) | \$ - | | \$ - | \$ 30,291.69 |
| Total | \$ 48,740.08 | \$ 33,349.50 | | \$ 19,966.26 | | \$ 13,383.24 | \$ 62,123.32 | \$ 7,622.22 | | \$ 2,211.30 | \$ - | \$ - | \$ 56,712.40 |
| Closing Balance as at 30/4/2016 | Education Account | \$ 25,291.82 | | | | | | | | | | | |
| | Commercial Call Account | \$ 5,053.81 | | | | | | | | | | | |
| | 2nd Hand Uniform Account | \$ 31,777.69 | | | | | | | | | | | |
| PTA Donations Received to Date in 2016 | \$ 24,839.60 | -\$ 4,133.40 | | | | | | | | | | | |
| PTA Donations Received to Date in 2015 | \$ 28,973.00 | | | | | | | | | | | | |
| PTA Donations Received in Total in 2015 | \$ 39,913.05 | -\$ 15,073.45 | | | | | | | | | | | |