



**Minutes of the Meeting of the
Burnside High School Parent Teacher Association
Held on Monday 28 November 2016 at 7:30pm**

Present:

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 11 PTA members.

Welcome:

Andrea Loubser (Chair) welcomed everyone and thanked them for attending the fifth and final meeting of the year. She introduced the PTA Executive members to the audience. She gave an overview of the schedule for the evening and agenda items to be covered.

Apologies:

None.

Minutes of the last meeting

The minutes of the previous meeting held on 5 September 2016 had been posted on the school's website for ease of access by parents and teachers.

Motion: That the minutes of the previous meeting as published on the school's website be approved.

Moved: Aileen Withers

Seconded: Othonia Konstantinopoulou

Carried.

Matters arising from the minutes

Andrea Loubser advised the group that at the last meeting it had been decided to send a thank you letter to Mr RJ Hey from the Social Badminton Club for their generous donation of funds to the school. The letter had now been sent.

Correspondence

Andrea Loubser advised that since the last meeting there had been lots of feedback from various teachers at the school regarding PTA funded projects. They had received photos of the girls softball team in their new tops – she noted that small things go a long way to bringing unity and team spirit.

The Facilities Manager, Wally Lauder has also provided feedback regarding the security cameras which the PTA had funded earlier in the year. The Chair invited Wally Lauder to speak to the meeting and give an update on this project. He thanked the PTA for the funding for the security cameras. The purchase of the new cameras had been the result of a significant number of student

bikes being stolen in just over a fortnight. The existing analogue security cameras were clearly not adequate. After these thefts the police advised the school to upgrade security. A security firm put together a package and the PTA contributed approximately \$6,200 of the more than \$8,000 spent on the security camera upgrade.

A fortnight ago a parent made a complaint saying a bike had been stolen. The new high resolution camera footage made it easy to identify the offenders. As a result, the police were able to retrieve the bike and track down the offenders. The PTA had received an email from the parent to express their thanks. Wally advised that he would put in another request next year for further security camera upgrades. Better security was good for the school and also for the protection of the students. The new cameras with their high resolution images has made a big difference.

In addition to the security cameras, Wally thanked the PTA for donations to his areas of responsibilities e.g. the shade sails which are a big investment and well patronized by students. He also mentioned the mini vans and that they were about to take delivery of a new van. He wanted to thank the PTA for their support in these projects.

Andrea thanked him for his report and for taking the time to speak to the meeting.

Principal's Report

Phil Holstein thanked everyone for attending and gave an update on recent school activities and achievements. He thanked the PTA for their hard work. He said it was hard to to believe his first two years at Burnside had passed. He now felt settled and said that it had taken about eighteen months for him to settle in. There had been significant changes in the senior leadership team in these two years but the current team is going to do well. He said he loved being at the school and part of the Burnside culture. He had already heard a lot about the school's reputation but he feels he now knows the culture of the school which is based on excellence and care. He said that school systems and structures have allowed for this, as well as conversations on an individual level.

He felt honoured to be the principal of Burnside and carried that with him wherever he went. He was now often asked by the media to make comments on educational issues, and feels the huge responsibility of being a principal at Burnside as it is so highly regarded.

He told the parents that term 4 was very much about NCEA, especially for seniors, compounded by the recent earthquakes. It was also the time to celebrate excellence with the recent prizegivings. There had been sports, arts awards, cultural awards, and senior awards. There were four more prizegivings to go. Elf, the junior production had been held last week and had been well attended. There had been four evening performances and two matinees. He said it was nice to see the juniors from contributing schools attending the matinees.

He said he knew the main thing on the agenda tonight was the project funding and said that PTA funding made a big difference to the school i.e. in terms of the things that they couldn't pay for in their budget.

He concluded by wishing everyone a great Christmas.

Financial Report

A. The Treasurer Othonia Konstantinopoulou delivered the financial report. Since the last meeting almost three months have passed. The PTA has three different bank accounts, namely:

1. Education Account, which is funded exclusively by parent donations
 - Income received during the last 3 months is \$5,727.
 - Expenditure of \$5,894 went to projects previously approved.
 - The balance as at 25/11/2016 is \$19,060.
 - After known commitments of \$6,745 for project funding, there will be \$12,315 available in this account.

2. The Commercial Call Account (a reserve fund)
 - The balance as at 25/11/2016 is \$5,092

3. The Second Hand Uniform Account
 - Income received during the last 3 months is \$7,576.
 - In the last 3 months payments of \$23,363 went mainly to stock purchases and to parents for 2nd hand uniform sales.
 - The balance is as at 25/11/2016 \$20,236.
 - After taking into account known commitments of \$8,800 for project funding and uniform payouts, there will be \$11,500 available in this account.

Tonia showed the group a graph showing that at the same time last year there was almost \$2,000 more in donations.

Phil Holstein noted the downward trend in PTA donations and said that there was a lot of media attention on the fact that school donations were voluntary. He noted that it was also a reflection of where the community was after the earthquakes, and also the explicit statements about it being voluntary. It was important to emphasise that the donations helped students. He also noted that, at the same time, the uniform shop's profits were increasing. The Treasurer noted that it was also important to emphasise to parents that all the donations were spent on worthy projects in the same year.

Motion: That the Financial Reports be accepted.

Moved: Tonia Konstantinopoulou

Seconded: Andrea Loubser. Carried

B. Project funding update

The treasurer updated the group about the status of PTA funded projects. The LGBT group had been in touch with the PTA about how they could spend their PTA donated funds. Their original intention had been to use it take students to events, and they now wished to spend it on books, DVDs and other educational resources. Andrea Loubser said she felt that having access to relevant resources was important for their education.

Motion: That the LGBT group can use the PTA donated funds for buying resources.

Moved: Carmen Nolan. Seconded: Andrea Loubser. Carried

The group noted that approximately \$6700 still needed to be paid out toward projects previously approved.

Moved that the project funding update be accepted

Moved: Tonia Konstantinopoulou. Seconded: Vicki Bishop. Carried

Project funding (last round for 2016)

Nicola Williamson Deputy Chair spoke to the current project funding applications. The group looked at the funding list and also the priorities allocated to them by the school. She noted that they did not have quite enough money to fund all the projects. She also provided a background to the different funding requests.

She explained that available funding was not enough to cover the total canoe polo request (all helmets and kayaks). The PTA could cover two kayaks and then look at funding the others in another round of funding next year. The teams would be using the kayaks this summer so it would be good to be able to fund some kayaks in this funding round. Phil Holstein also said that they would be able to access community funding to buy more kayaks. An attendee asked about a discount for purchasing larger amounts i.e. sharing with another school. It was agreed to follow up on that suggestion.

Moved that the first six projects itemized below be approved in full, and that we fund two canoe polo kayaks for now. This takes us just under the available amount.

Moved: Nicola Williamson. Seconded: Mike Gibbs. Carried.

Year 9 Activity Day	\$ 1,262.61
4 x Portable Sports Noticeboards (Footpath Signs)	\$ 1,156.52
12 x Netball Goal Posts, plus Sleeves	\$ 3,504.00
6 x Netball Post Pads	\$ 1,440.00
20 x Music Stands	\$ 1,304.35
Canoe Polo - Helmets	\$ 670.00
Canoe Polo - 2 x kayaks	\$2,000
Total	\$11,337.48

Constitution and Registering as a Charity

The Chair advised the meeting that the PTA did not have a the constitution. As a group, the PTA executive had thus drafted a constitution to provide structure for its activities. The PTA had also been advised that it needs to register as a Charity to ensure a tax exempt status with IRD. Registration as a charity can only take place if the PTA has an appropriate constitution and this would be the next step for our PTA should the members agree to adopt the constitution as previously distributed.

The draft constitution had been emailed to all parents who had also been notified that the PTA would consider officially adopting it at today's meeting. The members were asked for questions and comments before proceeding. No reservations were raised.

Motion: That *the PTA adopt the Constitution as distributed via email to parents and the school.*

Moved: Phil Holstein. Seconded: Tonia Konstantinopoulou. Carried.

Carmen Nolan thanked the PTA members who had worked so hard on the draft constitution and the related processes.

General Business:

Uniform shop update

Andrea Loubser advised that uniform sales would be held on the following dates:

- Sat 10 December
- Tuesday 24 Jan

The uniform shop was now well stocked with new and used items with very competitive prices. Second hand uniforms needed to go to the student office within the next week. They still needed helpers on the day and while they have lots of YR 12 and 13 students, it would be good to have some adult volunteers as well. Helpers were especially needed for the January sale as many people were away at this time.

Uniform shop -new premises and opening hours

The school have provided a new and much larger space for the uniform shop for next year. It was going to be much more suitable with space for changing rooms and desk space. This mean they would be able to display new items and have storage space for stock.

They were also looking at new and expanded opening hours next year, possibly after school or a morning opening time. Parents would be asked for their preference regarding trading hours. Phil Holstein offered the school's help with the fit out of the new premises. Wally Lauder said he would be sourcing equipment and the school carpenter would help with the fit out of the new premises.

The Chair thanked Phil Holstein for providing the larger space and said that it would no doubt be an improved experience for all customers and those involved in running the shop activities.

Closing

Andrea Loubser advised in May next year it will be twelve months since the new PTA executive members have been on board. The first year has been a big year for the new team in dealing with GST, a constitution and learning the activities of the PTA. It has also been a rewarding year for all and the PTA executive were all looking forward to the new year and wished everyone well for the holidays.

Andrea thanked Carmen, Aileen and Nick for providing supper tonight. She also thanked everyone for attending and giving up their time at this busy time of year.

Next meeting

The next meeting, the AGM, would be held on Monday 6 March 2017 at 7.30pm in the staffroom.

The meeting closed at 8.30pm.