



**Minutes of the Meeting of the
Burnside High School Parent Teacher Association
Annual General Meeting
Held on Monday 6 March 2017 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 18 PTA members.

Welcome:

Andrea welcomed the PTA members and discussed the agenda for both meetings for the evening. She outlined the agenda for the AGM which would be followed by the regular PTA meeting. She started by introducing the members of the current PTA executive to new parents.

Apologies:

None.

Minutes of the last meeting

Andrea said that the minutes of the previous meeting had been made available on Moodle.

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

Moved: Carmen Nolan

Seconded: Tonia Konstantinopoulou

Carried.

Matters arising from the minutes

None

Principal's Report

The Principal welcomed everyone and thanked them for coming. He said he had seen some new faces and welcomed them to the meeting. He said it was his third year as principal at BHS and he now felt settled at the school. He hoped to add his bit of flavor to what was already an astounding school.

The March 1 roll was 2560 students, which was up from last year. It was a reflection of a number of factors:

- a larger Year 9 intake
- far more in zone students than last year
- international fee paying students were up at least 30 from last year.

He reported that Burnside had a significant enrolment of international fee paying students, approximately 200 per year. These students added to the diversity of the school culture and there was also an income component to that. He said that diversity was the great strength of the school.

The school had recently held swimming sports and other events and he hoped that everyone was settling into the 'work routine'. One of the biggest things that would happen this term would be a visit from ERO (Education Review Office). A team of five people from ERO would be at the school for seven school days. They would be looking at all aspects of student learning, and the outcomes of what the school was doing. He was confident that the school would be able to show ERO that they had good systems of review and assessment. He said that it had been a very busy time getting ready for the ERO visit.

He wanted to thank everyone again for being here. There was a small but significant group on the PTA. People were often put off from joining this group, but he encouraged people to get involved.

He also wanted to highlight one thing which the PTA had done really well - the uniform shop. The new shop offered great service and good prices. He wanted to acknowledge the work the PTA had done last year.

Andrea thanked Phil Holstein for his report.

Chair's Report

Reflection on 2016 PTA activities

Andrea Loubser reflected on the previous year's work. The year had been notable for the election of a virtually new PTA, as well as some governance matters which needed taking care of. The uniform shop had grown enormously, and she thanked Phil Holstein for making the new premises available and Wally Lauder who was instrumental in coordinating the fit-out.

Governance

At the last general meeting the PTA formally adopted a new constitution and this formed part of the submission to the Charities Commission to register as a charity. The registration went smoothly and status as a charity had been awarded with effect from 21 December 2016.

GST registration

The PTA had also recently registered with IRD as a vendor for GST purposes. Andrea thanked Tonia for all her hard work in this area including liaising with IRD to fine tune our administrative processes.

Project funding

The PTA had funded a significant number of projects to the value of \$36,704. There were also various initiatives such as the PTA providing refreshments for the parent/teacher interviews. Another worthwhile donation by the PTA was a contribution of \$6000 to the cost of the Year 13 prize giving. This was funded from the uniform shop profits.

Uniform shop

Andrea thanked Julie and Carmen for their many hours of planning and coordinating behind the scenes to ensure the success of the annual sales days as well as the ongoing running of the uniform shop.

PTA Volunteers

Our PTA has been fortunate to have ongoing volunteers in the library and other areas and also a well functioning PTA Executive. Andrea thanked the PTA executive and the many other parent volunteers for all their time and effort. She also encouraged parents to check the PTA Moodle page which was a good way of staying updated with PTA news.

The past year had been busy with tasks that were not repetitive. With those projects completed the PTA are well positioned to focus on the uniform shop and to increase parent participation in its activities. Andrea looked forward to seeing more parents at ensuing meetings.

Annual Financial Report (year ending 31 December 2016)

The Treasurer advised that due to a family bereavement the auditor was unable to attend to our 2016 audit in the usual timeframe. Instead, Christchurch Community Accounting had been recommended to audit the PTA's finances. The formal auditor's report is expected in the next few weeks and would be made available on the Moodle page at that stage.

The Treasurer, Othonia Konstantinopoulou delivered the financial report. She explained that the PTA was now registered as a charity, which meant the financial information had to be reported in line with the applicable Financial Reporting standards. She spoke to the Financial and Service Statements for the year ended 31 December 2016:

- Operating receipts of \$128,382 were received, the majority of which comprised of Uniform shop sales of \$88,210.
- Total operating payments were \$108,149, leaving a surplus of \$20,233 for the year under review.
- At 31 December 2016 there was a total of \$57,595 in all bank accounts of which known commitments amounted to \$19,430, leaving \$38,165 available for future shop activities and projects. She noted that the PTA needed to buy more uniform stock and also to cover the impact of the GST registration.

She spoke about the projects that had been funded in 2016 from parent donations and also additional projects that had been funded from uniform shop profits. The entire set of financial statements and audit report would be published on the Moodle site. Tonia thanked Andrea for all her help and advice with the financial reports.

Motion: That the Financial Reports be accepted.

Moved: Tonia Konstantinopoulou

Seconded: Carmen Nolan

Carried

Appointment of an Auditor for ensuing year

The PTA proposed carrying on with Christchurch Community Accounting as auditors for the ensuing year. They were charity focused, fees were reasonable and provided a reliable service.

Moved: Andrea Loubser

Seconded: Aileen Withers

Carried

Election of PTA Executive

Andrea spoke about how the group worked and described it as informal, supportive and collaborative. The members regularly stepped in to help each other. She said that she had really enjoyed the work on the PTA Executive but her situation might be changing so if anyone was interested in the role of Chair they should get in touch with her. In addition, the Vice-Chair, Nicola was unable to stand again and Andrea thanked her for efforts in the past year – she had been a great help.

Andrea summarized the various roles as follows:

Role	Held by	Responsibility	Standing for re election
Treasurer	Tonia Konstantinopoulou	Funding, shop accounts, financial reporting	Yes
Secretary	Shanthini Govindasamy	Minutes	Yes
Uniform shop coordinator	Carmen Nolan	Works with shop manager to ensure smooth running of shop, includes payouts after uniform is sold	Yes
Chair	Andrea Loubser	Chair meetings, represent parents at school events	Yes, until a replacement can be found
Vice Chair (Comms)	Nicola Williamson	Email inbox, link to school, newsletter	Vacant
Coordinator annual calendar	Vacant/new role	Maintain annual calendar, arrange refreshments for parent interview nights	Vacant

The following were unanimously elected to the executive roles:

Chair	Andrea Loubser
Treasurer	Tonia Konstantinopoulou
Secretary	Shanthini Govindasamy
Uniform Shop Co-coordinator	Carmen Nolan

Chrissa Pipilaki said she would like to thank the PTA for the great job they had done. Karina Given said she was the staff member and people could always get in touch with her. Andrea thanked her for her attendance and for supporting the PTA at every meeting.

General Business:

None

Next meeting

The next AGM, would be held on 5 March 2018 at 7.30pm in the staffroom.

Closing

The AGM closed at 8.05 pm.