



**Minutes of the Meeting of the
Burnside High School Parent Teacher Association
Held on Monday 8 May 2017 at 7.30pm**

Present:

Andrea Loubser (Chair), Othonia (Tonia) Konstantinopoulou (Treasurer), Carmen Nolan (Uniform shop co-ordinator, Shop Financier), Shanthini Govindasamy (Secretary), Chrisa Pipilaki, Karina Given (BHS staff representative), Phil Holstein (BHS Principal), and 8 PTA members.

Welcome:

Andrea welcomed everyone to the meeting. She referred to the agenda on screen and reviewed the agenda items for the meeting. The main focus of this meeting would be on project funding. There would also be changes to the committee, which would be made official at the end of the meeting.

Apologies:

Melanie Russell, Teruyo Watanabe, Truus Adams.

Minutes of the last meeting

The minutes of the AGM and general meeting held on 6 March 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: Andrea Loubser

Seconded: Tonia Konstantinopoulou

Carried.

Matters arising from the minutes

Andrea informed the meeting that the annual audit had now been completed. It was an outstanding item at the last meeting. She went through the Auditor's Report and noted especially the satisfactory auditor's opinion as reflected in the report. There were more challenges this year as a registered charity, because the PTA has more rules to comply with. This required some research and change to the presentation of our financial statements and Tonia, the Treasurer had put in many hours behind the scenes to complete this function. She thanked Tonia for all her efforts with regard to the audit.

Correspondence

None

Principal's Report

Phil expressed thanks to the small but dedicated group of people who worked for the PTA. He noted that school life had been very busy. The focus of Term 1 had been the ERO visit. There were five reviewers who were at Burnside for seven full school days. They had been reviewed by the A team of reviewers as ERO had recognised that reviewing Burnside was a big job. On the last day they presented their verbal findings on what they had seen.

Phil explained that the focus of ERO reviews and reports had recently changed. ERO had previously focused on self-review but the focus was now on internal evaluation. i.e. how well do you know what impact you have had on student learning? This was a completely different focus compared to previous visits. The key check for ERO was whether the school had the evidence to know how students were tracking. The school collected a large amount of feedback on how students were learning. He suspected that all schools across the country were being asked to collect this kind of information. ERO wanted to know how the school tracks how effective they are. Their questions were about student outcomes and how the school knew about these outcomes and the impacts of learning. They focused on Maori and Pasifika students in particular. Overall it had been a positive experience. There were positive comments about the students and staff, and about the positive student learning environment. They all commented that there was a calmness about the school. A lot of the reviewers hadn't been in a school that size and they had expected it to be more hectic and congested. Students were polite to the reviewers. The reviewers spent time in classrooms asking students about their learning. They noticed that students knew what they are doing and why. This visit was really important, after being in the role of Principal for two years and one term, and thus being conscious of where the school had come under his leadership. There are also a lot of things that can be improved on and he knew that. But many things were going well and that was due to students, staff, and parents. The whole focus of the term had been on this visit. The reviewers were very astute and wanted to see all the documentation in the school.

He felt it had been a long term at 11 weeks. This term would be 10 weeks with the Queen's Birthday weekend in June. Stage Challenge would be this term and on Monday 15 May there would be a preview of the performance. A lot of students were in the major musical which was coming up soon. Winter sports teams were preparing for winter competitions.

He said he had found a You Tube clip which he showed to students at assembly. It was about Navy Seals and the lessons of life i.e. making your bed every day. The message from the video was that doing the first job of the day would continue on for the rest of the day i.e. doing one job well led onto doing the next job well. It was a simple message from Phil to students about the small things. He asked the students about whether they made their beds and told them that he made the bed at home. They said they were very busy but a lot of them did make their bed which was pleasing to hear.

He noted that the funding approvals marked a critical evening for the PTA and the school. It enabled the school to do a lot that they couldn't otherwise do. He wished everyone a good term.

Financial Report

The Treasurer Othonia Konstantinopoulou delivered the financial report and spoke to financials for the two months of March and April. The bulk of donations are received during these months. She noted the following points:

- The PTA had already paid \$9,400 for projects, mostly remaining from last year.
- The PTA had previously approved \$3,800 for the landscaping project - most of this had already been paid.
- A lot of the expenditure was for uniform shop stock purchases
- \$27,506 was currently available to be allocated to projects.

Several outstanding projects were being finalized and paid out. This was good as the PTA could now focus on the projects for this year.

The uniform shop was doing really well. Total sales were up 80% compared to the same time last year. This was very impressive and Andrea expressed her thanks to Julie Cook and Carmen Nolan for all their efforts. The new shop and extended hours really made a difference and showed that the demand was there. Some parents were asking for even more extended hours. It was agreed that they needed to advertise the presence of the shop even more. PTA would like to thank Julie and Nicky and also the other volunteers.

Proposed that the financial report be accepted

Moved: Tonia Konstantinopoulou

Seconded: Carmen Nolan

Carried

General Business:

Project funding applications 2017 Round 1

Chrisa Pipilaki presented the project funding applications. She explained the guidelines for allocating the PTA funds and noted the key points:

- Full amount of donations would be allocated to projects
- \$27,141 had been received in donations
- Accumulated Funds are \$27,506
- Requests for funding totalled \$27,681 (included the Landscaping / Decking Project (\$3,800) approved at the last meeting.
- They had received 12 applications -the PTA would like to fund all of them except two:
 1. Artwork project \$10,000 – three years ago the PTA made the decision that it wasn't keen to support the artwork project anymore. Phil explained that the artwork in the school was

significant. The head of Art purchased art with PTA funding for many years. Several years ago it was decided that the focus of PTA project funding would be on providing things which benefited the greatest number of students. He spoke to the Art Department and said instead there would be a small sum of money in the Art Department budget to purchase art.

2. Production clothing racks – not being funded – the application was missing information about the amount of money they needed. If they provide the PTA with more information they could be successful in another funding round.

Andrea explained that they were in the fortuitous position of having more money than applications. The PTA would thus be able to fund all the projects apart from the two mentioned above.

Chrisa explained that the landscaping project had been approved at the first meeting as it was an ongoing project. The Year 13 Building Construction course did a landscaping project around the school which had been a huge success with many people benefiting from it. The students also got a lot of satisfaction from building these things themselves.

Chrisa explained the various projects listed below and the benefits to students:

Performance Percussion Equipment Target Group: Pasifika Group Benefit: To support 60 students instead of 30	\$1,841.50
Basketball Team Bags: Target Group: Senior Boys & Girls Basketball Benefit: Reinforces team identity and awareness of BHS at sports	\$948
CCTV Camera & Recorder Upgrade Target Group: The whole school community Benefit: Security, Health & Safety	\$5,000
Vex Robotics Kits and Accessories	\$3,500
Water Safety Programme Target Group: Year 9 & 10 students Benefit: Better understanding of water-related safety	\$4,500
BHS Drink bottles Target Group: All Students at big sporting events & tournaments Benefit: Representation of BHS at sports	\$1,200
5 x Canoe Polo Kayaks Target Group: 45 students in term 1 & 4 playing weekly Benefit: Current student numbers playing canoe polo have doubled since term 4, 2016	\$4,261
3 x 50' TV Screens to be installed in the Blocks I, A & E	\$1,848

Target Group: All students moving through those blocks Benefit: Raise the profile of Science, English and Social Sciences education at BHS	
2 x ACM Signs to display permanent examples of outstanding students' work Target Group: Language Students Benefit: Case excellent writing provides inspiration to the other students	\$327
Percussion Equipment Refresh Target Group: Percussion Ensemble, Junior Percussion Ensemble, Junior Band, Symphonic Band & Orchestra Benefit: The continuous development of percussion students	\$456

Phil advised that the water safety not be funded on an ongoing basis and that the PTA would fund this for one year only to help the school get through the issue of providing water safety for the students. They felt it was a government funding issue. The principal asked for the PTA's forbearance for one year while they found a solution to fund this on an ongoing basis.

Proposed that the meeting accept the funding projects \$23,882 be approved.

Moved: Shirley Yates

Seconded: Chrisa Pipilaki

Andrea thanked Chrisa for preparing the presentation

PTA Committee

Andrea Loubser advised the meeting of her resignation as Chairperson. It had been an eventful twelve months which she had really enjoyed. She had some other commitments which were imposing on her time. After the March meeting they had lots of volunteers to help with PTA matters and one of those volunteers Melanie Russell, solicitor, has agreed to come on as Chairperson of the PTA. The PTA committee has thus co-opted Melanie Russell as Chairperson, effective from 9 May 2017. Melanie had been unable to attend tonight due to an injury but would be at the next meeting.

Chrisa Pipilaki has been co-opted as new committee member responsible for Communications and also Funding Liaison and to handle incoming correspondence, effective from 8 May 2017.

Truus Adams, has been co-opted as a committee member without a portfolio, effective 8 May 2017.

Next meeting

The next meeting would be held on Monday 7 August 2017 at 7.30pm in the staffroom.

Closing

Andrea thanked everyone for attending and also Aileen Withers for providing supper and for the support of parents, the principal and the staff representative at the meeting. All present were invited to enjoy supper at the end of the meeting.

Tonia said she would like to thank Andrea for all her efforts in the last year with the PTA. She would be missed and the PTA hoped she would be around to help on an ad hoc basis.

The meeting closed at 8.50 pm