

Minutes of PALS Meeting — 14th November 2022

SUMMARY:		
Meeting Topic	PALS Meeting	
Date: 14/11/22	From: 7.30 pm	Till: 9:15 pm
	Note Taker: Michaela McLeod	

ATTENDEES			
Sarah Barnsley (Chair)	Louise Egerton	Mel Fagg	Sarah Bennett
Alison Lepper	Bridget Palmer	Kelly Hitchens	Tayla Wright
Michaela McLeod	Sean Wansbrough	Holly Porter	
APOLOGIES			
Sarah Pont	Georgina Laurenson	Sue Knowles	

MONTHLY PALS MEETING - REPORTS
REVIEW OF THE PREVIOUS MEETING MINUTES The Minutes were approved as an accurate representation of the previous meeting. Moved: Mel Fagg Seconded: Tayla Wright
CORRESPONDENCE Sarah Barnsley had arranged Thank-You cards for the supporters of Quiz Night.
OFFICE BEARER REPORTS Chair Report – Attached to minutes. Treasurer's report – Attached to minutes. Moved: Alison Lepper Seconded: Kelly Hitchens Account balance is currently \$32,680. The P&L at the end of October (after donations) was \$12,837. Louise was awaiting the invoice for the shade sail and Sarah Bennett thought that Dot might group

invoices for PALS and do them together, so it may still be with her.

The group discussed the best way to receive direction (i.e. a list of priorities) from the Board and it was agreed that Sean would be the best channel from the Board to PALS, but that the ideal time for budgeting for the year ahead is August/September. Until next August/September, feedback from the board might be more ad hoc, but a better process would be in place ahead of the 2024 budget. PALS are waiting for response from the Board on their priority for funding – shade over stage or put money towards the planned Astro Turf area.

Louise suggested a paperless audit process for the PALS accounts and it was thought there might be a constitutional conflict in having a PALS member do it, for 2023, Sarah Bennett volunteered to do it, but for this year, Carl (via Alison) would carry out the audit.

Louise enquired how the group wished to view the Treasurer report, they are happy to receive the report attached to the minutes.

Principal's Report – Sean had nothing to report at this stage.

COMMITTEE REPORTS

Lunches

Tayla reported that chips are getting hard to source at the moment and suspects that some have been going missing from the kitchen. Volunteer numbers have been fine for Term 4.

Uniforms

Kelly reported that once space has become available in the PALS shed, that she will bring all uniform into one space. Sarah Pont has arranged for some new bins. There are plenty of second hand sweatshirts and polar fleeces. There are some known problems with some zips on the jackets and Jayna has been dealing with these. The new merino design (with strengthened sleeves) have been performing well.

Catering

Mel reported that she and Sarah Pont will be shifting the freezers to the shed tomorrow, in time, everything will be labelled clearly. Mel also reported that PALS is catering for the Friday of TLC camp lunch, it was suggested PALS just charges the school for costs, Mel will see what the total cost is. Mel requested that she get approval for a combination lock for the shed.

Moved: Bridget Palmer

Seconded: Louise Egerton

PLANNING

Calendar and Budget for 2023

This topic was deferred until a response from the Board about priorities had been received via Sean. It was thought the key fundraising activities for 2023 would be the Teacher's Conference, Quiz Night, School lunches, Sound of Thunder.

Remainder 2022

Working Bee

A Facebook post went out with the date and time – Sunday the 20th November, 9 am – 12 pm. Sue has since posted a list of tasks and tools required.

New Parents Afternoon Tea

A new date of Friday the 25th of November was set and Michaela, Holly and Mel will arrange this. Michaela will email Gemma to make contact to new parents.

Prizegiving – supper?

Sean shared plans that Prizegiving will be run from the Stage. If the forecast looks like rain, the prizegiving might have to be split by class and staggered in the hall (a decision would be made the day before). If families bring blankets and picnics, PALS would supply iceblocks (Tayla to arrange) and a tea/coffee table.

PALS requested that families who are leaving school be recognized for their valued input. In an effort to reduce the time, it was suggested that some of the Year 8 related items might be compressed or mentioned at their Leavers Dinner and that situations where a whole class gets a certificate (e.g. for moving up a class), this could be done at Assembly. Sean explained this is strictly a non-alcohol event.

Ham Night

The date for Ham Night is set as the **14th of December**. Bridget reported that most details are sorted, but that orders are to be in by the end of November. PALS to supply buns and salad. Four or five people would be needed for the afternoon. Sean to enquire if the Bouncy Castles can be kept on after Fun Day. Bridget to ensure approval is received from Board to allow for some alcohol on site.

The group discussed if it was appropriate to own our own eftpos machine. Louise volunteered to look at options and report at the next meeting.

2023 Planning

Sound of Thunder – Sunday 26th February

Sarah Bennett has been the lead organiser for this, which starts with emailing the organisers in Term 4. Sarah Barnsley to make initial contact. Michaela to circulate instructional document from Dropbox to PALS and ask for volunteers, potentially extending the request to the school to ensure there is a team of four organising this key fundraiser.

Term 1 Social Event

The group set a date for a social event for Friday the 10th of February, to (hopefully) be run by Dad's – suggested i.e 'Dad's Burgers and Beers'. Students involved in William Pike would be keen to help with a community activity. Approval from the Board for any alcohol on site will need to be sought.

Other ideas

- Fun Run – while the feedback from the group was that the kids really enjoyed it, most were not fond of the 'donation' part of the fundraiser, rather than a sponsorship, as well as other aspects. It was thought that PALS might be able to run something similar, with a different sponsorship structure which better represents school values.
- Calendars/diaries with artwork from students.

- Cake Auction.
- Dad's Bake a Cake
- Community Wheels Day – anything with wheels showcased.
- Re-introduce Hangi around Matariki
- Kids Quiz Night

Pets Day Review

The group expressed issues around having Pet Day following a long weekend.

Constitution Draft

Sarah Barnsley has a draft prepared and will send it out with minutes. A working group of Louise, Sarah Barnsley and Michaela were formed to refine the draft ahead of the next meeting where approval would be sought. Once Incorporated Society status is achieved, we could be eligible for Pub Charity funding, which would raise questions about the appropriateness of the school potentially getting funding from gambling.

New Parent Welcome Packs

Bridget had sent documents to Margaret in June. Sean would pick up from Bridget and utilise comments from Kelly and Michaela (that had been sent to Margaret). Sean suggested including a checklist of tasks that new parents would be willing/able to do for the school/PALS.

Questions around the Ladbroke's Parents Hub on Facebook led to a suggestion that a Question be asked prior to a new member joining, checking that they have enrolled a student at Ladbroke's School – to ensure no random members join. Sarah Barnsley to check with Mary regarding the process.

Chairperson role and new PALS members

Sarah Barnsley reminded the group that her role as Chair was just to be temporary and asked the group to be aware of succession and encourage new members where possible.

FUNDING REQUESTS

Storage cupboards for devices

Sean to check if funds available, if PALS funding required – we could seek quorum digitally if needed.

GENERAL BUSINESS

PALS Office Bearer Positions

Louise raised that according to the current Constitution, when Office Bearers change, their approval as Signatories must be minuted as such and this was not achieved at the previous meeting when Louise and Michaela were approved for the Treasurer and Secretary roles (respectively). Sarah Barnsley moved that Louise and Michaela become signatories for the bank account. Louise to arrange the necessary paperwork.

Moved: Sarah Barnsley

Seconded: Mel Fagg

Mud Kitchen Storage

Mel reported that Ray Greaves still plans to make the storage boxes using help from Year 8s and that the project will likely happen in the holidays.

ACTION ITEMS:

	Tasks	Person Responsible	Done
1	Arrange for ice-blocks for Prizegiving	Tayla	
2	Working group to work on Constitution for approval at the next meeting	Sarah Barnsley, Louise, Michaela	
3	Louise to arrange for change of bank account signatories	Louise	
4	Mel to arrange for combination lock for PALS shed	Mel	

CHAIR REPORT

Term 4 has started with a hiss and a roar as we welcomed Sean at the start of the term, enjoyed a long weekend followed immediately with Pet's Day and then Ag Day supporting.

The Mihi Whakatau for Sean was a lovely opportunity for the community to share a cuppa and meet our new Principal. We look forward to continuing a really positive collaborative relationship with the Ladbrooks staff team under Sean's guidance.

Pet's Day was a fantastic day, albeit a bit tricky on the back of a long weekend. As ever we supported school with a bbq lunch, a bake stall and providing gifts for the judges of our ag competition. Thank you to the superstars who shouldered the load this year, with a lighter than usual support crew. Thank you to Dot, Gemma and Sarah for pulling the entire day together. Also big thanks to the wider community for your baking contributions. Our profits were down this year with commentary that there were fewer than usual families on the grounds for the day. Hopefully this will build back up next year as life continues to "normalise" post COVID.

Ag Day was held in early November as Ladbrooks played host to our local schools and their prize animals. PALS organised the morning tea with big thanks to Di Collie and Charlotte Greaves for ensuring everyone was fed and watered.

Thank you to Louise and Michaela for stepping into the Treasurer and Secretary roles for PALS. It's fantastic to have succession of these key roles and a great reminder to keep the PALS chat happening to encourage new people along. The Chair role is open for takers BTW...

Coming up for the remainder of Term 4 is the Parents Afternoon Tea – proposed for November 25th, a community Spring working bee on November 20th, Prizegiving on December 12th, and the annual Ham Night in December 14th (big thanks to the Palmers).

It will be great to start filling the calendar for 2023 and planning out our fundraising opportunities, events and activities to ensure we spread the load through the year.

Sadly, we have 9 families finishing their Ladbrooks School tenure at the end of this year as their year 8's leave school. The Middlemiss, Lepper (13 years), McCarthy, Phillipson, Pearson, Taylor, Sankey (13 years) and Walsh (18 years) families have all contributed to the success of our school in many ways. Special thanks to those who have served on PALS and on the BOT during their time at Ladbrooks School. Also we sadly say farewell to the Bennett Family and offer special thanks to Sarah for her awesome commitment and support of PALS. You and your family will be sorely missed.

Thank you PALS team for your commitment to the betterment of Ladbrooks School in 2023 and your support for each other. This is an awesome bunch of positive parents who are a pleasure to work with.

Nga mihi nui,

Sarah Barnsley
Interim PALS Chairperson.

TREASURER REPORT

Profit and Loss

Parents Association Ladbrooks School
For the 10 months ended 31 October 2022

JAN-OCT 2022

Trading Income

Baker Boys Fundraiser	440.80
Bingo Night	809.08
Cured Salami	1,147.00
Entertainment Book Sales	90.00
Interest Income	56.11
Pets Day	824.10
Quiz Night	11,457.48
School Lunches	7,535.52
Teachers Conference	5,409.38
Uniforms - Jackets	(1,355.00)
Uniforms - Merino Jerseys	(2,186.00)
Uniforms - Second Hand	235.00
Total Trading Income	24,463.47

Gross Profit

24,463.47

Operating Expenses

Accounts Audit	200.00
Charities Comm Fee NZ Trust	209.81
Food and Health Control Plan	325.00
Gifts	60.00
Kindo Fees	879.25
Nature Ninja Account	813.43
Office Expenses	343.29
PALS Equipment	497.81
Landscaping	527.78
Total Operating Expenses	3,856.37

Donations to Ladbrooks School

Donation - Teardrop Flag	520.00
Kapahaka	840.00
Literacy	1,547.50
Scholastic Book Club	125.21
School Camp Contribution - TLC	107.16
Technology for Classrooms	4,469.22
Year 8 - Hoodies	710.80
Total Donations to Ladbrooks School	8,319.89

Net Profit

12,287.21