

Friends of Howick Primary School - Oct 13

Minutes

Attendees: Michael Earl, Zeena Bode, Thomas Murdoch, Caryn, Kathleen Parsons, Glenda

Apologies: Natalie Robinson, Beccy Long, Sandra, Hanna

- Welcome
- Thomas voted to act as chair in interim under guidance from Michael until FoHPS can hold an AGM and election next year
- Confirmation that the school has its own Facebook page, but not a dedicated FoHPS page. Reminder posts for the FoHPS meetings seems to be lost amongst the other posts, so a reminder to all members to make personal invitations where possible
- Michael to provide Thomas access to the FoHPS email address which will be used to send minutes following the meetings. Michael will look into whether we can post minutes on the HPS website
- Thanks for coming Caryn & Glenda
- Michaels update on FoHPS funds balance
 - Sitting around \$48,000 in August with cash of \$1460 from the disco and \$2000 from the movie night, giving us a current balance of around \$52,000
 - Discussion on what that is to be used for (shade cover for approx \$250,000) and that he's still looking into grants
 - Looking to invest some of the funds in a term deposit for a better interest rate, all voted in favour of leaving most of the funds in term deposit for approx 12 months
 - International students:
 - Micahel has been looking to help accelerate funds for school and shade by bringing in some international students from multiple schools, possible homestay arrangements with HPS student families rather than a hotel like last time
 - Options for 1 week stay and month stays
 - Up to \$12,500 per child and since HPS is well under student capacity we have a lot of space for this
- Fencing - looking for options to contain the open space between the junior block/hall/staff room for better event management (disco etc) - Thomas negotiating some used options for school
- Family Fun Night
 - Vote on which date this would be run
Decision: 5th December
 - How the night would look
 - DJ: Do we want this, knowing we also have the disco?
Vote: Not required.
Michael will arrange music/speakers/PA etc. FoHPS to find a parent or staff member wanting to MC closer to the time

- Hall: Not required
- Fun night would open with some shows/performances put on by students to help draw more parents and extended family to the event (kapa haka, dance groups etc)
- Michael will speak to the guy who runs the basketball at school about coming along and hosting a stall of some kind
- Michael will look at a local football or touch rugby club about doing the same
- A “guess the lollies in the jar” prize/table run by someone - possibly something that Kelly Club could do.
- Discussion around coffee cart, food trucks, light up lollies vendor etc
- All food being arranged by FoHPS to maximise revenue (consensus is that the convenience of the food truck arrangement isn't worth missed revenue from our own food sales)
 - A ‘mains’ food stall with 1 EFTPOS register and 1+ cash sales register. 2-3 “runners” who take orders from the registers and collect food from the ‘kitchen section’. Multiple people working in kitchen’ (at least 1 dedicated per deep fryer) as having the people cooking and packing orders was too difficult last time
 - Hot chips: \$5 per punnet
Thomas to look into food warmers etc as a possible way to start cooking early and keep a buffer of prepped chip punnets. Michael will ask a local bakery or food truck to see if we can borrow one.
 - Sausage sizzle: \$2 or \$3 for basic sausage in bread with condiments (approx 570 have been donated by Hellers)
\$8-\$12 for a premium option such as full-meat standard sausages or even boerewors
\$TBD - Vegan sausages on a mini BBQ as an alternate option for those who don't eat meat
 - Pizza for \$2 per slice. To be purchased from Pizza Hut or Dominoes, logistics TBD but possibly reach out to them about doing a special deal for us and maybe delivering in batches every 30 minutes or something throughout the evening. Maybe cheese and pepperonis? Veg option required
 - A second “snacks and drinks” stall, again with 1 EFTPOS register and 2? Cash registers with a few helpers as required
 - \$5 donuts (new world? Has donated around 300)
 - \$2 drinks
 - \$2 lollies, chocolate bars etc
 - \$2 Glowsticks
 - Someone to reach out to ex-PTA members and see what information we can find out about previous sales, how much we ordered vs sold etc
- Facepainting: \$5 run by Helen with support from a couple of others, possibly also Kathleens eldest son.
- Dunk tank: price TBD, Micahel to see if he can find and borrow the one used locally

- Pool, discussion around charging for this or running any events but consensus that it can just be left open and free with 1 adult rostered on supervision and a sign that parents must remain with kids at all time
- Bouncy castle: smaller one for under 5's, obstacle course for over 5s
Would likely sell a wrist band which provides unlimited time/uses for the whole night for \$5 (would need to ensure wrist bands are sourced early)
- Michael can do some bulk buying from Gilmores (Costco?) of chips etc

- Raffle:

- Updates from Natalie with donations sitting around \$1900 with another \$1000 being worked on, options from MOTAT, Zoo, butterfly creek, car servicing, retail vouchers etc
- Discussion about how the prizes would be utilised with options being 3 baskets or more, possible silent auctions etc
 - Vote: Continue with 1st/2nd/3rd raffle prize baskets
 - Vote: hold some of the prizes to be used in a silent auction (suggestions were cricket and swimming memberships, car servicing vouchers etc)
- Natalie looking into external ticket sales - open discussion about pros (increased sales therefore additional revenue) vs cons (ie wanting to ensure the prizes benefited the closer community of those in attendance at the school and their family etc)
 - Vote: Silent auction to remain only available to those in attendance on the night
 - Vote: Raffle tickets for the tiered prize baskets happy to have sold externally - Thomas to advise Natalie to proceed
- Alcohol: Glenda has a contact at DB Breweries and will look into either a sponsorship or discounted rate (in which case FoHPS to buy with their funds) and then offer up a large alcohol bundle under the silent auction for additional revenue
- Planning such as stuffing the envelopes for raffle etc could be done in the staff room from 2:45 to 3:15 over a couple of days, making it easy for parents to pop in to help for a little while with minimal commitment.

- Disco:

- Thursday 20th November is the likely date - Michael to confirm this and book the DJ
- Door sales only - no presale. \$2 entry, \$5 family?
- To simplify the event, we can look at only offering the drinks/chocolate table, and pizza hut / dominoes pizza (which would also allow us a test / practice run of this before the larger family fun night)
- Glowsticks for \$2 each
- Do we want to do a sensory, junior, and senior one again? Discussion with families and kids enjoying all being together so there will be just the sensory then open
- Timing - lets keep it early since its a Thursday night. Sensory only from 5, open to all from 5:30 to 7:30
- Student leaders to help run

- Future fundraiser planning - 2025 and 2026

- Ice blocks - these are about to start up. All in agreeance to continue with nice blocks being available for \$2 throughout term 4 (and term 1 2026) on Fridays
- Bring back the thermometer of funds raised on the school notice board. This will help us communicate with the community about why we are fundraising and what it will be used for
- Term 1 2026 fundraiser will be the Colour Run - Approved by Micahel who will order the powder soon.
- We want to give people something to look forward to with these events, so we will look to make a roster that we try and repeat each year
 - Each term there will be 1 big event focused around the kids and families (Term 1 colour run, Term 4 Family Fun Night, terms 2/3 TBD) and 2 smaller events that are focused around fundraising so could be anything that we need
 - Art Show (kids and professional art for sale in the hall)
 - Possible camping on the school fields, maybe bring the whole family, or make it a special mini-camp for the year 5s only
- Responsibilities and Teamwork
 - Discussion around how we can collaborate to get all events done as efficiently and effectively as possible
 - All in agreement that we will make use of subcommittees/teams to arrange their own functions with each subcommittee having a "lead" person. Each lead will liaise with Thomas who will act as a facilitator, bridging the gap between subcommittees.
 - Some of the subcommittees could be: (and people are open to pick something they want to run, even if not on this list)
 - Raffle/Prizes etc
 - Disco: Food/catering
 - Disco: Tickets/sales
 - Disco: Planning/decoration
 - Family Fun Night: Mains Food/catering
 - Family Fun Night: Drinks/snacks/chocolate catering
 - Family Fun Night: Facepainting
 - Family Fun Night: Swimming pool
 - Family Fun Night: Bouncy castle
 - Family Fun Night: Pack down
 - Within reason, people can write down important things to know and their notes etc from planning (such as how much of something was ordered) and we store it in the FoHPS Google account to make it easier for whomever is running the events in the future.

Next Meeting

Due to the level of planning and team work required for these 2 events (and the desire to get more people to attend as Monday doesn't work for everyone) we will try and have meetings on different nights, and every few weeks. No commitment for all to attend every meeting, that's the point of the more frequent day-changing meetings

Agreed to next meet on Thursday 30th October @ 6:30pm in the HPS Staff Room