

TEAM AGM Agenda

3rd March 7pm at Angela Loes house

Present: Pip Todhunter, Niki Macfarlane, Julia Chapman, Angela Loe, Sarah Clouston, Em Nesbit, Charlotte Dickson, Rochelle Lloyd, Jess Murray, Brooke Thompson, Candi Callaghan, Faye Moore, Jordan Collins, Ally Avery (7:00pm)

Apologies: Michelle Hickman, Koko Lambert, Pip Lunn, Kate Shadbolt, Ellie Cranswick, Salome Chapuy, Rosie Dowling, Millie Milton, Hannah Johnston, Rhianon Murray.

Approval of previous AGM Minutes:

“Previous minutes approved and circulated”

Moved:Niki Macfarlane **Seconded:** Charlotte Dickson

Matters arising

Fuel money- Candi explained and clarified at the meeting how TEAM'S fuel contribution money is getting distributed yearly to teachers. Recently TEAM was made aware that teachers were unaware they were receiving a fuel contribution. Candi explained that they have infact been receiving it as part of their pay but it is not identified on their pay slip as a ‘fuel contribution” but rather as a teacher initiative. It is understood teachers are currently getting another unit for staff travel expenses of \$2750 a year for their travel. It was agreed per the constitution we would review this \$4000 on a year-to-year basis. We are going to review this years contribution amount at the next meeting. Ange was going to talk about this at the next board meeting and bring some more information to the next TEAM meeting to enable TEAM to make an informed decision regarding TEAMS fuel contribution.

It was agreed that there is currently a slight breakdown in communication between teaching staff, the BOT, and TEAM as to how exactly TEAM operates, the role of TEAM and the communication process between all parties.

Extra funding for recourses

It was discussed that TEAM'S annual contribution of \$15,000 to the BOT seemed a bit high, particularly as TEAM funded extraresources last year on top of the \$15,000. It was decided to give \$10,000 to the BOT this year to go towards learning resources. The \$10,000 shall be used for resources and extra learning resources teachers were needing.

It was also discussed and agreed that it would be more beneficial and easier for TEAM if the BOT invoiced TEAM for the annual contribution at the beginning of the year or on a planned payment schedule rather than all of the BOT invoices coming in at the end of the year. Niki will communicate with Ange, the BOT and Candi to arrange and hopefully implement this.

Nikki's overview of finance

Niki has done a graph with some figures and charts of where we are currently sitting with our bank account balance and how much our yearly expenses and income **have been for the 2024 period**. This is attached with the financial report.

Currently this year we **are projected to have more** money going out than money coming in as we have no other fundraisers in the pipe line. However, **these projections were made using 2024 data where our BOT annual contributions were at 15k. Therefore the 2025 expense projections will now be less due to the decrease in contributions.**

In order for TEAM members to understand and appreciate the role TEAM plays, Niki provided figures of it what it would cost families in 'donations' per child, per year if TEAM was to be dissolved.

The key takeaway from the financial review is that in order for TEAM to continue to supporting the school in the same capacity, TEAM relies on a large revenue gathering fundraiser every 1-2 years. The concern is that it currently feels harder and harder to get families onboard and involved with fundraisers and that it was the same families time and time again providing support. It was raised that this has always been an issue.

Election of new roles

We have Rochelle stepping down as **Chair** after an amazing 2 years.

We had Michelle step down from Lions dinner coordinator and Em step up and take over this roll.

Annual Report – Rochelle

Firstly I would like to thank everyone for all their support over the last year especially Niki, Jordan and Ange you ladies have been extremely helpful and we have had a really successful year with two huge fundraisers firstly our horse trek, the sub committee did such an amazing job bringing this big event to life and pulling in around \$20,000 from memory and our most recent fundraiser the golf tournament! What an incredible day to be apart of, was such a huge success and I hear a whisper the teams would love to do it again next year! The figures from this are still to be tallied up but it's roughly about 12,000 after expenses.

Thank you to Em Nesbit for your hard work the lions dinner roster out and taking over the role with ease I'm sure it will be a great year of yummy dinners to come.

Also thank you to everyone who has popped there name down to our annual show BBQ on the 23rd of this month I'm sure this will be another successful year with everyone's help.

With these amazing fundraisers we are able to carry on helping the kids with all

these extra amazing experiences of camps, ski trips, teachers fuel and learning resources.

these extra things we fund for ,give our children at ward school experiences that they might not have got to have if team didn't work so hard to make this happen and it's a huge drive to do the work we do. I feel lucky to have been able to help with all these positive things over the last two years but as you may all know I am stepping down tonight, with having a child now at high school I feel pulled to be elsewhere and also feel like 2 years is a great length of time to be in this role with having one year to settle in and one year to better understand the role.

It will be really nice to have someone step into this role with some fresh ideas and I look forward to seeing what team achieves going forward.
Thank you again for all of your support.

Rochelle Lloyd

Financial Report – Niki Macfarlane

Please see attached

Anna Trolove to shut the old bank account and the remaining amount to be transferred to the new account. The money in the old account is still currently gaining good credit interest.

Constitution Review

Please see updated version attached

A discussion was had in regards to the constitution document, and that we would review all our allocations that we had in place for last year.

Last year we increased our contribution to the BOT from \$10,000 to \$15,000 –**this allocation was** to go towards teaching resources, specific learning resources (kiwi can, literacy books, etc.) **It** was discussed and agreed at the meeting we would drop our annual **BOT** contribution back down to \$10,000 this year as **Kiwi** can is no longer happening. **TEAM also felt that** we spent a lot of money on learning resources last year on top of the \$15,000.

\$100 per year 8 child to go towards camp will remain the same.

Ski trip was discussed and agreed we would leave **TEAM's contribution at** \$2000.

\$4000 fuel contribution for teachers is going to be reviewed at a later date in the year **as we require** some more information from the BOT. **It was discussed and agreed**

that TEAM's contribution will most likely going to be dropped down to a lower amount this year.

Since we have dropped our BOT contribution down from \$15,000 to \$10,000 we are dropping our residual amount in the team bank account from \$26,000 to \$21,000.

A max amount of \$1000 for sports gear a year will remain the same.

The \$2000 a year for each class room for camps/trips (outside of the ski trip) will remain the same. It was discussed and these values can be looked at every AGM when the constitution is up for discussion, and lowered if we are not able to meet our fundraising goals.

Moved: Rochelle Lloyd **Seconded:** Jordan Collins

ELECTION OF OFFICERS:

Chairperson: Brooke Thompson (Brooke and Charlotte both put their hands up for chair. It was decided it would go to an anonymous vote and everyone at the meeting voted. Rochelle and Jess counted the votes and it was 9 votes for Brooke and 5 votes for Charlotte)

Moved: Niki Macfarlane **Seconded:** Angela Loe

Treasurer: Niki Macfarlane (Faye Moore said she would like to look at taking on that job next year so would like to start learning the ropes off Niki this year)

Moved: Rochelle Lloyd **Seconded:** Jordan Collins

Secretary: Jordan Collins (Jordan is happy to start showing someone the ropes if anyone was wanting to step up to secretary next year)

Moved: Rochelle Lloyd **Seconded:** Niki Macfarlane

Lions dinner co-ordinator: Em Nesbit

Moved: Angela Loe **Seconded:** Candi Callaghan

GENERAL

Ward Show – 23rd March

This is coming up and we have a great subcommittee organising everything for it to be a great day. Candi has put out a roster and nearly has all the slots full for set up and on the bbq. Candi was waiting to confirm details for judge's lunches and would be contacting parents to do the lunches. Mitre 10 mega Blenheim is going to donate all the bread. As we had too much of all meat and bread last year, we are going to slightly drop the quantities required this year.

Committee:

Candi Callaghan

Jordan Collins

Sarah Clouston
Rochelle Lloyd
Georgina Vavasour

Wave Pool Camp Funding

We received a letter from Wave Pool regarding their awesome Camp this year and a request to help with funding for this. We will be contributing \$2000, as it states in the constitution that TEAM will contribute \$2000 per year per class.

I have attached the letter below.

Dear TEAM,

I am planning a WavePool class camp to Kiwi Ranch/Curious Cove for 2 nights in September and looking for some financial assistance to help us.

The class is going to sell pies again this year to help cover the costs.

I am very excited about the opportunity to go on a school camp to somewhere I went as a child on school holiday camps. This will be their first school camp for my year three students. Camps teach students great skills and for our class of 20 we look forward to going somewhere new.

We would like to keep costs low for our families to avoid putting financial pressure on them and would like to ask TEAM for a contribution towards the cost of going. As per the screenshot; (apologies I am waiting on an official quote from Jane the Camp Manager) it is currently going to cost \$5564, for six adults (two staff and four parents) with the twenty children. However as per the communication this is going to rise come April due to the cost of food and fuel.

This does cover the boat fare in on their boat. All food and cooking is provided for us this camp so we would not need to be purchasing food on top of this. I have attached the link to their website if you wanted to look into it more. <https://www.curiouscove.org/school-groups/>

I am yet to officially confirm the booking as reception and getting through to Jane has not been as straight forward due to connection and cover around Curious Cove. I understand if that means I need to reconfirm with TEAM at a later date. However most local camps cost similar to this if not more.

We appreciate your support and thank you for considering our WavePool Camp.

Golf Fundraiser

Thanks so much to all the parents all contributed and helped with this fundraiser. The day was a huge success, with teams asking when are we doing it next year. Niki said we raised just under 12k and she will confirm this once all payments come in.

Meeting times

There were discussions around meeting times and trying to suit the majority so we could get as many parents as possible to future TEAM meetings. It was discussed about sharing around the meetings and someone from down the coast to host the next TEAM meeting.

NEXT AGM MEETING- February/March 2026

Actions to be progresses:

Ally to confirm all other food carts at the show.

Angela to take to the board about paying the contribution earlier in the year, sorting out invoices, the constitution and also the process for school applying for funds from TEAM. Niki to work with concerned parties to establish payment schedule/earlier payments.

Closed: 8:35pm