

**Tuahiwi Community Preschool Inc.**  
**Minutes Management Committee Meeting**  
**Monday 8<sup>th</sup> Aug 2011**

- Present:** Kate Spark, Karen Manson, Rachael Paterson, Lea Ettema, Vicki Venis, Sylvia Hendriks, Viv Feather, Genevive Matthews, Petra Reid, Helen Young, Karen McFarlane
- Apologies:** Sarah Marr
- Minutes:** The previous minutes (July 11, 2011) were read and passed as correct. Moved by Lea, seconded by Vicki.
- Matters Arising:** Sylvia thanked the preschool for the gift we gave her after she came out of hospital.
- Incoming Mail:**
- Thank you and resignation card from Katrina Wright who is stepping down from the committee now that Millie is attending nursery school.
  - Insurance company wants a valuation of the preschool done. Will engage a registered valuer to get this done. Rachael queried the value of income protection insurance given that the payout for it is so minimal. To look into this.
- Outgoing Mail:** - Nil
- Treasures Report:**
- Presented by Karen. Moved by Karen, seconded by Rachael.
  - Discussed the bad debt situation that we have at the moment.  
Decided to send a letter to the parent stating the child's final day if weekly payments are not maintained.
  - Discussed what to do with the money that is invested. Karen McF. suggested upgrading the outside environment with nice ambience planting, murals etc. She also suggested a gate between the school and the preschool. To get Todd Morrell to look into.

### **Supervisors Report: (Read by Vicki)**

- There are presently 93 children enrolled in the preschool with 3 on the external waiting list and 5 on the internal.
- Both rooms are working settling in after the holidays and the new children are focusing on belonging. The Kowhai room is also doing science experiments and looking at farms from the olden days.
- The mini stall has been working well with now over \$270 raised so far. Paper bricks made by the children and Karen have also been sold at the stall.
- We are working towards getting new musical instruments this term with having a set to use with teacher supervision in a rolling set of drawers to be used in both rooms.
- A 42 inch TV has been purchased for \$869 including wall brackets and insurance.
- Vicki requested 2 new cameras to replace Jemima and Lynne's ones. Office Max has Fuji S2960 ultra zoom for \$299 ea. This purchase was oked by the committee.

### **Planning:**

- The coffee morning is now to be held Thurs 25<sup>th</sup> Aug with Belinda O'Rourke from the asthma society coming to speak. Committee to bake if your child is present on that day.
- Grandparents week starts the 19<sup>th</sup> Sept.
- Trip to Sparks museum 14<sup>th</sup> Sept at around 9.30am. To travel in cars there.
- Mark Dunn from the Heart Foundation is coming Wed 7<sup>th</sup> Sept to talk about making good food choices, reading labels etc.

### **Personnel:**

- Sylvia is back and presently doing 2 days.
- Teacher only day went well with Chris Levett from CYFS talking about how their service works and ways they can help us.

**Maintenance and Property:**

- To get Todd Morrell to look at installing the gate between the school and the preschool.
- Half yearly clean up - still a bit more to do.

**General Business:**

- To get some more plants out the front.
- Discussed running a general "preparing child to start school" morn/evening. Helen Young, parent and teacher at Tuhiwi School is happy to facilitate this. To put questionnaire out to ask what time parents would like and any subjects that they would like covered.

Meeting closed at 8.30pm

**Next Meeting Monday 12th Sept at the Tuhiwi  
Preschool, 7.30pm**