



## Minutes of PTA Meeting

7.30pm Wednesday 3<sup>rd</sup> April 2019 at St Thomas's School

### Meeting opened 7.30pm

**Present:** Sally, Emma O, Emma W, Donna, Julie, Shakil, Marie, Luke, Peter, Tanya, Richie

**Apologies:** Michelle, Abbey, Andy, Emma W, Marie

**1. Confirmation of Previous Minutes** – confirmed as read. Seconded Alexis

### 2. Board update- Emma O

- Working with a Pacific Island group at the moment, with a focus to protect and grow the cultural differences throughout the school.
- The school is looking into Students Wellbeing and are looking at carrying out a survey.
- Autex (acoustic and decorative wall fabric covering) to be put on walls in some junior classrooms.
- ERO visit will be in week 1 of term 2.
- Michelle recommends that we remind parents that they are welcome to attend the meetings.

### 3. Correspondence In / Out

- IN: Lydia's resignation, Thank you letter from Micheal, Ray White declined our sponsorship
- OUT: Letter to Lydia

### 4. Treasurer's report – Emma O on behalf of Emma W

- April accounts were circulated prior to meeting for approval. Confirmed as read, seconded Julie.
- Current report mini PNL reported with analysis of expenses approved, seconded Naani

### 5. Teacher's report – Sally Clothier Year 4 teacher

- Year 6 camp very successful, held at Camp Carey in Henderson
- Pacifica Lunch today in the Staffroom at 12.00 for the students and parents.
- Hearing and Vision Clinic in the school last week.
- Yr 7's have been going to Youthtown on a weekly basis
- AIMS training on a Monday afternoon for football and Friday am for waterpolo
- In School focus - Student Agentic Learning: Progressions
- Eastern Zones Swim Meet & Bay Suburbs Swim Meet
- Bay Suburbs Softball
- Carmen Wood - Year 1 teacher leaving - being replaced by a new teacher.
- ERO come on Tuesday of Week 1: There will be a whole school welcome. Here until Friday. The songs to be sung are: [Tutira Mai](#), [Te Aroha](#), [E Toru Ngā Mea](#)

## 6. General Business:

a) A warm welcome to our new members Tanya and Richie, thank you for your contributions.

### b) Meeting with Principal Michael M on 21<sup>st</sup> March (Emma O / Alexis)

- Property update: No major changes on current new build. Minor progress around the school upgrading areas-
  - seats re-located in front of temporary block
  - new surface in junior playground
  - tiger turf grass to be put in around tree
  - a circle skirt of tiger turf to go around the popular circle seat around the tree
- Assembly changes: This is a work in progress, but essentially, Friday assemblies continue with singing and a celebration of learning through certificates, and there will be one assembly performance per year level.
- Second Hand Uniform Sales: We discussed putting funds raised towards a hardship fund, however after further discussion management would prefer to keep this as just a PTA fundraiser. While the school does help families in need it is a case by case basis and they want to maintain the mana of those receiving a bit of support and not make it a widely publicised facility of the school. Funds raised will go the PTA and naturally eventually back to the school.
- Chocolate Fundraiser: While Michael was supportive of the potential amount of money we could raise, he was cautious about sending mixed messages. The school has a healthy eating policy and is aware of the obesity rates and challenges with diabetes in NZ and as such need to consider this fundraiser carefully. Michael said he would present both sides to the board and support their decision.
- New Parents Morning Tea: Michael was happy for us to formulate a handout summarising a few basic facts and contacts for the PTA and school in general. This will be co-ordinated with the already existing enrolment pack in order to not double up. We will send through to Michael for approval prior to distribution. Update invitation with new email and freshen it up generally
- Administration: We briefly discussed updating the web page, our new email, and changing the Facebook page to 'STS community Page'. Michael was happy with this and will discuss with the board getting behind the facebook page more. He is cautious about the content and dialogue which occurs, we assured him we monitor this closely.
- Request: Michael has requested we ask for lego donation on our facebook page for the lunch time lego group. This group has been very successful especially with the little ones.

### b) Pizza Lunches (Donna / Michelle)

- Actual profit was \$850. Low labour intensity = success!
- Do we have agreement to continue with sales this year and specifically term 2 week 5?
- Wait to see what, if any impact on AIMS sales, if no impact we will continue with pizza lunches once a term.
- Community feedback: more pizza lunches please.

### c) Quiz Committee: Meeting 24<sup>th</sup> March (Naani)

Theme	Rock n Roll
Sponsorship (Emma O)	Emma O to approached Ray White and was declined, currently looking for new major sponsor! Donna to approach St Johns Butchery Letter is signed and ready for everyone to seek out prizes.
Food (Naani)	Naani to repeat her amazing grazing table Add plates to table so people can take back to their table Andy to chase supermarkets for vouchers
Bar (Andy)	Tohu wine (purchased from pack n save) and bubbles (direct from Jo) Considering ordering a pallet of beers vs beers from pack n save Bring in the fridge again Free pump bottles on each table Emma W to secure licence
Furniture (Emma O)	Keen to utilise the school's high tables and chairs to give us more space Potentially may need to use some low (new ones in hall) if not enough high ones
DJ (Andy)	Book in DJ Fetu May need to co-ordinate a round of the quiz with him
Decorations (Alexis & Amanda)	Hopefully we can utilise some of Selwyn College's props from their quiz (Julie) Lighting to be considered again Ideas to be discussed – revisit Ray White red crowd dividers to be utilised if possible
Auctions (Alexis & Amanda)	Keri has said that she will follow up all her items from last year and more! Andy will chase Snip guy again for auction item Need to have a couple of people managing this, hopefully Alexis and Amanda can Usual drill – major auction items, silent items, mystery envelopes and packages Emma would like to revisit Keri's idea of auctioning of a few waiters for table service
Quiz (Naani)	We are thinking of doing 8 rounds of 10 questions so it doesn't go on too long! We will do our own quiz with a range of area, e.g. logic, sport, literature, food, tv & movies, music, geography. Naani is happy to do this.
Tickets (Alexis & Emma)	\$40 a ticket or \$400 a table Maximum of 20 tables so it isn't too crowded Upon purchasing a ticket they will need to register their group/band + discussed giving each table are decade or genre to stick to as some guidance – to be discussed further.

NEXT MEETING      Sunday 7<sup>th</sup> April 3pm Pomderosa, further interested parties welcome to join!

**d) Sponsorship Correspondence (Emma O)**

- Approaching Barfoot's after Ray White declined this year's sponsorship opportunity.

**e) Movie (Julie)**

- Couples movie Rocketman – Elton John Thursday 30 May Theme? Costumes/prizes to be considered? 7.15pm start nibbles 8pm movie \$11 net per ticket. Opening night sales @ \$20 per ticket, 79 seats Berkley Mission Bay.
- Hoyts Toy Story 4 kids option 23 June 302 seats pre-release movie Sunday afternoon 2pm, \$16 per ticket \$11 net cost.
- Save the date notice on flexibuzz sales start in April for May and May for June.
- Promotional material to be designed by Julie and edited by Donna.

**f) Entertainment Books (Julie)**

- Books \$70 this year delivery goes out tomorrow (4.4.19)
- Already have people who have purchased online.

**g) Lantern Festival (Shakil, Abbey) Sunday 19 May 2019**

- Liase with Shakil and Abbey – Emma O and Alexis

**h) Second Hand Uniform Sales**

- Call for collections gone out
- Abbey, Julie and Marie agreed to run Thursday last week of term, cash only
- Funds go towards PTA fundraising
- Lost property to be donated for term 2's sale – Emma to contact Amy via Sally

**i) Fundraising**

- Chocolate Fundraiser has gone to the Board to review and vote on.
- Doodle Boards – lighting board (similar to a powered magna doodle) 3 sizes Small \$25 net approximately. Luke to come back with firm costings and we can present to Board/Principal, contact Mandy for price comparison on shipping into NZ.
- Carry forward - plants agenda May meeting
- Reusable bags agreed to be sent back for refund (Emma O)
- Fundraising ideas for year 8 camp – brainstorm ideas how PTA might assist them?

**j) Admin Handover finalised**

- Finalised with Keri, Alexis, Emma O and Donna
- Mailchimp and editing - Donna, Facebook - Alexis, Flexibuzz and Newsletter – Emma O
- However, we are taking a collaborative approach and will review and assist each other as we go

**7. Next PTA Meeting: Wednesday 8 / 1 May 7.30pm tbc**

**Meeting closed 9.29 pm**

**Summary of actions:**

Topic	Action	Responsibility
Quiz Committee: Naani, Emma, Mandy, Andy, Amanda, Alexis.	Regular meetings to be held and committee to report back Sources Prizes	Naani  ALL!!!
Sponsorship	Approaching Barfoots	Emma O, Keri
Movie Night	Adult couples movie night Child movie afternoon	Julie
Second Hand Uniforms	Sales last week of every term	Julie, Marie, Abbey, Emma O, Alexis
Lost Property	Coordinate for sale term 2	Sally / Emma O
Admin	Continue hand over of comms processes however mostly finalised now	Keri to Emma O, Donna and Abbey
Fundraising initiative	Doodle Boards presentation, to follow up on firm costs, approach Mandy	Luke
Fundraising Chocolate Sales	Micheal present to board for voted, Emma will report back	Emma O
Fundraising Reusable Bags	Tally up and send back for refund	Emma O / Alexis

**Wine & Cheese roster:**

Meeting	Who
Weds 1 <sup>st</sup> May	Andy & Abbey
Weds 5 <sup>th</sup> June	Michelle & Marie
Weds 3 <sup>rd</sup> July	Mandy & Shakil
Weds 7 <sup>th</sup> August	Naani & Amanda
Weds 4 <sup>th</sup> September	Alexis & Lydia
Weds 16 <sup>th</sup> October	Julie & Tanya
Weds 6 <sup>th</sup> November	Donna & Kav
Weds 4 <sup>th</sup> December	Emma O & Richard

Note: If you are unable to attend the meeting you are assigned please make arrangements with your buddy or swap with someone.