



Minutes of PTA Meeting

7.30pm Wednesday 12 February 2020 at St Thomas's School

Meeting opened 7.40pm

Ice Breaker: Name, age of kids, favourite things about your Summer break

Present: Emma O, Naani, Keri, Sally, Nic G, Ange, Josie, Nicolette, Shakil, Alexis, Emma W

Apologies: Andy Pomfret

Confirmation of Previous Minutes: Keri & Josie

Co-Chair report (Emma O and Alexis)

- Ensure there is a buddy on each project / event so that the continuum of learning & knowledge is kept going

Correspondence In / Out

- Picnic comms mostly
- Confirmation of resignations:
 - Luke & Amanda standing down – other commitments
 - Donna & Ritchie standing down – moving schools
 - Abbey standing down – moving back to Australia
- Confirmation & thanks from the Board in regard to the PTA donation pre-Christmas

Teacher's Report (Sally)

- Many new teachers
- Swimming has started this week
- Year 6 on camp this week (today)
- Green Ranges; look at adding fruit trees
- Bring the birds back area going well
- Jnr play area working bee next weekend
- Daily Notices – put all events in there
- Sally to communicate to teachers about having PTA posters up in all classrooms re upcoming events
- Sally to contact designer Jessica Brown jessicabrowndesigner.com in regard to posters

Treasurer's Report (Emma W)

- 2019 summary – result approved by Emma O & Alexis
- Full 2019 report to be presented at AGM

General Business

1. Meeting with Michael (Emma O)

- Teachers fully staffed – 8 grads doing 2 days a week for rest of year
- Building – on track for end of May
- Fencing is progressing
- 4m deck on hall is progressing
- Jnr shade funded & planned – stuck in Council for approval
- Shift new Parents morning tea responsibility back to school; co-chairs will continue to attend
- Ice block Friday's in term 2 approved
- Sandwich board outside of office entrance for PTA event notifications approved
- Parent meeting in School Hall 27th Feb 6.30-8pm – Sally to ask that this be communicated to the community ASAP and Keri to post on Facebook as well
- 2020 Fundraising ideas to be suggested to Michael / Board:
 - i. basketball / netball court upgrade
 - ii. tangible in-class resources e.g computers, reading, maths games etc

2. Meeting date discussion (All)

- Agreed that PTA meetings will be the 2nd Weds of the month @ 7pm – with the exception of the up-coming March meeting, which will follow the AGM on Weds 4th March at 7.30pm.

3. Roles (Emma O & Alexis)

- 4 new members – buddy system important for succession of learning
- AGM Weds 4th March 7pm & PTA Meeting 7.30pm
- Emma O & Alexis happy to stay on as co-chairs (to be voted on at AGM)
- Keri to replace Emma W as Treasurer & also take on Comms Manager role full time (to be voted on at AGM)
- Sally happy to continue being the Teacher rep

4. Year plan for 2020 (All)

Activity	Who	Notes
Iceblock Fridays	Ange	Keri to bank Monday morning
Sausage Sizzles at events	Justin	
Pizza sales	Ange	Can use Sally's class to distribute
New Parents morning tea	Alexis & Emma O	School to organise
House t-shirts	Emma O & Nic G	80 minimum per order (20 per house)
2 nd Hand Uniforms	Naani	
BOT Meeting attendance	ALL	

Event	Manager(s)	Date
Picnic	Naani	Thurs 20 th Feb
Lantern Walk	Shakil / Ange / Nic R	Sun 17 th May TBC?
Athon	Keri / Nic R	TBC
Movie night	Keri / Nicolette	TBC
Musical showcase	Nicolette / Jeannie - TBC?	TBC
Quiz, incorporating Tasting Event(?)	All - TBC	TBC
Yummy Stickers	Nic R	TBC
Calendar Art	Amanda + 1 TBC	TBC
Entertainment Books	Josie / Ange	TBC
Disco	Michelle Holmes - TBC?	TBC
Ham	Alexis / Ange	December

At next meeting, we'll decide dates for all events – Keri to do an event calendar of big events (Sporting etc) to avoid (including school events).

Additional ideas tabled: Men's / Women's events – Nic G to bring previous experiences to next meeting.

5. Contact details & Database (Emma O)

- Set up in Dropbox for everyone to upload all their contacts for the various events we do

6. Picnic update (Naani)

- Details being nussed out, another meeting scheduled for 11am Sunday 16th @ Naani's house.

Next PTA Meeting: Weds 5th March 7.30pm, after AGM at 7pm

Meeting closed 9.15pm

Summary of actions:

Topic	Action	Responsibility
PTA News & Events	Ask teachers to display posters advertising PTA News & Events in classrooms / on windows	Sally
Design help	Contact Jessica Brown in regards to helping with the design of event posters & comms	Sally
2019 Report	Finalise 2019 P&E report	Emma W
PTA Sandwich board	Look at options & cost to purchase board and also to print professionally all messaging	Keri
Parent meeting	School to advise date & location / details to be posted to Facebook	Sally / Keri
PTA 2020 Fundraising goal	Ideas to be presented to Michael & Board for agreeance	Emma O & Alexis
2020 Events	Set date for all events at next PTA meeting in March.	All

	Calendar of events to be put together.	Keri
2020 Comms Calendar	To be put together for all events / activities across the year	Keri
School website	Update PTA pages with meeting dates, events & fundraising goal, when agreed	Keri

Wine & Cheese roster:

Who	Date
Keri & Josie	Weds 4 th March
Naani & Nic G	Weds 8 th April
Nicolette & Sally	Weds 13 th May
Shakil & Ange	Weds 10 th June
Emma O & Alexis	Weds 8 th July
Josie & Naani	Weds 12 th August
Keri & Nic G	Weds 9 th September
Alexis & Ange	Weds 14 th October
Nicolette & Shakil	Weds 11 th November
Sally & Emma O	December TBC

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

PICNIC

Set up = Ange, Emma, Alexis, Nicolette not here between 3-6.30pm & Nic G not here between 3-5pm

During Picnic = Keri, Naani, Emma, Alexis, Ange, Nic, Josie, Shakil