



Minutes of PTA Meeting

14th September at St Thomas's School

Meeting opened 6.30pm

Present: Emma O, Andy, Keri, Lydia, Mandy, Sally, Donna, Kim, Julie, Yvonne, Gina

Apologies: Emma W, Naani

Noted: Theresa resigned due to other commitments. Luke Xia is interested to join the PTA.

1) Minutes of previous meeting - sent via email and confirmed by Sally.

2) Board meeting next Tuesday 19 September – Keri to attend.

3) Correspondence In / Out

Photo portraits – not a fundraiser so we won't pursue.

Book covers – good quality, but profit too small.

Weetbix Tryathlon. Tabled for further discussion at a later meeting.

Out: Yummy stickers due by 29 September – Keri to put out a notice for final collection and will submit.

4) Treasurer's report

Not reviewed as Emma Winsloe was away.

5) St Thomas's School Production

The production will be held over 3 nights next week: Wednesday 20th – Friday 22nd September. Volunteers from the PTA will serve refreshments half an hour prior to the show and during intermission. There will be 2-3 teacher helpers available to help.

HELPERS:

| | |
|------------------|---|
| Wednesday 5:45pm | Yvonne, Donna, Keri Staff: Nicky C, Gina |
| Thursday 5:45pm | Yvonne, Julie, Andy |

Friday 5:45pm

Staff: Gina, Judy, Peggy
Andy, Emma O, Keri
Staff: Janet, Glen, Peggy

There was discussion over hiring an EFTPOS machine, but it was agreed that we would limit sales to cash unless something could be arranged about an EFTPOS machine over the next few days.

PTA members will take home leftover refreshments after each show and return them the next evening.

6) **Teacher's Report (Sally)**

- a) Aims: In Tauranga at the moment - all going well.
- b) Millennium Institute - Year 5 has been visiting.
- c) Kelly Tarltons - Year 4. Good visit but not very welcoming.
- d) Passion Project was very successful and didn't take too much time/effort.
- e) Maths week was fabulous and Karen did a great job - very motivational for the children.
- f) Calendar Art - all in.
- g) Production - 21st to 22nd September
- h) Life Education Caravan has been here.
- i) Puberty talks have been held - more next term.
- j) Athon - very much enjoyed and all finished.
- k) Banked: \$11,900 for the Athon. Prizes to come: 3 pizza lunches; 3 classes get ice blocks; Prezzy cards for individuals.
- l) Lots of sports going on in the school.

7) **Casino Report**

Congratulations to the Casino committee (Emma O, Andy, Mandy, Naani, Keri and Yvonne) for putting together a great evening!

Emma O'Brien presented a draft financial breakdown of the Casino night on 8 September. Profit at this stage is around \$19,000 which is a fabulous result for our first casino night. Feedback from the school community has been very positive and everyone seemed to enjoy the relaxed style and the incredible decorations and food buffet.

The committee identified a few things that we should do a little differently next time we run a casino night; such as more lucky dips, better sound system, fewer live auctions, no welcome drink, move the silent auctions off the stage and clear glasses sooner. The list will be kept in Dropbox.

Yvonne will send out thank you emails to sponsor and donators.

8) Greet-a-thon

Kim and Naani have done a great job organising the greet-a-thon. Income is \$11 to \$12K, but the final amount will be included in the next treasurer's report. Pizza lunches and ice blocks for winning classes will be arranged next week.

9) Smencils / Calendar Art

Yvonne advised that Smencils earned \$777 from sales of 204 Smencil packs. Plus we get an extra credit of \$194 because we are doing calendar art as well. So in total \$972 profit for relatively little effort on our part. It was agreed that we would run this again, but possible every second year.

Calendar art has been sent in to Abacus. We will set the close off date for ordering Thursday 19 October. Order forms will hopefully go out next week.

4) Sausage sizzle – Friday 22nd September

Donna will coordinate the next sausage sizzle and Keri will send out a request to FOPTA members for help. Andy is happy to cook. Reminder to use Saint Johns Butchery signage as our Silver Sponsor.

5) Disco

Date set for Friday 10th November. Keri has volunteered to coordinate the disco. Andy will book Whetu as DJ for the night. Consider offering an adult hub in the Takahe room for parents, with a welcome drink. Gina to check with Michael.

6) General Business

The PTA will go to dinner at Portofino this evening as a celebration of the Casino night (self funded).

7) Summary of actions

| Topic | Action | Responsibility |
|---------------|---|------------------|
| Board meeting | Keri to attend | Keri |
| Yummy | Flexibuzz notice and submit forms | Keri |
| Production | Arrange baking contributions | Yvonne |
| | Finalise tables and glasses and rubbish/recycling | Yvonne |
| | Confirm alcohol licence | Emma W |
| Casino | Finalise profit | Emma W |
| | Put relevant documents in Dropbox | Casino committee |

| | | |
|----------------|---|----------------------|
| | Thank you letters Facebook thank you to sponsors | Yvonne Keri |
| Greet-a-thon | Arrange pizza lunches, ice blocks & final prizes | Kim and Naani |
| Calendar art | Lock in dates and get order forms delivered | Yvonne and Sally |
| Sausage sizzle | Coordinate orders, check supplies and confirm helpers. | Donna |
| Disco | Order glow sticks Book Whetu Look into adult hub in Takahe room | Keri Andy Gina |

8) Next PTA Meeting

Was scheduled for 4 October, but as this is in the school holidays we will have it on Wednesday 18th instead.

Wine & Cheese = Donna and Yvonne

Meeting closed 7:35pm