



Minutes of PTA Meeting

7.30pm Wednesday, 21st March at St Thomas's School

Meeting opened 7.35pm

Present: Keri, Emma O, Gina, Andy, Emma W, Sally, Donna, Julie, Luke, Naani, Michelle. Tony Edwards (BOT rep).

Apologies: Mandy & Lydia

Potential New members: Alexis, Abbey Wilson, Maree, Shakil, Amanda, John

1. Confirmation of Previous Minutes – Emma O confirmed as read.

2. Board update – Tony Edwards presented:

- New board members elected 20/3; Georgina and Peter
- Irenie resigned earlier this year and Roger Coulson has resigned – leaves end of this term (Tony new Chair). Roger will be co-oped in to helping with new build; he has resource consent experience
- Rebuild – 2 storey block in old admin block approved. Meeting with architects currently. Master plan being presented for approval on 3rd of May – architect to be chosen and procure project managers from there (through MOE). Demo likely start at end of this year. 12 months build time planned. All children in admin block currently will be re-allocated during build into existing classrooms.
- New seating signed off by Board.

3. Correspondence In / Out:

- IN - Board letter confirming donation
- OUT – Picnic Helper thanks from individuals to suppliers

4. Treasurer's report – Emma W:

- Picnic report to be finalised once all donations and expenses are accounted for
- At this stage = gross takings \$6300 (Paella, Swirly Whirly, Luke's Chinese \$ to come). Final report due around 31 March.
- Term 1 net proceeds from Iceblocks currently \$860
- Co-chair signatories to be changed: Yvonne to Emma O

5. Teacher's report – Sally:

- Swimming Lessons both within the school at the school pool and outside with CLM the school continue for all levels.
- Kea Road Patrol working well
- A concern about the parents parking in the bus stop on Allum St
- School Picnic was a fabulous success and the teachers really appreciated the casual and multicultural flavour of the family evening.

- Lunch time table tennis, Soccer sessions, French classes, Chess lessons, Kapa Haka, Run Club Tues/Fri, Mandarin/Chinese Culture lessons have been held in the hall/takahe room and outside.
- The outdoor walking hiking club will continue this year and they will do the Tongariro Crossing and perhaps the Abel Tasman in walk in Nelson.
- Parent Info evening tomorrow night.
- Youthtown watersports for Year 7/8
- There have been various sports events like the Eastern Zone softball tournament
- Miriam took a group to the viaduct for the Volvo Round the World Yachting Race
- Staff functions and events held ensure all teachers and staff work together well as a team.
- Testing has taken place in early March and teachers are moderating and sharing these assessments with the children

6. General Business:

- a. Laundering of netball uniforms – Keri to follow up with Claire Fromow in regards to what gets laundered
- b. New Parents Morning Tea; Weds 28th March. Keri to attend, Kathy Davies co-ordinating but can't continue long term. Donna volunteered to co-ordinate for Terms 2-4. Keri to put Kathy and Donna in touch to organise and hand over. Keri to upload instructions provided by Bronwen to the Dropbox.
- c. Discuss approaching FOPTAs to compile a 3pm Road Crossing safety roster – Sally/Keri
 - i. PTA to send out comms through Flexibuzz, Class Reps, FOPTAs, Facebook reminding parents not to cross the road in front of the school
 - ii. Walking School Bus in process of being co-ordinated with Ministry of Transport
 - iii. Gina to look at potentially running a student led forum
- d. Discuss 2018 fundraising / event planning – All.
 - i. Supporting St Thomas's School Book Week (usually in Term 2)
 - Keri to co-ordinate with Claude in library. Helpers only required; Keri to arrange roster.
 - ii. Sausage Sizzles; dates set for rest of year. Donna & Michelle to manage. Keri to send note out to FOPTAs to get volunteers in advance for the year.
 - Fri 6th April – Andy cooking
 - Sun 27th May (Lantern Walk) – Andy cooking
 - Fri 29th June – cook TBC
 - Fri 21st September – cook TBC
 - Jnr Athletics Sports day – date & cook TBC
 - Fri 30th November – cook TBC
 - iii. Iceblock Friday's will continue for rest of Term 1 and re-commence beginning of Term 4. Abbey Wilson to continue managing.

- iv. Entertainment books – Julie to manage
 - 28th March – opt out letter goes out
 - 2nd May - books go out
- v. Lantern Walk – Julie to hand over to Naani, Abbey & Shakil to manage, with help from Liam Baldwin (parent, Emma O to co-ordinate introduction to managing team)
 - Julie to upload instructions to Dropbox
 - Starts from 4.30pm Sunday 27th May at School with BBQ, then walk down to Madills Farm
 - Co-ordination with Kohi, St Heliers & potentially Stonefields school required
 - Andy cooking BBQ / Michelle & Donna to organise
 - Shakil to look at alternative sourcing / cost of lanterns
- vi. Movie nights – Julie to manage
 - The Incredibles 2 (Sun 24th June)
 - Keri to check with Val Morgan for Q3 & Q4 movie releases suitable for an adult movie night
- vii. Calendar Art - Yvonne & Michelle to manage. Agreed we'll do Smencils again next year (a bi-annual event)
 - Artwork to start Term 2: Yvonne to advise date of order going out (Aug/Sept)
- viii. Athon – Naani to handover to Abbey, Maree, Alexis & Emma O to manage - liase with Sally re Athon topic.
 - Term 2 is Science focus; potentially tie in an Athon theme around that
 - Tony Edwards offered to help with printing of cards as he works for PMP Print
 - Test cards out beginning of Term 2 (week 2)
 - Test on Mon 11th June (week 7)
 - Mon 18th June all money in
- ix. Casino & Auction night – sub-committee to be formed at next PTA meeting
 - Agreed to do Casino themed night again, and introduce Quiz night again next year
 - Date set as Sat 4th of August – Keri to book Hall with Tina
- x. School production – manager and date TBC
- xi. School Disco – Keri to manage and sub-committee to be formed
 - November – date TBC
- xii. Other suggestions

- Mufti days – can we do? Gina to check with Snr Mgmt
- Music concert - Luke & Emma O to flesh out further, Yvonne to check dates with Selwyn Theatre
- Christmas market?
- Farmers market at the school?
- Support a school Cultural festival? (Term 2 = Matariki)

7. General

- a. Comms Strategy – to be discussed at next meeting; re donating items & time & effort
- b. Agreed that our core 2018 fundraising goal is to be for new Lighting & Sound system in hall

8. Next PTA Meeting: Weds 4th April 7.30pm

Meeting closed 9.30pm

Summary of actions:

Topic	Action	Responsibility
Picnic final profit	Profit to be advised once all expenses and donations are in	Emma W
Netball uniform laundering	Speak to Claire Fromow in regards to what is being laundered	Keri
New Parents Morning Tea	Put Donna in touch with Kathy Davies in regards to requirements for Term 2-4. Upload instructions to Dropbox.	Keri
3pm Road Crossing	Send out reminder message to everyone not to cross in front of school, or park in Bus stop	Keri
School Book Week	Liase with Claudia in library in regards to date & requirements re helpers	Keri
Sausage Sizzle helpers	Send note out to FOPTAs asking for helpers for all dates in 2018	Keri
Lantern Walk	Julie to hand over	Julie
Movie night	Check Q3 & Q4 adult movie releases	Keri
Calendar Art	Advise date that orders will go out	Yvonne
Athon	Naani to hand over	Naani
Casino Night	Book hall	Keri
Mufti Day	Check whether PTA can run one	Gina

Wine & Cheese roster:

Meeting	Who
Weds 14 th Feb	Keri & Yvonne
Weds 21 st Mar + AGM	Emma W
Weds 4 th April	Emma O & Donna
Weds 2 nd May	Julie & Michelle
Weds 6 th June	Naani & Mandy
Weds 4 th July	Luke & Lydia
Weds 1 st August	Andy & Keri
Weds 5 th September	Emma W & Emma O
Weds 7 th November	Donna & Julie
Weds 5 th December	Michelle & Naani