



Minutes of PTA Meeting

7.30pm Tuesday, 5th June 2018 at St Thomas's School

Meeting opened 7.30pm

Present: Emma O, Gina, Emma W, Donna, Naani, Michelle, Alexis, Shakil, Marie, Amanda, Lydia, Naani, Luke

Apologies: Sally, Keri, Mandy, Andy, Julie, Abbey

1. Confirmation of Previous Minutes – Marie confirmed as read.

2. Board update - Georgina

- No update from Board...Georgina couldn't make it.

3. Correspondence In / Out

- IN - None
- OUT – Derryn (sent a letter about no longer dry-cleaning uniforms)

4. Treasurer's report – Emma W:

- Lantern walk event: Banked \$455 for sales (91 lanterns sold on flexibuzz, 30ish sold after school). Some went a miss going into school bags. \$368 taken on the night from sales. \$200 to be banked. Expenses about the same, should be close to last year's profit.
- Athon \$6,700 banked, another \$2,100 counted today.
- Ice block profit at \$1,122, expenses a bit higher. Moving forward term 4 stick to more basic ice blocks to make margins better.
- Almost \$10,000 in account currently. Next meeting talk about a donation.
- ASB rules now mean you have to be preapproved to bank into the account. Emma will sort this.

5. Teacher's report – Gina:

- Last week student led conferences
 - My child is excited about coming to school (agree/strongly agree) 80%.
 - Children able to talk about their learning (agree/strongly agree) 80%.
- Junior playground – big umbrella shade under construction at the moment.
- Seating – senior playground complete, more seating to go in around big tree and rock tree area.
- Coming up – 12th ICAS writing exams, Ripper Rugby, July 2nd Year 6 Science fair.
- Cross country training starting soon.
- Year 1,2 & 5 Zoo trips occurred/occurring as part of their learning in science.
- Toby the cat is well and truly part of the school.

6. General Business:

a) Feedback on meeting with Michael

- Progress report on shade
 - Waterproof shade umbrella to be put in with new reinforced posts.
 - Senior block seats are all done and a pic has been put in the newsletter.
 - Seating to put in around large tree near entry over the school holidays.
 - Getting quotes for seats around the large rocks.
 - Both seats need to be removeable to allow for access during new build.
- Principle for a day – Michael happy to do this again.
- Database on line – Michael happy to support this idea.
- Mufti days – Miriam facilitates these through the school council.
- Music concert – Supportive of the idea. Suggested talking to Matt and Karen (music co-ordinator)
- Sign for up and coming events
 - Has been done before and looks a bit scruffy.
 - Electronic sign also discussed but thought to be a bit tacky.
 - Current modes of communication viewed as sufficient.
- Was money raised from production to fund the sound system?
 - Production doesn't really make money
 - Currently getting quotes for an upgrade, plan to be done asap, need board to be signed off on a quote. PTA contributions much appreciated.
- Building update
 - Plan to start demo at Christmas
 - 2019 fundraising...tag excess for the build for extras e.g. tvs, library, green room.

b) Lantern Walk Feedback (Abbey, Shakil, Naani)

- Weather was an unfortunate outcome. A rain date was talked about, decision to go ahead was made on the day. It is tough at time of year. A rain date is hard as there is Queens B-day and the full moon to consider.
- Earlier communication next time: on Facebook and Gina could send out on Flexibuzz on the weekend.
- Add to comms, update will come out on face book sign up.
- Still had a really good buzz and atmosphere.
- Food, last year we sold out, this year we didn't. Next time continue with sausages (less chicken), crisps and drinks.
- Next year we can source the lanterns earlier and cheaper.
- Perhaps coms need to be earlier including sales...possibly open shop 2 weeks prior with photos of lanterns. Look into pick up or delivery option added to flexibuzz purchase.

c) Science-Athon update (Michelle)

- Biggest challenge is year 7 & 8 low participation...So how do we award the class pizza? Discussed that perhaps, those who participated could have the pizza.
- Junior school doing really well.
- Prizes need to go out before morning tea after counting collections.
- \$2000 approximately each day...on target for \$12,000
- A little more spent on prizes this year as there were none left in PTA shed.
- Forms set up by Michelle were used more this year by the teacher.
- 1st class in looking like Maria. Discussed that if they are the top class and the first – they get both prizes5y.
- Drones to be presented at the next Friday assembly, along with pizza and ice block winners.

- All printing done by Tony for \$29, much cheaper than last year. Very helpful, thank you Tony – PMP Ltd.
- Official closing day Wednesday (tomorrow), last day of spot prizes, but will continue to collect \$\$.

d) Movie night update (Julie)

- Ticket sales are being sold on kindo with a countdown timer showing tickets, went live on Friday 1st of June. Sales currently over 50% sold. Thanks to Karen Brothers for helping set up kindo.
- Plan to have flyer in the next school newsletter.
- The invoice for the cinema booking has been paid.
- Any thoughts on the parent's/mum's movie night...recommendations ->Mama Mia 2

e) Calendar Art (Keri)

- Yvonne has received the paper work for this and needs someone to work alongside her as a hand over. The process is predominantly done online.
- Handover to Amanda.

f) Casino update (Emma O)

- Theme: James Bond
- Committee review of previous event- we will essentially be repeating last year with improvements. For example, less major auction items, more mystery envelopes, no welcome drink, slight change in layout, communication of prizes earlier, have Miriam as MC, better lighting and sound.
- Sponsorship secured- Gold Sponsor Ray White \$3,000, Silver Sponsor St Johns Butchery \$1,000.
- Ray White will also assist with – all printing, sign boards, glasses, chairs, crowd barriers, auctioneer.
- St Johns Butchery will also assist with – 50% off a ham.
- Currently sourcing a purchase of stem less wine glasses (Mandy) for the PTA to own.
- Prizes - Keri is the main contact for this and we have a signed letter going out to previous contributors and ready for more! You should have all received a signed copy of this via email.
- Major Auction items – confirmed so far is Principle for a day, Table for 10 and Bach for a weekend. Vas man, Panasonic tv and Alpers tbc.
- Other major contributors are being re-contacted, Kathy Davies is helping with this.
- Ray White and St Johns Butchery to be invoiced in July
- Possibly able to get people to purchase tickets through flexibuzz if it meets the requirements of the liquor licence – Emma W is confirming that this is possible.
- We are considering using the high tables and chairs in the school instead of hiring.
- So far no response re the call out for lighting and sound help in the hall.
- Keen to get out more comms on flexibuzz on Casino night by itself requesting help with lighting and sound and another shout out for prizes. Keep it short and snappy! (annual event/ largest fundraiser of the year)
- Aim to get main flyer/poster done by week 7 and boards up by week 8 and 1st flyer sent home week 9.
- Roster for help and clean up a must.
- Will print out and leave in the office sponsorship letter for PTA members to pick up, Donna to proof read and Keri to print and leave in the office.

g) Musical Showcase 4th July (Emma O & Luke)

- Current signup is around #25
- Appropriate piano for the performance: Gina to help, looks like the hall piano is the best option. May need a piano tuner (Donna has contact).
- Will ask Matt if we can use the drum set.

- Auditions to be run after extended closing date of June 8th (now including year 1&2)
- Emma W securing licence, Andy to organise bar for the night. We will also need to have food to meet our requirements.
- Matt Hansen and Mrs Gwynne to assist with audition process
- Year 8 students to MC the night

h.) PTA Key is on hook 8 in the office if you need access to the PTA shed.

7. Next PTA Meeting: Tuesday 3rd July 7.30pm (Luke and Lydia)

Meeting closed 8.53pm

Summary of actions:

Topic	Action	Responsibility
Casino	Continue to meet and track progress. Next meeting June 2018 Flyer and sign board to be formulated Signed letter for prizes in school office Casino specific comms to go out Find out if we can use school furniture Invoices for Gold and Silver Sponsors	Committee Emma O & Keri Donna, Keri Keri Emma O Emma W
Musical Showcase	Piano checked and possibly tuned Contact School Music Educator Start organising Auditions Liquor Licence Year 8 Students as MC	Gina, Donna Luke Emma O Emma W Emma O via Miriam
Science-Athon	Continue collecting \$ and allocating prizes Present prizes and rewards at Assembly	Michelle Michelle, Alexis
Movie night	Continue to sell tickets Look to book adult movie	Julie Julie
Admin	Ensure a few extra PTA members can deposit money into account (Abbey, Michelle)	Emma W
Calendar Art	Hand over	Amanda (& Yvonne)

Wine & Cheese roster:

Meeting	Who
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