



Minutes of PTA Meeting

7.30pm Wednesday, 2nd May at St Thomas's School

Meeting opened 7.30pm

Present: Keri, Emma O, Gina, Sally, Emma W, Mandy, Donna, Julie, Naani, Michelle, Alexis, Shakil, Andy, Marie, Amanda, Lydia, Naani, Abbey

Apologies: Luke

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

2. Board update

- No Update, meeting in two weeks.

3. Correspondence In / Out

- IN - None
- OUT – Letter to board about donation of \$5,000

4. Treasurer's report – Emma W:

- Ice block profit at \$1,122, expenses a bit hire, review for term 4 increase to \$3.
- BOT paid \$5,000
- Change of officer and signatories with ASB.

5. Teacher's report – Gina:

- ICAS testing next week.
- Run club to orienteering. Zones competition held.
- Term started well with new entrance class in week 6 with a new teacher.
- Testing for math at the moment, where they are at and where they have moved.
- Main focus is Science across the school this term.
- Walking school bus next Wednesday 6.30pm at school. Promo at school tomorrow.

6. General Business:

- a) Movie Night - Incredibles is booked Sunday June 24th. Cinema 3 booked at Sylvia Park. \$15. Need feedback on adult movie to book in September/October
- b) Entertainment books out today. Drop box in office to return if unwanted.
- c) Calendar Art – date for orders to go out TBC (Yvonne/Sally). Keri to contact Yvonne to work alongside someone new to learn the process.
- d) Netball Uniform laundering – historically the netball uniforms were bought by the PTA and agreed to pay dry cleaning bill. It is understood that is a collection of sports now. Voted to

no longer pay for dry cleaned uniforms as feel it is unfair towards other sport codes and other extracurricular activities in the school.

- e) School Book Fair – not doing book fair but a book week, date to be confirmed.
- f) Science Athon – Term 2
 - a. Questions done by Michelle received teacher feedback...to be adjusted accordingly.
 - b. Year 1 and 2 teachers want to do individual questions. Year 3 want to change but year 4 are ok.
 - c. Michelle's vision was for Year level groups were to build from the start, with extension questions at the end.
 - d. Gina and Michelle to liase further.
 - e. Sally mentioned it is time consuming for the form from school to home. Extra form for teachers to send home number of questions answered correctly. Teacher can choose process that suits.
 - f. Week 1 printing, week 2 brief teachers, week 3-4 student learning, week 5 student testing Tuesday 29th May, week 6 collecting and prizes, week 7 unofficial collecting.
 - g. Committee to distribute.
 - h. Prizes
 - i. Drones \$80 each – each group (Michelle to source budget around \$400)
 - ii. First class to collect \$, most \$, individual \$, daily spot prizes. Coffee vouchers for the teachers, Kids get pizza and ice blocks – Week 7 Thursday 14th June.
 - iii. This is big fundraiser for us \$12,000, year prior was \$14,000, so we can afford to spend on prizes.
 - i. Tony can do the printing at his company. Colour coded for the year group levels.
 - j. Keri to ask for kid themed prize donations through comms and in newsletter.
- g) Lantern Walk Sunday 27th May
 - a. 150 Lanterns and candles are ordered, deposit by tomorrow. Cost \$2 \$3 Sold at \$5. Abbey able to access cheaper cost for next year through wholesaler.
 - b. Michelle and Donna will order 200 sausages.
 - c. In communication with Kohi and St Heliers
 - d. Flexibuzz: countdown option possible, Keri to confirm with Karen.
 - e. Lanterns to be delivered to the classrooms and to assign a couple of days for sales at school.
- h) Casino & Auction night; Saturday 4th August
 - a. Hall and casino company booked.

- b. It seems we may not get usual sponsorship, but we will touch base with Peter at Ray White. Could also offer gold sponsor to our silver sponsor. Barfoot and Thompson may be an option via Keri's contact.
 - c. Tohu wine still a contact and contact at countdown (cheese buyer)– Andy
 - d. Tony could possibly cover printing.
- i) Brainstorm around a Music Show Case
- a. Audition form with categories and email video audition
 - b. Dress rehearsal at lunch and concert at night.
 - c. Start with entry form and design from there. General explanation and suggest year 3 up. If you want to help, please contact us.
 - d. Yvonne and Abbey to join committee with Luke and Emma.
 - e. St Thomas's Rock Band to open??
 - f. Guest performance – Stan Walker, Miriam?
- j) Comms update from Keri
- a. PTA email - FOPTA emails come from the PTA email address. Contact the PTA and become a FOPTA member goes to Keri. Essentially, we don't need an email for PTA with access, too messy and our committees deal with each event.
 - b. Platforms used for communication –
 - i. Face book: 282, social side of communication and event reminders and celebrations.
 - ii. Flexibuzz: event reminders and push for help and PTA news updates. A bit more formal as comes from school and can't do too many.
 - iii. Newsletter: fortnightly. Celebrate successful events and up and coming events and progress with fundraising. Also intend to send out photos of our PTA members to make us visible in the next newsletter.
 - iv. Class Reps: 23 so far. Email out to parents and event reminders and updates.
 - v. FOPTA: help with events and fundraising, support network.
 - vi. Website: 3 PTA pages about us, list of fundraising events of past and current, updated with event for the year, contact forms, link to facebook page, minutes uploaded.
 - vii. Internal: Dropbox, access for PTA members to event documents and notes.
- k) New Parents Morning Tea
- a. Donna to take over, Keri to connect contacts.
 - b. Encompass new class parents.

7. Next PTA Meeting: Weds 6th June 7.30pm (Naani and Mandy)

Meeting closed 8.59pm

Summary of actions:

Topic	Action	Responsibility
Picnic	Final profit still waiting on Swirly Whirly and Paella	Keri and Emma W
Netball uniform laundering	Emma to inform we will not be paying moving forward.	Emma W
Calendar Art	Keri to Liase with Yvonne	Keri
Data Base	Meet with Michael and discuss	Keri & Emma
School Book Week	Liase with Claudia in library in regards to date still tbc	Keri
Lantern Walk	Deposit to be paid Sausages to be ordered Flexibuzz countdown	Emma W Michelle & Donna Keri
Movie night	Adult movie still to be selected	Julie
Athon	Questions to be finalised Major prizes of drones Request kids prizes via flexibuzz and newsletter	Michelle & Gina Andy Keri
Casino Night	Next meeting Monday 7 th May	Committee
Mufti Day	Check whether PTA can run one – still tbc with Michael	Emma and Keri
Communication	Head shots of new members to Keri	New members Keri
Music Show Case	Design entry form Set date... end of term tbc	Emma Emma & Luke & Yvonne
New Parent's MT	Donna to be put in contact with Cathy Set Date and co-ordinate	Keri Donna

Wine & Cheese roster:

Meeting	Who
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

