



## Minutes of PTA Meeting

7.30pm Wednesday 5<sup>th</sup> September 2018 at St Thomas's School

### Meeting opened 7.37pm

**Present:** Keri, Emma O, Emma W, Julie, Amanda, Donna, Marie, Michelle, Luke, Alexis.

**Apologies:** Naani, Mandy, Shakil, Sally, Gina, Lydia, Andy, Abbey

**1. Confirmation of Previous Minutes** – Donna confirmed as read.

### 2. Board update

- Tony away for 5 weeks, Pete to stand in during this time.
- Building- All proposals in, follow up meeting held 5<sup>th</sup> September.
- BOT updates and photos to go on-line.
- Board will initiate exit interviews for exiting staff.
- Research has gone out (RFP) regarding Karma kids and holiday programmes.
- Georgina appointed as returning officer.

### 3. Correspondence In / Out

- IN
  - Happy Moose: photos and prints. Possible for future auctions.
  - Beer Fest Fundraiser – Andy's contact. Look into for next year in conjunction with Tohu wine. Andy will follow up.
  - Precooked Samosas: previously discussed and passed over. Donna will re visit as an option *for the picnic*.
  - Nursery fundraiser: unique fundraising code and we get 20% of all sales. Keri will follow up for this year.
  - Mitre 10 friends of the school – mention school name and school receive 2% of sale in gift cards. Keri to follow up.
  - Cook book my Michael van der Elzen – The cook from scratch book. Show and sell tickets, 100% on ticket sales. 25<sup>th</sup> – 30<sup>th</sup> November. Donna will look into details.
  - Midwifery group requested info on our fundraising. Survey completed.
- OUT
  - Extra Sponsorship request to Ray White.
  - Thank you letters to sponsors and auction donations, mostly done, a few left.

### 4. Treasurer's report – Emma W:

- Slow month. Wrap up of Casino night and final payments. Invoices for sponsorship out now.
- Profit currently sitting over \$15,000.
- Donation needed. \$17,000 in account with Sponsorship still to come. Suggest a donation of \$15,000 – all agree.
- Within this donation we will tag \$1,000 for music education and equipment to go to Karen Bell, this is the money raised from the musical showcase.

## 5. Teacher's report – Sally:

- KOS (Keeping Ourselves Safe) with Constable Gordon in the school was a big influence in our programmes over the past few weeks.
- Seniors have been gearing up for AIMS (they are there now.)
- Had the BOT Chairperson chat to us one morning tea – introduced himself and raised the profile of the BOT.
- Maori Language week this week – students have been preparing for a Kapa Haka display.
- Year 7 pubertal change talks have been happening.
- Bay Suburbs Cross Country was held where St Thomas's did well.
- Student Led Conferences occurred Tuesday and Wednesday evenings, which were successful – good participation from Parents, students were able to show their learning and next steps.
- All classes are focusing on Technology (whole school theme) gearing up for the Showcase where Parents can view children's work/rooms in class time on Wednesday of Week 10.

## 6. General Business:

### a) School disco (Emma)

- Date set for Friday 16<sup>th</sup> November, on the staff school calendar, to be added to public and hall is booked. Date sent out in recent newsletter.
- Miriam will put out a suggestion box closer to the time and collect suggestions for themes.
- Committee: Michelle, Amanda, Marie, Alexis. Everyone else available closer to the time to help out where needed.
- Glowstick contact – Keri to follow up.
- Bluebird contact- Keri to follow up.
- Coke contact – Andy to follow up.
- Signs and costs – Emma to complete again.
- Save the date reminder and comms – Keri to do.
- Committee meeting to hold Wednesday 17<sup>th</sup> October

### b) Parent movie (Julie)

- 29<sup>th</sup> November of Second Act 8pm booked.
- Ticket \$20, be clear it is a fundraiser. Possibly organise some platters for nibbles and or loaf.
- Julie would like to start promoting and selling tickets prior to term 4.
- Approached Raywhite for sponsorship, still waiting to hear back.

### c) Fireworks display for Guy Fawkes

- Cost is very high \$10,000.
- If we had 200 people at \$50 per person!!!
- Revisit once further info is gathered and for next year.
- We may need some extra sponsorship to make this even possible.

### d) Re-usable Bags (Mandy)

- Fruit, food, general use, towels and togs bag options.
- Could add in swim bags to pool key.
- Possibly too late this year to have art work or branding added.

- Possible to connect with cook book event.
- Table for further discussion.
- Questions for Mandy – logo, cost, preference

e) Purchasing a Marquee / fixing pole on easy up in shed (Emma O)

- Quote came in from previously used company. For a double branded marquee \$7,318. Obviously, this is beyond what we expected. Discuss still tagging funds to go towards it.
- Revisit with Claire F regarding 2x singles as an alternative costing option.
- Potentially PTA donation to be made with suggestions of tagged money for the marquee, prior to this discuss with Claire and Ingrid.
- Fixing of the pole to be reviewed –Julie has looked into this and we will need to go back to the company who made it. Keri to have a look and see if we can find its origins.

f) Calendar Art: Update and Progress (Amanda)

- All art in on time. Coffees and Coke etc donated to teachers as reward. Sally has been great supporting this.
- Amanda attached stickers, currently being uploaded onto the stickers.
- What date would we like the website to be available – open next Monday for 2 weeks. They will go into production as people place their orders.
- Cost is up roughly 50cents per item. Items to be priced up accordingly, Amanda to confirm.
- All payments to be through their site.
- Last year made around \$4,700. Calendars and note pads are the most popular.
- Close orders Monday 24<sup>th</sup> September

f) PTA board in the hall (Emma O)

- Done - Make sure you have a look. Still missing a few of your beautiful faces...you know who you are. Please email Emma with your headshot to be added.

g) Sausage Sizzle (Donna and Michelle)

- Next one is Friday 21<sup>st</sup> September
- Peter Hanning to be booked in to cook, Marie will help also.
- Helpers from last time are returning!
- Set flexibuzz up from Monday 10<sup>th</sup> and Comms – Keri
- Will purchase more solid metal trays – K-mart (Michelle)
- Tabloid sports day- Tuesday 11<sup>th</sup> December is to be confirmed.

**7. Next PTA Meeting:** Wednesday 7<sup>th</sup> November 7.30pm (Donna & Julie)

**Meeting closed 8.50pm**

**Summary of actions:**

Topic	Action	Responsibility
Disco Committee: Michelle, Amanda, Alexis, Marie	Glowstick contact Bluebird contact Coke contact Signs and costs Save the date reminder and comms Collection of suggestions for a theme	Keri Keri Andy Emma Keri Emma
Movie	Create promotional material Follow up on Ray White Sponsorship Loaf donations	Julie Emma O Andy
Reusable bags	More details – adding a log, costs, preference	Mandy
Marquee	Follow up with Claire and Ingrid Tag \$ in next donation to BOT Revisit broken pop up	Emma O Emma W Keri
Calendar Art	Monitoring progress Comms our on flexibuzz	Amanda Keri
Sausage Sizzle	Purchase more metal trays	Michelle

**Wine & Cheese roster:**

Meeting	Who
Weds 7 <sup>th</sup> November	Donna & Julie
Weds 5 <sup>th</sup> December	Michelle & Naani