



## Minutes of PTA Meeting

7.30pm Wednesday 7<sup>th</sup> November 2018 at St Thomas's School

### Meeting opened 7.33pm

**Present:** Sally, Keri, Emma O, Mandy, Andy, Emma W, Naani, Julie, Amanda, Donna, Marie, Michelle.

**Apologies:** Luke, Lydia, Emma W, Shakil, Gina, Abbey, Alexis

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

### 2. Board update

- No recent meeting to report on.
- Prior meeting covered change to Kelly Club for before and after school care and the decision to close the school over Christmas while demolition for new classroom block occurs.
- School will close for strike day; Monday 12<sup>th</sup> November, due to safety issues and a potential increase of attendance from last time (300+).

### 3. Correspondence In / Out

- IN: none
- OUT: Letter to Board of our \$15,000 donation

### 4. Treasurer's report – Emma W:

- Cinema hire is paid.
- Calendar Art to be updated soon.
- No major changes recently.

### 5. Teacher's report – Sally:

- Successful ESOL market day.
- Teachers informed of building plan. Year 4 group to move to junior area and Year 6 to blend in to open spaces. At last plan all classes next year have a room. Takahe and Pohutukawa room to remain functioning.
- Small seat around tree will have artificial grass put in. Kids really enjoying the round stage around the tree and large stones that remained.
- Fully staffed for next year.
- Busy term, testing is mostly over.
- 5 Graduates students in the school currently for 5 weeks.
- Athletics day for year levels coming up.
- Movers coming in to move the library.
- Wiring/electric being assessed and reviewed end of term.
- Teachers strike on Monday.

## 6. General Business:

### a) Meeting with Michael

- Discussed fundraising. We have reached our goal, sound in place and lighting added outside. Agreed to our suggestion to fund an additional marquee for the school as term 4 fundraising focus.
- Michael's trip went really well with some very good ideas around the library, science, learning spaces to inform ideas for new build.
- School closure over Christmas decision discussed for kid's safety.

### b) School disco (Michelle)

- Theme: Super Stars (pop star, movie star, sports star, super hero)
- Decorations: Amanda, Emma and Keri to facilitate with Seniors. Emma O to organise red crowd barriers from Ray White Maguires. Emma O to organise year 6 helpers for decorations and on the night.
- Food: Normal chips \$2, bags of candy floss \$2.50, bags of lollies \$1 (Donna), Wonka bars \$2, possibly hot chips \$3. Mini popsicles to be sold as well \$1
- Drinks: Lemonade, Coke, L&P all \$2 and Water donation.
- Surprises for best dressed (Boy and Girl) and dance competition (Limbo, dance off, Freeze)
- Merchandise: Glowsticks etc ordered and delivered to Keri.
- Quiet down time with a more organised exit of kids.
- 5-6.30pm (Years 0-3) and 6.45-8.30pm (Years 4-8)
- Help on the day – Teachers, kids, parents, cleaning, security.
- Cleaning is us with our supplies.
- Emma to confirm Karma Kids have been relocated on the Friday.
- Andy to order 2 recycling bins for the night.
- Teachers will have a presence - Sally to organise.
- Emma W will organise float and will be there on the night.

### c) Parent movie (Julie)

- 29<sup>th</sup> November of Second Act 8pm booked and paid.
- Ticket \$20, be clear it is a fundraiser.
- Loaf to donate sweets.
- Savoury – Julie and Naani to organise.
- Available from 7.45, so say from 7pm for drinks and nibbles.
- Ray White Maguires and PTA logo to be added to all advertising.
- Julie to liase with Karen re Flexibuzz set up.

### d) Plant Fundraiser (Keri)

- Awapuni Nurseries
- Very simple procedure: Set up account on line, on sale for 2 weeks, advertising sent to us to forward. Very straight forward ordering process, order online and delivered to your home.
- We get 20% of sales.
- Wide range and in eco friendly packaging.
- Trial run this term, plan for next year to match planting time.

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

- Mandy has sampled a set of vegetable bags, happy with supplier.
- Cloth (linen) and mesh(black) bags of different sizes.

- Pack of 3 = \$3 including freight and excluding GST
- Mandy has ordered a set of samples.
- Will order in bulk to ensure a profit.
- Waiting on Logo choice.
- Swim bag selection ordered from different suppliers to inform decision.
- Decided this would be a fundraiser for next year.

f) Calendar Art (Amanda)

- 629 ordered, \$3,800 first time around.
- Extended the order time which has help promote sales as orders have been delivered to inspire further purchases.
- As of last Friday, 105 new items orders, plus recently an extra 10+.
- Shut off is tonight.
- Only one issue so far, with an error message on the website.
- Process has slightly changed in early process Amanda and Sally worked through this, will be even smoother next year!
- Potentially just under \$5,000 by finish.

f) Sausage Sizzle (Michelle & Donna)

- Date moved due to Athletics Day clash.
- Thursday 6<sup>th</sup> December new date.
- Keri to update website

g) Ice blocks (Abbey)

- Will look to source to cheaper ice blocks.
- Potentially look at selling concession cards 2019.
- Need to help Abbey, 6 Fridays left – Keri to send note out to FOPTA database.
- Have been invited to sell ice blocks at Athletics days and Tabloid sports day.

h) PTA Dinner – Weds 5<sup>th</sup> December

- Will replace the PTA Meeting scheduled for this time
- Amanda to book The Attic in Mission Bay, in recognition of being a key supporter at the auction night.
- \$10 secret Santa gift

i) 2019 Picnic Planning – date to be set for first committee meeting in December

**Meeting closed 9.05pm**

## Summary of actions:

Topic	Action	Responsibility
Disco  Committee: Michelle, Amanda, Alexis, Marie	Send out reminder comms. & ask for helpers on the night. Design flyer & circulate. Roster of helpers to be circulated. Confirm Karma Kids have been moved to Takahe room on Friday. Ask for red crowd barriers from RW. Order 2 x recycling bins. Rally teachers to attend / supervise / help.	Keri  Keri Michelle Emma O  Emma O Andy Sally
Movie	Flyer to be designed & sent to RW for approval. Comms to be sent out announcing. Nibbles to be purchased.	Keri / Emma O  Julie Julie / Naani
Plant Fundraiser	Set up Term 4 ordering & communicate to the community	Keri
Reusable bags	Samples ordered and to be sited. Logo design to be agreed.	Mandy
Sausage Sizzle	Update website, send out comms & open online shop for ordering.	Keri
Ice blocks	Contact FOPTA database for helpers on Friday's. Source pricing via Gilmours.	Keri Naani / Michelle
PTA Dinner	The Attic in Mission Bay to be booked for dinner. Update website removing PTA meeting for 5 <sup>th</sup> December.	Amanda  Keri
2019 Picnic Planning	Agree committee and first meeting	All @ PTA dinner