



## Minutes of PTA Meeting

7.30pm Wednesday 8<sup>th</sup> August 2018 at St Thomas's School

### Meeting opened 7.30pm

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

**Apologies:** Naani, Michelle, Luke, Lydia, Alexis, Abbey, Shakil.

**1. Confirmation of Previous Minutes** – Emma W confirmed as read.

### 2. Board update

- No meeting yet.
- Just the letter to the community about the teachers strike.

### 3. Correspondence In / Out

- IN – ASB \$250,000 loan, support your school \$500. BOT: Shade and seating paid for \$5,000 left from last year's donation.
- OUT – None

### 4. Treasurer's report – Emma W:

- Casino final profit still to be confirmed.
- Musical Showcase- \$1,440 cash in Expenses were \$360. Will tag \$1,000 to music education.
- Invoices to go out to Raywhite this month (\$3,000)

### 5. Teacher's report – Sally:

- Calendar Art: Some extensions being asked for. Week 5&6 scanned at Abacus. Week 7 & 8 ordering online.
- New Staff member working with Rita who is going to England. Carl Smith in year 5. New Teacher aid also.
- Keep Safe starts next week. Parents evening next Wednesday to explain the programme. Addresses bullying (verbal and physical), sexual cyber bullying, family violence.
- School open during strike next Wednesday to support parents. Roll will be taken from the children who turn up. Strike not just about pay but about more teacher aid support and more ESOL support.
- Selwyn College Jazz band visited the school last week, well received.
- Cross Country practice going strong. Cross country next Monday.
- Senior leadership, positive feedback was really positive about the casino night.

## 6. General Business:

### a) Recap and review of casino night

Overall, we had very happy customers. The atmosphere was amazing, the layout worked well and the lighting was incredible.

**Food**

- Naani is the queen of the grazing table, everyone loved it!
- Less vouchers from supermarkets this year...chase next year.
- Packsave new process to apply via email. Andy will chase next year.
- Marie donated and cooked a beautiful ham.

**Bar**

- Another well stocked bar, set up worked well, great addition of bringing in the fridge.
- We should have had the water set up on the table, easy access for all.
- Don't need much non-alcoholic stuff as it just gets moved back!
- Keri will do a stock take, order vs need.
- Only 2 beer really were popular Heineken & Steinlager pure.
- Once complete stock take is done will get a refund via Joe.
- Wine sales low, but bubble high. Merlot higher than Pinot Noir.
- Having the mystery envelopes at the bar worked well – all bar 6 sold!

**Ray White**

- Great source: crowd dividers, printing, display resources.
- Much better auctioneer!
- Addition of the bike this year.

**Auction**

- BIG screen a good addition, when not glitching. Maybe do music intro to each item.
- Tough crowd to keep focused!
- Set reserves in advance for live auction items
- Circulate physical items prior to live auction (e.g not many bid on the ring because they hadn't seen/tried it on)
- Ensure we get names and numbers of all live auction winners – even if they pay on the night, in case we need to contact them for forgotten items!
- Silent auction did well, thank you to Keri and her support crew.

**Mystery Envelopes**

- A mix of envelope prices \$5-\$30
- Essano product a great addition this year... sold really well.

**Casino**

- Games went well.
- The Whistle was a bit much and it dragged a little at the end, possibly need to explain earlier how the playoff works.
- Andrew was pretty good.

### b) School disco

- To be carried out in term 4 – possibly 16<sup>th</sup> November
- Miriam has ideas about gathering the children's ideas for a theme.
- Fetu to be booked for the disco – Andy

c) Parent / Outdoor movie

- \$840 profit usually at \$20 a ticket.
- 29<sup>th</sup> November of Second Act a possibility.
- Could approach Raywhite to hire the theatre \$800 – Emma to follow up.
- Open air cinema: Option for term 1 next. Revisit in term 4.

d) Fireworks display for Guy Fawkes

- Charge for a ticket, can sell drinks – will need a licence and will need to be a ticketed event.
- There will be challenges to the evening...control entry?
- Hire a company- Andy and Keri will look into it for the 3<sup>rd</sup> of November.

e) Reusable bags fundraiser

- Options: Cloth art with artwork (competition and pick top 3), mesh for fruit, wrap in bags.
- Mandy will research options.
- Next year term 1.

f) Purchasing a Marquee / fixing pole on easy up in shed

- Would like to purchase another marquee for the school as there is a real need for it at multiple events.
- Claire F will look into the cost of a new double branded.
- Julie will also look into another possible source.
- Possible to tag this to next donation.
- Fixing of the pole to be reviewed – Andy to look into it getting fixed.

g) Calendar Art: Update and Progress

- See above

h) Selling cleaning product (Glen's contact)

- Emma to find out more details via the contact.
- PTA is a maybe...
- Would like to site a bottle.

i) Entertainment books

- 7 left to chase (down from 45)
- Possibly down from last year, around \$1,800.

j) PTA board in the hall

- Emma to print out collages of photos from PTA events and display in the hall.
- Will add to drop box for viewing.

j) k) Sausage Sizzle (Donna and Michelle)

- Next one is Friday 21<sup>st</sup> September
- Peter Hanning to be booked in to cook.
- Tabloid sports day- Tuesday 11<sup>th</sup> December is to be confirmed.

**7. Next PTA Meeting:** Wednesday September 5th 7.30pm (Emma W & Emma O)

**Meeting closed 9.00pm**

**Summary of actions:**

<b>Topic</b>	<b>Action</b>	<b>Responsibility</b>
Disco	Book DJ Fetu Book the Hall Co-ordinate with Miriam regarding theme	Andy Emma O Emma O
Movie	Second Act to be booked Approach Raywhite for sponsorship \$800	Julie Emma O
Guy Fawkes Event	Research possible companies Enquire about licence requirements Run past management	Andy Keri Keri & Emma O
Reusable bags	Research possible options for Term 1 2019	Mandy
Marquee	Follow up with Claire on quote for marquee Research other design options Tag \$ in next donation to BOT	Emma O Julie Emma W
Calendar Art	Monitoring progress at school Picture to code match	Sally Amanda
Cleaning Product	Follow up on contact and get a sample	Emma O
Admin		

**Wine & Cheese roster:**

<b>Meeting</b>	<b>Who</b>
Weds 5 <sup>th</sup> September	Emma W & Emma O
Weds 7 <sup>th</sup> November	Donna & Julie
Weds 5 <sup>th</sup> December	Michelle & Naani