



## Minutes of PTA Meeting

*7.30pm Wednesday 4 September 2019 at St Thomas's School*

### Meeting opened 7.30pm

**Ice Breaker** What were your extra-curricular activities at High School.

**Present:** Sally, Emma W, Emma O, Keri, Luke, Amanda.

**Apologies:** Marie, Naani, Donna, Richie, Julie, Tanya, Shakil, Abbey, Andy

**Confirmation of Previous Minutes** – Amanda confirmed as read. Seconded by Keri.

### 1. Meeting with Michael (Co-Chairs: Emma and Alexis)

- Updated Michael on active and new fundraisers.
- We discussed selling hot chocolates as a trial in term 3, however he did not feel this aligned with the school healthy eating policy and so much more research is coming out outlining the negative impact of this on children.
- Briefly reviewed local PTA catch up and New Parents Morning Tea
- Next year is STS 75<sup>th</sup> year, discussed the possibility of taking up this celebration in conjunction with our rebranded picnic 2020 on a Saturday. Also discussed some sort of artwork that could recognise the 75<sup>th</sup> anniversary.
- Building continues to stay on track for May 2020 as do the removal of the 4 classrooms on the field.
- Regarding shading for the junior playground, currently there is one quote, waiting for second.

### 2. Correspondence In / Out

- In: More fundraising suggestions.
- Out: Thank you letters have all been out from Quiz Night. Letter with donation to BOT.

### 3. Treasurer's Report (Emma W)

- Not much movement.
- Pizza lunches were a success again.
- Entertainment Book \$1803 commission received.
- Donation out to BOT \$30,000
- \$7,000 in account at current.
- One response to ad as treasurer, currently in communication.
- Signed up for Xero.
- Emma will commit to the end of the year to get up and running and hopefully hand over to new treasurer.
- We will consider approaching registered interest to see if they are still available. Keri will follow up on another possibility.

#### 4. Teacher's Report (Sally)

- Bird Song Project: Auckland City Council has given us 90 trees; the area is prepped. The Pine tree has been damaged and is coming down and the mulch will go around the new trees. Wednesday is planting of the trees 9-12am. Plan forming for 'Bring back the birds', making it interactive – e.g. marble runs, birdhouses, Maori welcome, slides and steps, tree house, seating.

#### 5. Board update

- No board members this week and PTA not present at last meeting, we will follow up on minutes.

#### 6. General Business:

##### a) Eastern Suburbs PTA meeting report (Emma O)

###### Present

Meadowbank (Megan & Karly – Organiser)

Glendowie (Lynne & Sarah)

St Thomas's (Emma O)

St Heliers (Karla)

Ellerslie (Stacey, Sarah, Natalie, Lisa)

###### Overall:

An enthusiastic bunch of PTA members some new and some who have been involved for a long time. Discussed how much each PTA raised each year, mixed results from \$20k to \$120k (this was including a \$70k fair). So, on reflection we are doing exceptionally well with our fundraising efforts and donations to the board!! Some of the PTA structures are quite different and have very minimal contact or relationship with the board and or the Principal, so once again I feel we are doing very well in this regard.

Recruitment Ideas: New Parents morning tea, host a meeting at the pub, ask for helpers for a specific event, recruit at existing events e.g. movie nights, picnics, Free coffee chat with PTA members.

Sponsorship Suggestions: Get a different sponsor for each event, ask specific real estate agents within a bigger organisation to sponsor.

###### Events and Ideas:

- Set up pre-order of drinks for a quiz night with ticket purchases.
- Christmas Ham sales: Purchase direct from supplier (Neatmeat) and make a \$10 profit on each sale – 4kg ham \$75, also sell ham bags for \$10 at a cost of \$2.
- Silky Otter Movies at Orakei (2 x45 seats) with Brother Beer Platters: \$38 ticket for movie, popcorn, wine and cheese platters. Prizes from raffle tickets as well.
- Student councils organise 2x mufti a year and choose 2 charities (Meadowbank).
- Calendar Art, a popular option: idea to give examples to teachers as provocation.
- Xmas Tree sales: Make a \$10 profit by linking into a local seller.
- Ice Blocks
  - o Ellerslie Term 1-4 \$200 each time
  - o Meadowbank use small ice blocks \$2 make around \$700 a week
- Hot Chocolate Sales \$2: Milo in crock pots, 2 marshmallows for a BYO cup and 1 for compostable cup provided. Term 2 & 3 (Meadowbank).
- Online Auction of item, this occurred due to cancellation of quiz night (Glendowie)
- Run Athon
- Skip Athon
- Warriors Car Park \$10: apparently, they assign a group to receive the \$\$
- Dolphin and Whale Safari: \$50pp for an am session on the weekend, takes 80 people, learn about microplastics. School rate with a % to school (Meadowbank)
- 'Lost in the Meadow': \$15 2-person team (Adult & Child) to complete a course (1 ½ hrs) like the great race. E.g. Eat dry Weet-bix, balance glass on head, blindfold through a maze.

## **b) Pizza lunches (Alexis)**

- Up \$500 more on income already than end of last year.. Total profit was increased - term \$1616. A few logistic issues with a few pieces missing, so will add a person checking as they leave.
- Sally – teachers appreciate the pizzas a touch before the bell so they get to lunch on time. Thank you for your efforts in making this happen.

## **c) Uniform Sales (Alexis)**

- Sorted out donations today and there is not as much as last time.
- There are a lot of size 4, then a little bit of everything so will advertise as such.
- Will try to do from hall this time as there will be less and it will be easier.
- Need help with sale please Friday 20<sup>th</sup> September – Amanda and Keri may be able to help. Emma W will organise the float.

## **d) Piano (Luke)**

- Contacted a few places, second hand is looking more like \$6,000 e.g. Yamaha.
- Salesperson suggests to put an ad in the school newsletter if someone has a piano they would like to sell to the school. 'Good working condition.'
- Or search on trade me.
- Digital ones are cheaper but not as good.

## **c) Athon Update (Keri)**

- Extremely complicated as each year is doing a different topic and in some cases each class. Year 0,1, 2, 3, 6 confirmed...chasing remainder.
- Keri suggests moving to term 4 as it very involved.
- Sally suggested focusing the whole Athon on Birdsong project, engage the kids.
- Keri said traditionally the question are common throughout the school to allow conversation.
- This idea was supported – Keri to run with this. 'Bird song Athon'
- To be handed out week 9, test week 1 Friday, collect week 2.
- Advertise the programme and ask for spot prizes, drones to be purchased.

## **d) Calendar Art (Amanda)**

- A bit of a delay on calendar art from a couple of classrooms (3) and a few kids missing
- 4 day delay of getting parcel picked up as NZ parcel services as one of the postal sites had a measles case, so no pick up for 4 days!
- Code should be back by next week, allowing us to print of flyers to send home.
- Last year they printed off for us so will try for us, if not will print at school.

## **e) Tasting Event (Andy & Emma O & Michael)**

- All providers have confirmed. Hall is booked.
- Licence: need 4 types of food, numbers and time frame, layout.
- Food: Sausages, buns, salad, desserts from loaf. Or pulled pork, brisket.
- Meeting to be held in week 9 to go through logistics and advertising.

## **f) House T-shirts (Emma O)**

- Live on-line now.

- Will close in week 9 and place order so they are ready to hand out in term 4.
- Will require a little bit of help to sort and deliver to classrooms.
- Alexis suggested a small safety pin with name on paper attached to the tag.

**g) Christmas ham fundraiser (Emma O)**

- St Johns Butchery is very keen to run with this fundraiser.
- He has offered to store the hams and have them picked up direct.
- Will discuss time frames and initiate sales soon.

**h) Disco committee (to be arranged)**

- Committee: Keri, Alexis, Emma - will meet end of term.
- Drop box of ideas again for the theme.

**7. Next PTA Meeting:** Wednesday 16<sup>th</sup> October 7.30pm

**Meeting closed 9.25pm**

**Summary of actions:**

Topic	Action	Responsibility
Athon	Final question to be completed Sponsorship forms to be printed and distributed Advertise the timeline in newsletter	Keri Keri Alexis
Second Hand Uniform Sale	Advertise Co-ordinate	Alexis Alexis
Tasting Event	Committee Meeting Order licence	Andy, Emma, Keri Emma
Calendar Art	Track time line	Amanda
House T-shirts	Place order and sort to classrooms	Emma O
Piano	Luke to continue research Advertise in newsletter for piano for sale	Luke Alexis
Disco 15 <sup>th</sup> November	Committee to meet and start planning Put out suggestion box	Keri, Alexis, Emma O Emma O
Christmas Hams	Confirm details and timeline Promote	Donna Emma O
Stock Take	Organise, clean out and stock take of PTA shed.	Alexis & Emma

**Wine & Cheese roster:**

<b>Meeting</b>	<b>Who</b>
Weds 16 <sup>th</sup> October	Julie & Alexis
Weds 6 <sup>th</sup> November	Emma x2
Weds 4 <sup>th</sup> December	PTA End of year Dinner

Note: If you are unable to attend the meeting you are assigned please make arrangements with your buddy or swap with someone.