



St Thomas's School PTA

Meeting Minutes, Wed 5th July 2017

Meeting Opened 7.34pm

Present: Gina, Emma W, Julie, Donna, Naani, Sally, Keri, Emma O, Kim, Theresa, Mandy (new member)

Apologies: Andy, Kelly, Yvonne

Absent: Michelle – who has resigned from the PTA for the rest of this Term, and Term 3

- 1) Minutes of previous meeting - sent via email and confirmed by Theresa
- 2) Board update
- 3) Correspondence in
 - i. none
- 4) Correspondence out
 - i. none
- 5) Treasurers report – Emma W
 - i. \$8000 in accounts
 - ii. Movie fundraiser made \$1704
 - iii. Accounts were approved
- 6) Teachers report – Sally Clothier
 - i. Cross Country starts Term 3. Monday, Tuesday and Thursday.
 - ii. COL (Community of Learning) - All staff have submitted responses to a Writing and a Maths survey which may aid to streamlining the way these subjects are taught.
 - iii. Learner Agency - Workshops are being planned with Cognition - for Term 3.



- iv. Collaborative Teaching - Planning for term 3 and moving forward to ensure we are teaching innovatively in the 21st Century is key in planning.
- v. 5/7/17: Staff Focus Group Session re: Communication Survey.
- vi. 16/17th Aug - Student Led Conferences.
- vii. Life Ed Caravan coming next term
- viii. Year 7/8 Production to be held at Selwyn College on 20/21/22 Sept.
- ix. AIMS next term
- x. Student Council Initiative Yrs 1-4 have a councilor per class. (First initiative is TEACHER SWAP) All teachers will be swapping classrooms for one block this Friday
- xi. Next Term: Passion Project - 2 lots of 3-week sessions will be taken by staff where students from all year groups opt in to a workshop of 25 students from mixed year levels. Teachers will take lessons in a subject which represents their passion

7) General Business

- i. Casino Night Fundraiser
 - i) Emma emailed out PDF with update to PTA members on 5 July before meeting
 - ii) Booked for Friday, 8 September at 7:30pm in the School Hall. Date not confirmed until 50% deposit made.
 - iii) Tickets \$40 each which comes with a welcome drink and \$1 million in chips.
 - iv) DJ to finish the night at the end of the casino part of the evening
 - v) Sponsorship and Prizes – monitored by Naani.
 - (1) Planning short auction of major prizes. Silent auctions too.
 - (2) Prize collection underway. List to be kept in Drop box.
 - (3) Ray White to be major sponsor –estimated \$3000 plus signage, printing and auctioneer. Dollar amount to be confirmed.
 - (4) Minor sponsors - Casino tables will each have a sponsor and they can brand the table. Set at \$750 (tbc) per table.
 - (5) Major actions to be set at 5 major items
 - (6) Top 3 Casino players with most money at end of night will receive a prize.



- (7) Silent Auctions – Will bundle smaller items donated together rather than do the balloon sales. Will do mystery envelopes.
- (8) Collection of prizes by Keri and Yvonne.
- vi) Food and Booze
 - (1) Food – Buffet style. Naani to manage
 - (2) Bar – Andy to manage
 - (a) Wine – Pak n Save
 - (b) Other – Coke man
 - (c) Welcome Drink – managed by Emma and Naani
 - (d) Liquor License has not been applied for yet. Need to contact Joe at Tohu wines to see if we can add his name to the license.
- vii) Furniture / Equipment / Decorations – Managed by Emma
 - (1) Glass Hire – First Party Hire. Voucher in Entertainment Book for 25% off from Carlton Party Hire
 - (2) Bar Leaners and Stools – Inspire Albany
 - (3) Decorations – red, white and black. Playing cards
 - (4) Layout - silent auctions on stage, bar in usual spot, buffet tucked in corner, bar leaners scattered in front. Casino in front of stage.
- viii) Signage outside – suggested two. One by rock wall on corner of Allum and Kohi and other by main entrance on Allum St.
- ii. Sausage Sizzle – 30 June - Mandy
 - i) Raised \$1283. Sold 600 sausages
 - ii) Karen Brothers in office found managing spreadsheet for sausage orders difficult. Kylie Dale stepped into help and happy to help out regularly. Orders need to be separated into class groups.
- iii. Entertainment book – Julie
 - i) Still selling
 - ii) Still a few books outstanding. Entertainment Guide contact chasing this up with the help of Karen Mills in the office.
 - iii) Have raised \$1724 to date
- iv. Smencils - Keri
 - i) The order forms have gone out to classes with a unique code per child.
 - ii) Some forms were mixed up due to a coding error by Abacus. Yvonne sorted this out.
 - iii) 58 packs sold to date. \$250 profit



- iv) By using Abacus for calendar and Smencils, this increases the percentage we collect for fundraising for Smencils.
- v) Orders to be delivered on 28 July.
- v. Calendar Art - Yvonne
 - i) Art paper to be handed to teachers week 1 of term 3.
 - ii) Calendars sold at \$15 and premium matt finish is \$17
 - iii) Week 6 – art to be done and handed to Sally to courier to Abacus
 - iv) Week 9 – Ordering to commence
 - v) Term 4, Week 2 – delivery calendars to school
- vi. Athon – Sally, Kim and Naani
 - i) Topic – Greetings in another language. Match word with countries
 - ii) A4 sheet to go home with kids to practice
 - iii) Sally to email language file to Kim
 - iv) Suggested Timeline – Term 3
 - (1) Lots of discussion on this as did not want to cause too much work with teachers due to calendar artwork due, cross country, AIMS, student led conference and school production all in Term 3.
 - (2) Suggested early in term 3 would suit better
 - (3) Sponsorship form hand out – Week 2
 - (4) In-class testing – Week 3/4 – date TBC
 - (5) Sponsorship money collected – Week 5 / 6 – date TBC
- vii. The Beauty Hub - Yvonne
 - i) Parent at school is a professional stylist and makeup artist. Nicky Colleto (?)
 - ii) Suggested we engage her to speak on beauty top as a fundraiser for school
 - iii) Parked for now.

8) Refreshment roster – Yvonne

MEETING DATE	WHO	BACK UP
2 August	Theresa & Sally	Andy
6 September	Emma W & Kelly	Julie



4 October	Donna & Yvonne	Emma O
1 November	Andy & Kim	Emma W
6 December	Emma O & Julie	Yvonne
2018		
7 February	Keri & Naani	Theresa
7 March	Emma W & Donna	Kim
4 April	Sally & Kelly	Keri
2 May	Yvonne & Andy	Naani

9) Summary of actions

Topic	Action	Responsibility
Casino Night	Locking in Sponsorship donation amounts and Collecting Prizes	Naani, Keri, Yvonne
Casino Night	Food and Booze organising	Naani and Andy
Casino Night	Decorations, Furniture and Equipment hire	Emma
Casino Night	Secure Bar Manager for liquor license and apply for license	Andy, Emma
Casino Night	Create budget once more quotes are in	Emma
Athon	Finalise topic and how it will run	Sally, Kim, Naani
Athon	Sponsorship forms to be created and sent out Week 2	Kim, Naani
Athon	Greetings file emailed to Kim	Sally
Athon	Timeline confirmed with teachers	Sally

10) Next PTA Meeting

- Weds 2nd of August, 7.30pm
- Wine & Cheese = Theresa and Sally

Meeting closed 9.02pm