



St Thomas's School PTA

Meeting Minutes, Tues 6th June 2017

Meeting Opened 7.36pm

Present: Gina, Emma W, Julie, Donna, Naani, Sally, Yvonne, Keri, Emma O, Roger Coulson (BOT rep)

Apologies: Andy, Kim, Kelly, Teresa

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 Yvonne
- 2) Board update – Roger Coulson
 - i. Communications survey in development
 - ii. Working with Ministry on getting approval on new classrooms
 - i) Julie asked for the survey to include feedback from last renovation / build and how they were disrupted
 - ii) Suggestion of a change management to be put in place
 - iii. Role of a BOT is setting policy and they are not involved in Management – policies now available online
 - iv. Hugely thankful for the PTA fundraising efforts and the money we donate
- 3) Correspondence in
 - i. Reusable shopping bags – Keri to ask for a sample (could we reduce to 5 bags per person?)
 - ii. Bliss Balls – no thanks
- 4) Correspondence out
 - i. Nothing



5) Treasurers report – Emma W

i. Lantern Walk

- i) Lantern sales + BBQ \$1,138 = \$725 profit, minus \$50-60 expenses still to come

6) Teachers report – Sally Clothier

- i. Last week a Maori and Pacifica meeting was held at 7pm
- ii. Futsal coaching, softball coaching,
- iii. Meadowbank School came through our MLE classrooms and elaborative teaching on Thursday of last week as part of their Teacher Only Day.
- iv. Collaborative Teaching going on throughout the school.
- v. Mid year testing - Maths and Reading Standardised testing is completed.
- vi. End of this week - live reporting should be available for Parents to view.
- vii. Last Wednesday in the Herald it was reported that only 13% of schools are effectively reporting online to Parents. St Thomas's is part of that 13%
- viii. University of Auckland Graduates are in the school for five weeks.
- ix. Trash free Tuesday going well – competition running so that one class per term gets Pizza
- x. Move BBQ Gas bottles to the current PTA shed please Glen (one in BBQ in kitchen and one in Pool area)
- xi. Glen to clear new PTA shed, so that we can move stuff in to it
- xii. BBQ wheel broken, Julie's husband to look at fixing
- xiii. Kea Crossing going well, some parents still jay-walking
- xiv. Travel-wise week coming soon; encouraging kids to walk

7) General Business

i. Meet with Principal & Gina – Yvonne

- i) Happy with fundraising events proposed
 - ii) Likely less fundraising this year with no quiz night
 - iii) Focus groups for ethnic groups to canvas ideas to appeal
 - iv) E-learning etc not in our remit, and we are to direct them to the school Management or Teachers – elevate to Gina and or Sally
- (1) Newsletter dropped as a key communication device, not a popular choice



- (2) Promote the school more – celebrate the successes
- ii. Communications calendar update – Keri
 - i) FB and Flexibuzz This Friday – Descpicable Me 3
 - ii) Facebook updates to include more School based info
 - iii. Entertainment book – Julie
 - i) Still selling
 - ii) Books should have been returned by now
 - iv. Movie night – Julie
 - i) Despicable Me 3 on Sun 20th June, 300 seats / 25% sold already to pre-sales
 - ii) \$5.50 profit per ticket
 - v. Lantern Walk – Julie & Kelly
 - i) 150 lanterns sold, same as last year, could have sold more
 - ii) Ensure Class Reps are informed early on of Lantern sales
 - iii) Having PTA bank a/c (28 paid via) was a good thing
 - iv) 150 sausages sold, could have sold more
 - v) St Heliers came and walked all the way from their school!
 - vi) Ask Stonefields next year
 - vii) Claudia – German lady about a skit re the canned goods donation etc
(Julie to forward contact deets to Keri)
 - vi. Smencils fundraiser – Keri
 - i) Liase with Yvonne in regards to combining with Calendar Art?
 - vii. Athon – Sally
 - i) August?
 - viii. Casino night – Andy & Emma O
 - i) School Hall agreed as venue
 - ii) Andy & Emma to check alternate dates
 - iii) Theme agreed as Las Vegas
 - iv) Ticket price agreed at \$40
 - v) Buffet food
 - vi) Andy & Emma to present full timeline and proposal
 - vii) Casino sub-committee to be arranged
 - ix. Volunteer for Sausage Sizzles
 - i) Next sizzle is Fri 30th June (Andy to cook)
 - ii) Yvonne & Donna to wo-man this one
 - x. Speaker event – Donna



- i) Style Sense – 2hr evening seminar; Dressing for your shape, men & woman appeal
- ii) 10 style commandments with spot prizes
- iii) Helps fundraise if we want; i.e get your wine topped up
- iv) Show & tell with guest retailer (Max?)
- v) Style tips and Q&A
- vi) 100+ = \$10 a head or up to 100 = \$995 flat fee
- vii) Tabled as doing at end of Term 1 2018

xi. Refreshment roster – Yvonne

MEETING DATE	WHO	BACK UP
5 July	Julie & Naani	Donna
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

8) Summary of actions



Topic	Action	Responsibility
Re-usable shopping bags fundraiser	Sample of bags to be sought	Keri
Broken BBQ wheel	Needs to be assessed for repair	Julie's husband
Keri & Yvonne Meeting with Principal	Next meeting to be diarised within next 2 weeks	Yvonne
Despicable Me 3 Movie fundraiser	Sell tickets Send out reminders via Facebook and Class Reps on Friday	Julie Keri
Lantern Walk	German lady with information on the history of the walk; how to involve the can gifting more. Her contact details to be forwarded to Keri for future ref	Julie
Smencils fundraiser	To be combined with doing Calendar Art as well to increase \$ raised	Yvonne
Athon	Check with teachers on timing (August?) and theme (Cultural Greetings?)	Sally
Casino Night	Alternate dates to be checked – no All Black test nights (26 th Aug, 9 th Sept, 16 th Sept) or Election night (23 rd Sept)	Andy & Emma O
	Sub-committee to be formed	Andy/Emma O to ask for volunteers and co-ordinate
Sausage Sizzle Fri 30 th June	New co-ordinators post Michelle's resignation to buy sausages, bread and check supplies Chef	Yvonne & Donna Andy
	Set up Flexibuzz payment	Keri
	FB, Flexibuzz and Class Rep comms to be sent out Fri 23 rd June	Keri
	FOPTA database to be contacted asking for helpers Fri 23 rd June	Keri

9) Next PTA Meeting

- Weds 5th July, 7.30pm
- Wine & Cheese = Julie & Naani

Meeting closed 9.25pm