



Minutes of PTA Meeting

7.30pm Wednesday 5th February 2019 at St Thomas's School

Meeting opened 7.33pm

Present: Sally, Keri, Emma O, Emma W, Naani, Julie, Amanda, Mandy, Luke.

Apologies: Andy, Donna, Michelle, Marie, Abbey, Lydia, Alexis, Shakil.

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

2. Board update

- No recent meeting to report on. Next meeting is the 19th of February.
- Once again, this year we will aspire to have a PTA representative at each meeting.
- Keri is standing down from the PTA to join the board. Keri, we thank you for your fearless leadership and the 4 years of time and energy you have given to the PTA.

3. Correspondence In / Out

- IN: Letter from Michael regarding items purchased with 2018 PTA donations and acknowledged the balance still remaining. Additionally, we received a thank you letter from the board for previous donation of \$15,000.
- OUT: none

4. Treasurer's report – Emma W

- No major changes since December.
- Final donation of \$15,000 paid. Total donations for the year 2018 finished at \$55,000.
- \$5,000 left in account for end of year.
- Annual accounts to be circulated prior to AGM to be approved. Will also pass onto Craig on the BOT.

5. Teacher's report – Sally

- Teachers loved the 10min session with meet the teacher.
- A lot of preparation went into opening the school to be operational and safe.
- Teachers were in on the 27th of January and had professional development on the 28th.
- Professional Development -
 - Creating a WHY? Why are we here? Why are certain organisations successful? Our 'Why' is to build students with good student profiles.
 - Evaluating Associates - review of assessment, evaluating the results and creating a learning path from there.
- Fully staffed and happy. Gina has resigned and moved to a Dean role at St Kent's.
- Swimming lessons start next week.
- Big focus on everybody looking at students and their behaviour in and out of class. A big push to ensure our kids are safe and happy in the playground. Two teachers now watching the eating

areas looking at good behaviour and eating. Senior management have a bigger presence in the playground ensuring we are working towards our school vision.

6. General Business:

a) Meeting with Michael (Emma and Keri)

- Building update –
 - The demo stage went very well. Asbestos was at a low level on the ceiling and was cleared appropriately.
 - The connections are up and running in the school.
 - Everything is tracking on target with the next step in May.
 - Currently the final designs are in with the council and waiting for sign off.
 - The classes are all set up in the school with two classes spare (S1 & S2), these will take another year 1 class and a year 0 eventually.
 - The kitchen is now an art room and the stoves have been turned off.
 - The old seats from the old building are to be relocated to outside the temporary classrooms on the field as extra seating.
- The school is fully staffed.
- When planning PTA events please consider the hall is used by Kelly Club and there isn't really a free space to relocate them to.
- When changing meeting times please remember to advise Glen and he will alert security.
- Any new electrical equipment purchased for the school will need to be certified and checked under our health and safety regulations. This is a costly process and should be considered with regard to purchases of electrical equipment.
- Funds raised by the PTA: We would like to tag \$10,000 from 2018 donations and a further \$10,000 from 2019 donation to carry over to 2020 to assist with resources/equipment required for the new building.
- Fundraising focus 2019–
 - It would be great to continue working on improving the outdoor environment. The junior playground could do with a shade cover, we want our kids safe in the sun.
 - In addition, extra seating and shade could be added behind the senior block where there is a large empty corner.
 - The pohutukawa tree with the new seats need the astro turf added in order to complete the area.
 - The hall is also in need of new and safer tables. Glen has been researching this.

b) AGM date and meeting nights

- Wednesday 6th of March. AGM at 7pm and regular meeting to follow.
- Regular meeting to stay on a Wednesday at 7.30pm.

c) Picnic Update (Naani)

- Last year's successful plan to be followed with a few changes.
- Addition of Jolly Jars and scooter stands.
- Kelly club will join us this year.
- Members of the committee have been assigned to areas and jobs.
- Naani will coordinate helpers.
- Communications to be handled by Naani, Emma and Keri.
- Unfortunately, the Jeeps can't do this year. Alternative options are looking very expensive, Mandy will continue to investigate.
- While this event is community focused it still raised \$4,500 last year.

e) Fundraising Focus Ideas

- Discussed raising money for a pool of ideas and work through them one at a time for full transparency to the community who are supporting events and fundraisers.
- Also suggested that perhaps parents would like to know specifics, however this is difficult without knowing how much we are likely to raise and therefore able to fund.
- Michael has suggested – shade for the junior school and seating and further shade behind the senior block in the corner.
- Sally would love to see the garden area in front of J3 to have shade to make this a more functional space.
- Possible suggestions for communications
 - “To improve our outdoor environment.”
 - “This year’s PTA fundraising will be towards improving and developing external facilities so that our children have a safe and happy environment to play in, and we’ll be adding to this in a number of exciting ways that we look forward to sharing with you.”

f) Sponsorship

- Touched base with Michael and he is happy for us to re approach Ray White.
- We will approach Ray White with our event plan for the year and offer them gold sponsorship once again. Emma O is the contact for this.
- St Johns Butchery sponsorship is through until the end of September. Donna is the contact for this.

g) Calendar 2019

- Term 1: Picnic 28th Feb, Ice Block Fridays starting on 15th February
- Term 2: Lantern Walk 19th May, QUIZ 15th June, Musical Showcase 22nd June, Movie Night tbc
- Term 3: Athon (early in term), Calendar Art
- Term 4: Discos Junior and Senior November, Movie Night tbc, Ice Block Fridays

Sausage Sizzles to be run once a term to allow space for AIMS fundraisers.

Ice blocks could also be sold at end of year sporting events (tabloid sports, athletics days)

PTA meetings to be held on the first Wednesday of each month, 7.30 in the staff room.

h) Fundraising Ideas

- Bags Mandy – After research, best to use an existing NZ company and trial it to see if there is an interest. Mandy will organise some samples and try selling them at the school picnic. (shopping and vegetable bags)
- Plants – revisit in spring.
- Luke - \$20-\$25 doodle boards. Luke has been using this with the children and the school and they have proven to be very popular and suggests they could be a good fundraiser. He will bring one to the next meeting for us to see.

7. Next PTA Meeting: Wednesday 6th March 7pm AGM, 7.30 Regular Meeting.

Meeting closed 9.05pm

Summary of actions:

Topic	Action	Responsibility
Picnic Committee: Naani, Emma, Mandy, Andy, Keri, Amanda, Alexis.	Secure rides Coke drinks order Cultural stall co-ordinated Secure a room for books and jolly jar drop off Comms and Flyers (requests & advertising) Helpers Kelly Club – are they going to be present? Year 7 & 8 kids to run 2 games Book in Marquees with Claire and Richard L	Mandy Andy Emma O Emma O Emma O, Naani, Keri Naani Emma O Emma O Emma O
Sponsorship	Proposal letter and met with Ray White	Emma O
Reusable bags	Source to sell at the picnic as a tester	Mandy
Doddle boards	Source and bring to the next PTA meeting	Luke
Admin	Continue hand over of comms processes Dates to add to school Calendar to Claire Comms out re AGM Final Accounts to circulate prior to AGM	Keri to Emma O Emma O Keri Emma W

Wine & Cheese roster:

Meeting	Who
Weds 6 th March (+AGM)	Food – Covered by Pta funds, Drinks - BYO
Weds 3 rd April	Emma W & Luke
Weds 1 st May	Andy & Abbey
Weds 5 th June	Michelle & Marie
Weds 3 rd July	Mandy & Shakil
Weds 7 th August	Naani & Amanda
Weds 4 th September	Alexis & Lydia
Weds 16 th October	Julie & Tanya
Weds 6 th November	Donna & Kav
Weds 4 th December	Emma O & Richard

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