



Minutes of PTA Meeting

7.00pm Wednesday 7th July 2021 at St Thomas's School

Meeting opened 7.10 pm

Present: Sally, Emma, Josie, Ruth, Kav (by phone)

1. Apologies: Keri, Ang, Nicolette, Katherine, Shakil, Naani, Justin

2. Confirmation of Previous Minutes: Emma and Josie confirmed as read

3. Correspondence In / Out

- In: Honey fundraiser, musical showcase, various entertainment book receipts.
Letter from Michael (Board of Trustees) acknowledging and thanking Emma for her time as Chair of the PTA, and welcoming Josie and Nic to PTA.
Email from 'school pick up' re. potential fundraiser – they sell common household items and school gets 50% of profit.
Email from Bakers Delight offering a pizza lunch school fundraiser (order cut off is 3 days prior) - \$5 per pizza and \$1 goes back to school.
Second hand uniform requests – next sale date?
- Out: Correspondence re. musical showcase and honey fundraiser.

4. BOT Report (Georgia)

- Part of strategic plan is the outdoor environment
- Long term plan for outdoor environment/ master plan and concept
- Landscape Architect from Christchurch selected from tender process
- Parent engaged within the school with regards to applying for grants
- PTA support will be helpful from a fundraising perspective
- Looking at getting a detailed quote for a couple of areas within the plan-front of school and entrance, seating and planting in front of new block
- Additionally getting a more detailed view of costing to prioritise which area to tackle first
- Plan addresses: entrances and pathways, predator free area, make a space, boundary areas, motion areas (stepping and climbing), central courts
- Maintaining the vista of Rangitoto
- E.g. create more seating/ waiting space at the front of the school, planting, green walls, smaller play areas, small outdoor grandstand learning space, central courts redesign, develop corner spots behind senior block, make a space outside STEAM
- E.g. Central court redesign: moved back away slightly from classrooms, one full court, other half a play space with seating and shade, move a full basketball court to end of current astro turf at end of senior block
- E.g. Maker Space and Northern Bank: bridges, tents, bike/scooter track, planting, extended area for senior eating i.e. picnic tables, predator free space, camp fire pit area, garden cubby houses, natural seating, creating a space for children to engage with
- Prioritising the front to make it visible for the community
- Detail such as signage multi lingual and embracing multicultural aspects

- Ideas around sponsoring seating and trees
- Feedback has shown that this type of environment has decreased vandalism
- BOT would like to launch this and offer a timeline time of view for community.

5. Co-Chair report (Josie)

• Met with Michael

- He approved all the dates and events for this year, including disco and quiz night (term 3), and colour run and camp out (term 4)
- School enrolments are down and they're needing to increase numbers next year to keep funding at what its at. Thus, school zone is open.
- There was discussion over AIMs games this year. Michael quoted covid as the reason for this. However, he said he would support teams going if parents will organise this without school involvement.
- School production to go ahead early in term 4 (week 2?). Auditions and rehearsals are underway.
- Online reporting is live and includes learner attributes and teacher comment

6. Teacher's Report (Sally)

- Musical Showcase: Teacher perspective: Nicolette was amazing – needs to be more people on ground – particularly around clean up. Lana locked up – she noticed Nicolette and William had to cart everything right round = got out at 9.45 - 8.45 was finish time.
 - i. Lana was very appreciative of Nicolette.
 - ii. Jeanie and her husband stayed behind. Luke was great with food – kids great – great feedback from Teri and Judy – ESOL kids shined.
 - iii. More support needed for Lana.
 - iv. Social on Thurs night / showcase tomorrow. Next year make showcase mid term not end term.
- Sports: Eastern Zones Hockey 5/6, Bay Suburbs Soccer Tourny, Bay Suburbs Netball today (Y5/6), Staff vs Y8 softball at lunchtime Tues
- Showcase of learning – Last week school – this week Y7/8 (Both very successful.)
- KapaHaka festival 1st July – Amy took kids to Stonefields – our students did very well. (New Kapa haka teacher in on a Friday – taking from Y3 up.)
- Out of zone parents came on Thursday last week – 60 wandered through the classrooms during class time and were shown around the school. The Y8 students were very impressive when they welcomed the adults.

7. Treasurer's Report (Keri, emailed to Josie and shared by Emma)

• A-thon - detailed report attached:

- Income = \$13,485.40 – plus I have a couple hundred \$ late payments still to count & bank
- Cost = \$435.80 – this doesn't include the pizza & iceblock prizes being purchased today by Ange
- **PROFIT = \$13,049.60 – final TBC once the above has been taken into account**

• Kinsterrain Honey

- Income = \$1557.40 (26 packs of 3)
- Cost = \$1037.40 – (Emma I will set this up for payment tomorrow)
- **PROFIT = \$520**

- **Musical Showcase – Mon 5th July**
 - Income (cash banking + dumpling profit) = \$1112.60
 - Expenses = \$241.94
 - **PROFIT = \$870.66**
- **Current bank balance is \$24,723.94 so Keri recommended a \$10k payment to the Board for Term 2. Yes Unanimously approved.**

Also:

- Keri has filed the 2020 return with the Charities Services and have changed Emmas details out for Josie and Nics as Co-chairs, plus changed Emma W's details to me as Treasurer
- Keri is arranging with the bank a change in signatories and approvers – transferring Emma & Alexis to Josie & Nic, will let you know once that has been actioned

8. General Business

- Olympic A-thon (Keri and Sally)
 - i. Drones handed out at assemblies – thank you Sally!
 - ii. Teachers found it really easy to administer
 - iii. Collection of money was easy, but would request each class send money back in a bag
 - iv. Sally would like to revise the way we allocate the prizes. Senior participation is at 30% ish and they still get pizza and a drone when a single child raises more than an entire senior class. So, for example, top individuals and top classes regardless of year groups. Also, we now work in hubs so go with hubs not individual classes.
- Calendar Art (Josie / Sally)
 - i. Contact to be changed to Josie as Amanda still getting emails
 - ii. Kav will support Josie and Sally in this process
 - iii. Early next term
- Musical Showcase (Emma / Nic)
 - i. Successful evening, built up with ages of performers which worked well.
 - ii. Promote more to increase audience
 - iii. Food and refreshments went well, thank you to the helpers
 - iv. Dumplings were premade and very efficient, consider using them for another event
 - v. Lana was a wonderful support and monitored the evening well
 - vi. MC year kids were fabulous
 - vii. Huge thank you to Nic for running this event
- Sausage Sizzle Fri 2nd July (Josie)
 - i. Successful sausage sizzle
 - ii. Almost to time, always a bit of a rush
 - iii. Look to cook earlier and use second bbq for chicken
 - iv. We had a few less orders due year level events
- School Fun Run (Josie / Katherine)
 - i. Approved in principle by Michael.
 - ii. Update in term 3
- Movie Night (Keri)
 - i. Keri will book and confirm, revisit in term 3
- Quiz 18th Septemer(All)
 - i. Date confirmed and booked, we have the whole of Saturday to set up
 - ii. Need to set a meeting before start of term 3

- iii. Letter to be drafted by Keri and signed by Michael so we can hit up businesses.
- iv. Emma has contact to help with decorations so will start this process, can also source jugs and possible stein hire/ buy your own.
- v. PTA costumes to be sorted asap – Emma to follow up
- vi. MC – Sam Franks to be contacted by Emma
- vii. Keri to book DJ and do licence
- viii. Keri to manage alcohol order (kegs and wine)
- ix. Naani to design food
- Honey Fundraiser (Emma)
 - Very easy fundraiser, he is happy for us to revisit next year
 - We need to promote him in our newsletters for further online sales as we take a small amount from sale.
 - Pick up from school office Thursday after school (Kav) and Friday before school (Josie and Ruth), remainder to be delivered to kids Friday.

Meeting closed 8.40pm

Actions –

Drinks and nibbles roster for rest of year (Keri)