



## **Minutes for PTA AGM**

*7.00pm Wednesday 19 March 2025*

*School Staffroom*

### **PRESENT –**

Josie Tait, Emma Cordelle, Ange Lieskounig, Nicolette Rattenbury, Kathryn White, Katie Lee, Coralie Straughan, David Hartley, Fiona Nicholls and Jess Rose.

### **APOLOGIES – N/A**

### **CONFIRMATION OF PREVIOUS MINUTES -**

Moved to accept by Nicolette Rattenbury , seconded by Coralie Straughan.

### **MATTERS ARISING FROM PREV MINUTES –**

No

### **CHAIRPERSONS REPORT -**

Presented by Nicolette Rattenbury. Adopted by Coralie Straughan., seconded by Fiona Nicholls

Written by Josie Tait and Nicolette Rattenbury (Co-chairs of St Thomas's School PTA)

The 2024 year was another busy and successful fundraising year. This report will summarise the activities we hosted and celebrate our significant successes from 2024.

St Thomas's School PTA aims is to bring school community together and fundraise for the school. The funds raised by the PTA support initiatives prioritised by the Board of Trustees for the betterment of the school. Funds raised in 2024 were put towards two key focuses. The first was to purchase new uniforms and equipment for sports, arts and cultural activities. The various activities offered by the school looked excellent in their new gear which rolled out throughout the year. Secondly, additional funds were put towards the full-size outdoor basketball court, for

which final plans are underway. During 2025 it has been proposed that funds will go towards enhancing the STEAM programme with new equipment and resources. Any surplus funds will continue to go towards the basketball court and other outdoor playing surfaces.

Throughout 2024 we saw a few key changes in membership of the PTA, with the resignation of Kav Moreton, Melissa Martin, and Alex Titchener (PTA teacher rep), each having left as they have moved on from the school community. We particularly thank Alex for her hard work and support during 2023/2024 especially with the contributions to the quiz night and pulling together the brilliant staff band to perform.

The core team continued to be lead by Josie Tait and Nicolette Rattenbury as Co-chairs. The team has grown over the past year with Ange Lieskounig, Kathryn White, Katie Lee, David Hartley, Coralie Straughan, and Fiona Nicholls maintaining a core crew. Recently we welcomed a few visitors - whom we are hoping will remain with us throughout 2025. Thank you to you all for your ongoing dedication to the PTA.

Throughout 2024 we refocused our fundraising priorities and saw greater profit through fewer fundraising activities. This was welcomed by everyone, and led to \$50,000 in donations to the Board of Trustees throughout 2025.

Our most significant of which was the profit from the spell-athon. Returning to an academic focus and bringing the fundraiser to the school through an online platform (Go Raise It Fundraising) led to the greatest and most significant profit for our athon in recent times. A profit of \$27,491 was thanks to all the school staff putting in time and effort to promote the athon and encouraging promotion. We thank all the school staff for their support with this.

Our other key event was the mid-winter christmas quiz night and auction, as mentioned hosted by Alex Titchener as our MC and lead singer of the staff band. Once again, this effort from the school staff was much appreciated, and went above and beyond expectations. The auction was a big success but did miss some big ticket items of previous years, perhaps a sign of the financial times we are currently in. We moved the quiz night offsite in 2024, the auction online once again, and whilst the profit was not that of previous years, the PTA found this much easier to run and organise. It has been agreed that we will again consider an offsite location for 2025 and planning is in motion.

Whilst these fundraisers target profits, some fundraisers we run focus on providing a service to community or supporting local businesses. Uniform sales continue to be a big hit to promote recycling of uniforms, however a lack of stock in 2024 impeded the number of sales we were able to hold. We also offered family photoshoots as a small scale fundraiser and service to the community. We also had hams and turkey sales through St Johns Butcher at Christmas time maintaining our relationship with them as a key sponsor of the quiz night.

The picnic, musical showcase, kids disco and colour run continue to provide opportunities for the school community to come together and have fun. Whilst these events focus on community spirit, ensuring opportunities to socialise and celebrate the school, they also bring in additional funds.

Finally, calendar art and weekly iceblock sales continue as profitable additions to the calendar.

Finally, we would like to say a huge thank you to all members of the PTA for the time and energy you give supporting St Thomas's School, and celebrating our wonderful community. Your ongoing commitment is invaluable,

the focus on building a sense of community is second to none, the funds raised are a bonus. As we step aside as co-chairs, we want to say a huge thank you to you all.

Proposed priorities and directions for the Association in the current year

Enhancing the STEAM programme with new equipment and resources

Proposed Josie tait, seconded Coralie Straughan. All in favour

**FINANCIAL REPORT** – By Coralie Straughan. Presented by Coralie Straughan.

Moved to accept by Josie Tait, seconded by Nicolette Rattenbury.

<b>St Thomas's School Parent Teacher Association</b>			
<b>Performance Report</b>			
<b>For the year ended 31 December 2024</b>			
<b>Statement of Receipts and Payments for the year ended 31 December 2024</b>			
	2024	2023	2022
<b>Receipts</b>			
Fundraising activities	65,943.4 7	62,834.0 0	64,888. 00
Interest income			
<b>Total Receipts</b>	<b>65,943.4 7</b>	<b>62,834.0 0</b>	<b>64,888. 00</b>
<b>Payments</b>			
Fundraising activities	12,384.6 0	23,826.0 0	19,965. 00
Donations to the Board of Trustees*	50,000.0 0	40,000.0 0	50,000. 00
<b>Total Payments</b>	<b>62,384.6 0</b>	<b>63,826.0 0</b>	<b>69,965. 00</b>
<b>Operating (deficit)/surplus and (decrease)/increase in bank account</b>	<b>3,559.09</b>	<b>-418.00</b>	<b>-5,078. 00</b>

Bank account balance at the beginning of the year	5,839.00	6,257.00	9,586.00
<b>Bank account balance at the end of the year</b>	<b>9,398.09</b>	<b>5,839.00</b>	<b>4,508.00</b>
<b>Represented by:</b>			
ASB Society Cheque	9,398.09	5,839.00	4,508.00
ASB FastSaver	6.00	6.00	6.00
Iceblock float	200.00	200.00	200.00
Pool Key cash held on behalf of BOT			
<b>Bank balance at the end of the year</b>	<b>\$9,604.09</b>	<b>\$6,045.00</b>	<b>4,713</b>
Statement of Service Performance for the year ended 31 December 2024			
The PTA delivered the fundraising activities set out in Note 4 on page 2. These activities contributed to the betterment of the school community and raised funds which were passed to the Board of Trustees by way of donation. During 2024, funds were raised to put toward improving the amenity value of the School outdoor environment with new facilities such as contributions towards a revamped basketball court.			
<b>Notes to the Performance Report</b>			
1. Entity Information			
The legal name of the entity is St Thomas's School Parent Teacher Association (the "PTA"). The aim of the PTA is to:			
a. To encourage and develop parental and community involvement in St Thomas's School.			
b. To raise funds when and where necessary for the betterment of the school.			
c. To support the Board of Trustees and teachers to improve facilities and opportunities for the benefit of St Thomas's School, in accordance with school policies and guidelines.			
d. To bring the school community together in social activities			

and fundraising.			
e. To encourage new families to integrate into the school culture.			
The PTA is an unincorporated association bound by the rules of its Constitution dated 19 November 2014.			
The PTA is registered as a charity under the Charities Act 2005 (Registration Number: CC35455).			
The Committee of the PTA is made up of officers and members who are tasked with carrying out the aims and administration of the PTA under its Constitution.			
In carrying out its aims, the PTA is reliant on gifts of volunteer time and donated goods and services.			
2. Basis of Preparation			
The PTA is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit). All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.			
3. Goods & Services Tax			
The PTA is not registered for GST, therefore amounts in the Performance Report are inclusive of GST, if any.			

## **ELECTION OF OFFICERS -**

Office of Chairperson/s – Josie Tait and Nicolette Rattenbury have stepped down as co-chairs. Katie Lee and Kathryn White are nominated. No further nominations.

Moved to accept by Ange Lieskounig seconded by Coralie Straughan. All in favour.

Office of Secretary – Kathryn White stepped down and Ange Lieskounig has been nominated. No further nominations.

Moved to accept by Josie Tait, seconded by Coralie Straughan.. All in favour.

Office of Treasurer – Melissa Martin has stepped down. Coralie Straughan interim treasurer. David Hartley has been nominated

Moved to accept by Coralie Straughan, seconded by Kathryn White. All in favour.

**Additional roles**

Communications manager – Angela Lieskounig has stepped down. Jess Rose has been nominated. Moved to accept by Nicolette Rattenbury., seconded by Ange Lieskounig. All in favour.

**GENERAL BUSINESS –**

No matters arising.

**MEETING CLOSED AT 7.38pm**