

St Martins School PTA Meeting Minutes

Monday 18th March 2024 / 7.30pm / St Martins School Staffroom



Welcome: Emma welcomed everyone to the meeting, welcome Sophia to her first meeting.

Present: Richard Steven, Alison Poulter, Erika Hampton, Natalie Conner, Isaac Devine, Sophia Pratt-Miller, Jocelyn Levett (Treasurer), Charlotte Bates (Staff Rep), Emma Riley (Chairperson), Clare Mackintosh.

Apologies: Louise Knewstubb, Stephen McPaik, Janine van Dam, Emily Devine, Carla Beckingsale, Dylan Walls, Elizabeth Royd-Jones, Steve Anngow, Robin Wilson (Secretary), Leanne Parnham (DP), Roberta Carpenter, Sarah Kitto, Paul Edensor, Kate Jones, Lizzie Dixon.

Correspondence: Letter from Charlotte Bates requesting funding for New Entrant's equipment, between \$4-5K. Charlotte spoke about looking at play-based learning around the region, purpose to support cognitive skills, social, emotional, physical development. Emma suggested Charlotte purchase some initial set up for reimbursement and we review again once idea of how much might be needed. Joce referred to the fact that we have talked about spreading expenditure over different age brackets in school. Treasurer proposed of an initial \$2,000 investment which was passed by the committee.

Previous Minutes: Minutes of 12/02/24 moved as accurate as distributed.

Actions Previous Minutes:

- Fundraising Website Handover:** Handover of website to Isaac and Allison went smoothly, website updated to include range of donation options, library book, playground and general donation and also purchase the PTA cookbook. Thank you to Clare for the initiative and the work Clare and husband Isaac have put into it to get it established.
- Bingo Night:** Date confirmed for Saturday 15th June. Jody has been in contact with the drag bingo people, happy with the quote and will be confirming with a \$200 deposit. Some discussion around numbers and landing on the right number of people for the space. This could be a combination of us figuring out how many people will fit and the hosts deciding what they want to do. Alison updated on auction item donations, going well with lots of donations from previous businesses. Erika has been helping out with collecting goods. Some more big-ticket items would be great. Jody said she'd be happy to donate the Akaroa bach again (thank you). Will request Principal For A Day again. Brainstorming around 'Get 10 Dads for a Day' to do your gardening or something similar. Emma will organise the football one again. Thanks to everyone for their hard work around this already.

Action: Tom and Jody will look into layout and possible numbers in consultation with hosts.

Action: Clare to apply for liquor license.

3. **Incorporated Society Re-registration:** Complete, re-registered as St Martins School PTA Incorporated under the new 2023 Incorporated Societies Act.
4. **Brew Academy Karma Keg:** Alison has been in touch with this new option for a karma keg, easy money, date options provided, Saturday September 14th confirmed. Steve Anngow is going to look after Moon Under Water Karma Keg later in the year.

Treasurers Report:

- \$4000 GTT funding paid to school
- Paid for library tower, still money owing from that fundraiser
- Paid for fundraising website
- Extra \$50 into float at the office
- Closing balance \$33,955
- Joce in the process of preparing end of financial year report to be presented at AGM.

Sum of Amount Category	Activity	Type Income	Expense	Grand Total
Donation	BTS BBQ	\$414	-\$1,114	-\$700
	Library		-\$1,132	-\$1,132
	GTT 2024		-\$4,000	-\$4,000
Donation Total		\$414	-\$6,245	-\$5,831
Fundraising Activity	Cookbook Sale	\$40		\$40
	Iceblock Sale	\$453	-\$304	\$149
	Uniform Sale	\$2,347		\$2,347
Fundraising Activity Total		\$2,840	-\$304	\$2,536
Operating Expense	Fundraising Website		-\$273	-\$273
Operating Expense Total			-\$273	-\$273
Other	Interest	\$217		\$217
Other Total		\$217		\$217
Grand Total		\$3,471	-\$6,822	-\$3,351

Agenda Items:

1. **Back To School BBQ Debrief:** Successful event on lovely evening with a big crowd.
 - Changes for next year:
 - need two people for each bouncy castle, clear instructions on responsibilities and crowd management
 - will section off entrance to junior castle and have a time limit in/out system
 - senior castle, obstacle course option good but needs firm marshalling
 - bubble machine a bit lame but popular, a few fingers poking but no injuries
 - tape the bouncy castle power supply on position and put "don't not touch" signage
 - more coins required in drinks float
 - some discussion around if we could get the bouncy castles for cheaper but the agreement was not worth it as all the work is done for us, they are very large and bulky to handle

- sausage sizzle, more sauce/mustard/bread, 520 sausages was good number, only one bag of GF required
- the student council did an amazing job, our thanks has been passed onto Mr Patemen
- high-vis vests for volunteers
- a few knocked head injuries, first-aid and ice were available at the BBQ / drinks area with signage, teachers are first aiders, they are aware of this
- good to have Whanau Group involved, friend bread very popular, provided free
- vendors did well, enjoyed being there, 5% of profit paid back, total \$180.

Thanks to everyone that was able to help out, much appreciated.

2. **Ice Block Friday Fundraiser Debrief:** Cracking success, sold out of the 380 we had, 500 / 600 next time with three or four points of sale. Need to be mindful of storing frozen product prior, our freezer was full with what we sold. We won't do a second sale this term, aim for two in Term 4. Thanks to Clare for bring it together.
3. **Easter Raffle Update:** Five hampers look great, good donations, topped up a small amount, money going to 'everything play-based'. Sales on now in office and via email and at school pick-up sales Thursday – Wednesday. Thanks to everyone that has helped out with this.
4. **Rogaine Planning Update:** Confirmed date Friday May 17th (postponement date May 24th). Sarah Prince co-ordinating with local orienteering group to get electronic tags and the maps to plot out the course, next step planning the controlled sites. Alan from Port Hills Trust Park has offered Mt Vernon Park site, thereby allowing us to bypass council consent. Diana Johnston has been roped in to do the Health & Safety plan. First event just as a school event, small entry fee, want to make this as accessible as possible. Will be a 'start in the daytime finish at night' event. Food and drinks offered at end, possibly burgers, this will be the main fundraising part. Need to develop a plan to do lots of promotion, possibly lunchtimes and assembly presentation.
5. **Working Bee:** Sunday 24th March 9am. Eight families confirmed attendance, most just turn up. William Pike opportunity, has been circulated to students.
6. **Product Sale Term 2:** Alison presented two tea towel designs from school parent who has business, Strawberry Hill, boutique tea towels, with custom St Martins design. Unit cost is \$8 / tea towel. Retail for around \$18-\$20. 4-6 week lead time. Everyone agreed the quality and designs look great. Agreed to proceed with both designs. Pre-order via website.

Repeat Pasta Vera another possibility as well, seemed to be a popular option. To discuss with Elizabeth. Garden tour suggested, no one felt worthy of a tour.

7. **Colour Run Options Term 4:** There are a number of ways to run a colour run, a number of fundraising companies have been in touch and provided information, also option to run in-house. Emma looking for volunteer to investigate options and report back. Joce offered to complete assessment.

8. **AGM:** Next meeting is AGM in May. Aimee has always done drinks and catering, looking for new volunteer, Charlotte has offered to do this. Ruth Richardson will come to AGM to give a presentation on playground and provide information around funding required.

Other Business

1. **Uniform Sale:** Elizabeth has decided on Friday 3rd May, school hall alongside Before School Programme. Set up 8am, sale 8.30-9am, then pack down. Request for two more regular helpers to join the team, Natalie, Jody and Sophia offered to become regular helpers.
2. **Lighting Options:** Clare offered suggestions of lighting for hall. Detailed pricing and suggestions to follow via email.
3. **Calendar Art:** Charlotte requested help with the distribution of the calendar art this year, multiple volunteers. Emma suggested ordering some cards for the PTA to use as Thank You cards, all in agreement.

Meeting closed: 8.34pm

Next Meeting: AGM, Monday 6th May, School Hall, 7.30pm