

St Martins School PTA Meeting Minutes

Monday 12th February 2024, St Martins Staff Room , 7.30pm



Welcome:

Emma opened the meeting, welcomed all in attendance and special mention of all the new members present. 33 people registered their interest in joining the PTA this year, with around 12 confirming via email. The PTA warmly welcomes the new members and looks forward to their contribution to the PTA. Emma will send new members their welcome information within the next 10 days.

Dan Inns has decided to leave the PTA but will remain on the touch organising team, we thank Dan for carrying on with this, and for his contribution to the PTA over the last year.

Committee Present:

Emma Riley (Chairperson), Joce Levett (Treasurer), Leanne Parnham (Staff Representative), Robin Wilson (Secretary), Charlotte Bates (Staff Representative), Jody Divett, Isaac Devine, Alison Poulter, Clare Mackintosh, Roberta Carpenter, Elizabeth Royds-Jones, Stephen McPaikie, and Isaac Devine. New members Dylan Walls, Richard Steven, Emily Devine, Natalie Connor, Sarah Kitto, and Lizzy Dixon (online).

Guests: N/A

Apologies: Suze Roberts, Erika Hampton, Tom Norman, Janine Van Dam, Carla Beckingsale, Steve Angow, Kate John, Paul Edensor, Sophia Dawn, Natalia Serkalev.

Correspondence:

1. The secretary has had an email from Susie Keenan regarding the Tuna Taonga Action Group, which will be discussed under the Actions of previous minutes.

Previous Minutes (27/11/23):

No corrections or amendments were made to the minutes.

Actions of previous minutes:

1. Tuna Taonga Action Group – The Secretary contacted Susie Kennan and offered up to \$1000 for the mural work the group is doing. Susie Keenan thanked the PTA for this. She has now received two quotes, from Sign Tech and Fulton Hogan, but they are still looking into these with no decision made. Susie has approached the Ōpāwaho Heathcote River Network, and they have confirmed they will top up any remaining costs to help get the interpretation panel completed.
The hold-up is they need a graphic designer who can take the group's art and lay it on the interpretation panel. This is a separate cost. Susie asked if the PTA had any contacts who were graphic designers – Sarah Kitto and her husband own a graphic design company, so she will contact Susie.

2. Clare had extended to members at the end of 2023 that she would like to hand over the website, Alison and Isaac have offered to take this over. No formal meeting for handover has happened as it has been holidays, also asked the PTA to consider upgrading the website to the next tier for more capabilities, Emma commented it may be worth looking at several options for quotes, as plenty of hosting websites offer competitive rates and deals. Clare will also update the email address on the website before the handover.

Action: Handover to be completed before next meeting.

Action: Generic donation page to replace the Cookie Time that is still up before next meeting.

3. Jody has contacts for Bingo night hosts, two Drag Queens, Emma checked if this was still an option. Jody confirmed it is, and will check with them about availability and cost and report back to the PTA.

Action: Costing and potential dates for next meeting.

Treasurer's Report:

Summary:

Joce followed up from last year commenting we had a strong year fundraising, and the PTA was in a good financial position. The PTA made over \$38,000 last year and paid over \$33,000 to the school, which is a significant contribution.

The Uniform Sale this year has been the most successful one yet, making a profit of \$2322.

Given the PTA is in a strong position, Joce would like members to think about a plan/budget and if there is something such as the new playground that the PTA would look to support.

Staff Representatives Leanne and Charlotte were asked if they were aware of any foreseeable costs the PTA could help with, and they will consider this and discuss it with the staff. Charlotte has been hoping to purchase some storage and dress-up things, and a light table (like an overhead projector) to provide a creative space for the junior children. Charlotte will investigate costs and products and update the PTA when quotes are available.

Action: Provide to Chairperson prior to next meeting.

Joce also spoke to new members about the ongoing payments each year the PTA provides to the school, such as supporting Garden to Table.

Income 2024:

Interest: \$142

Uniform Sale: \$2322

Account balances:

00 \$2,554.79

50 \$25,281.99

51 \$7,846.98

Total \$35,683.76

Agenda

Uniform Sale Debrief:

Elizabeth advised it all went well, nothing was done differently this year, but it made a huge profit of \$2322. Elizabeth and Emma (and children) had met before the sale and sorted through the stock, which made the actual sale day easier to set up. There was a strong interest from the community and the first half an hour was very busy with only Michelle and Elizabeth there, so in the future Elizabeth recommended especially for the first uniform sale, more than two people are needed. Families in need were recognised and the stock was given to them as needed at heavily discounted prices. Uniform sales seem to be gaining more community awareness and donations are steady, stocks are depleted after such a big sale so although donations are starting to come.

Dylan asked about families in need, he works in the community and has links to various whanau support groups and organisations. Dylan to discuss details with Leanne outside of the PTA meeting.

Sarah offered to sew and fix uniforms as the uniform group needed.

Size 6 and size 8 dresses are always needed, and jackets that are in good condition.

For future uniform sales Elizabeth would like more in the float – Joce confirmed this can be arranged.

End of Year Thank You Evening Debrief:

It was a lovely evening; all reported the food was good amount and there was a good turnout. Overall, the PTA was happy with the event. The cost of running the evening was reduced by half, and the total cost was \$405.

The only thing noted for improvement was PTA members felt there was not enough bar staff to serve drinks. Thank you to those involved with organising.

Back to School BBQ:

Emma spoke about the planning for this evening. Will run from 4.30 – 7.30 pm.

Junior and senior bouncy castles are ordered, and a bubble machine has been hired for this year. Real Fruit Ice-Cream and Curly Potato trucks will come. 5% profit back to PTA acknowledged by vendors.

Whanau Group will be making or bringing Fried Bread and will oversee the bubble machine.

Student Council is organising games and music.

Roberta is organising the sausage sizzle, having to purchase this year, 520 from Mad Butcher ordered, picking up on Friday. Will also purchase 40 gluten-free Hella's sausages. Will use separate BBQ (or cook first and keep warm).

Joce is organising drinks, some drinks sold will be leftovers from last year's events. (Note - The PTA is moving away from high-sugar drinks).

Homework Club has been notified we need to use hall toilets.

Sign-Up Genius has been circulated via FB and Hero, slow sign up to date, PTA members are encouraged to help where they can, please sign up where you can. Leanne noted teachers are helping over the evening so they can sign up for roles – Leanne will follow up with staff.

The Board has previously given \$500 to the Back to School BBQ, Joce will follow up with Dan if the Board can assist this year.

The weather is looking good for Friday. One postponement date should that be required.

Meeting Schedule:

Dates as circulated at last meeting confirmed. May need to relocate to the hall with number of new members so please ensure you send apologies to Robin for all meetings:

secretary@stmartinsschoolpta.org.nz or WhatsApp group on the night.

Emma will circulate meeting schedule as part of new member information.

Term 1 Plan:

Back to School BBQ: Underway

Uniform Sale: Done, was a great success.

Friendship Lists: School now driving this through use of Hero database.

Ice Blocks / Ice Creams: Clare is still happy to organise, plan for 1st March, Friday after school, set up from 2.30pm. Jody, Leanne, and Roberta offered to help. Ensure a warm day to justify selling. Clare will purchase a range of simple ice blocks. Can be cash or online transfer. Difficult to judge how many are needed, currently 480 children on the school roll but parents and siblings may want ice blocks as well. Clare asked for chilly bins to help with the sale if PTA members have them at home. Emma noted there are ice blocks in the PTA Freezer from the Principal Day last year, Leanne confirmed the PTA can sell these. Mindful about wording when prompting around the school healthy food choices guideline.

Raffle: The Easter raffle last year made around \$1800. The PTA agreed this would be a worthwhile fundraiser and could be run again this year. Alison has lists on file to contact and ask if they are willing to donate towards the raffle. Will look at what PTA members can donate from home first before using auction night options, save these businesses where possible. Any items for donation, email info@stmartinsschoolpta.org.nz, things that are up for re-gifting much appreciated please.

Otherwise, Joce also noted the PTA can purchase some products for the raffle prizes as well.

Tentative dates for tickets to be sold on at least Thursday 21st, Friday 22nd, Monday 25th, and Tuesday 26th March.

Rogaine Event: Joce reported that Di Johnson and Sara Prince are assisting in organising a Community Rogaine event. Planning for this to be held around the end of Term 1 likely on a Friday evening.

There will be a sausage sizzle and a small course for the young children. The older kids will be heading up into the hills through the gorge. It will be a family event, small entry fee but ultimately a community event. Joce and Tom taking the lead on this event.

Bingo Night: Aiming to plan a Bingo night in Term 2, possibly at the end of June on a Saturday night, bad Christmas jumpers, mulled wine type evening. Jody to check the availability of the Drag queen girls, and check their price for hosting the event. Joce discussed the fundraiser held online at another Bingo evening, which was a successful silent auction. It looked well done, and professional and was hosted on a community-based website.

The evening could have a specific fundraising goal – the PTA agreed this could be for the extension of the playground.

Alison commented on two potential product fundraisers; tea towel fundraiser previously discussed and also Jolly socks, come from Australia, order a box and then sell individually.

Working Bee

Adrian is currently on leave so no discussions yet on when a working bee is planned, but the school is looking to hold a working bee. No further details yet.

Playground Update

Jody noted since the Playground committee had put up the poster of the plans, they had not had any feedback or donations. The poster has not been advertised and there was no notice in the school newsletter regarding the playground. Some PTA members commented as parents with older children they do not go into the school grounds frequently.

No funding applications have been done, and no quotes or estimates yet either, although Jody noted previous playgrounds similar have been around \$150,000.

Jody reports the plans are still in the initial phase and it is still very flexible. Ruth, who is in a lead role in the playground group was going to attend the PTA meeting but unfortunately was unable to attend. A PTA member commented that Thorrington has a nice playground which was completed in 2021, and another member found after the meeting concluded this had cost Thorrington School \$125,000.

Incorporated Society

Emma reported she had hoped to have finished the process of the PTA re-registering as an Incorporated Society, however, it remains a work-in-progress still as a Real-Me account and Companies Office user account are required. 4 - 5 week turnaround for these.

Emma will keep the PTA updated. We have until April.

PTA Guidelines

PTA members are encouraged to complete a succinct overview of fundraisers they have run. This allows information to be passed on and can be a guide for members if they volunteer to organise or lead a fundraiser, for example – numbers of people who are contacts, tips that work well, or things to be aware of. Please provide to Emma for completion of the Guidelines this term.

Passive Fundraising

Emma noted passive fundraising such as Precious Labels and Entertainment Book are valuable to the PTA, they provide almost no admin, and the funds can add up to be significant over time.

Emma has begun the process with Muddy Good Run, 10% return on all registrations.

Members were encouraged to come forward with suggestions if they were aware of any passive fundraisers and events.

Stephen commented volunteering at the Weetbix triathlon could be an option.

Joce commented monthly or yearly donations could be offered, for those who would like to donate in that way. There could be a link set up on the fundraising website.

Brew Academy is doing karma kegs now – PTA agreed we could run two of these per year.

Action: Alison will investigate dates.

The meeting concluded at 8.45 pm.

Next Meeting: Monday 18th March, Staffroom, 7.30 pm.