

St Martins School PTA AGM Meeting Minutes

Monday 6th May 2024, St Martins School Hall



Welcome:

Emma opened the meeting and welcomed all in attendance, acknowledgement of Dan Levett in attendance as Presiding Board Member.

Committee Present:

Emma Riley (Chairperson), Joce Levett (Treasurer), Robin Wilson (Secretary), Charlotte Bates (Staff Representative), Dan Levett (Board), Jody Divett, Isaac Devine, Alison Poulter, Clare MacKintosh, Roberta Carpenter, Elizabeth Royds-Jones, Stephen McPaikie, Isaac Devine, Dylan Walls, Richard Steven, Natalie Connor, Sarah Kitto, Steve Anngow, Janine Van Dam, Erika Hampton, Tom Norman.

Guests: Dan Levett

Apologies: Kate Jones, Emily Devine, Andrew Moaut (Principal), Leanne Parnham (Staff Representative), Carla Beckingsale, Louise Knewstubb, Alexis Barakat (Whanau Group).

Holly Wyndham and Sophia Pratt-Miller extended their wish to leave the PTA.

Correspondence:

1. The secretary has had an email from Susie Keenan regarding the Tuna Taonga Action Group, which Robin outlined. Initially, the group was working towards a mural, with artwork they created to educate the community. It has been proving difficult to find a space. They are now in consultation with the Christchurch City Council to use the groups artwork on an interpretation panel erected by the river near Hansen Park. Susie has been connecting with Matt and Sarah (Graphic designers and PTA member) who have been very helpful while they work through the process with the Council.
They are still waiting for a final design, and costing, so at this stage the funds offered by the PTA are not required yet. Susie will email with progress updates and keep the PTA informed.

Previous AGM Minutes (8/05/23): Emma summarised the 2023 AGM minutes, reflecting on Jamie's resignation in February as Chairperson and giving his final address. Voting in of the Officers and committee occurred. There were 11 changes made to the PTA constitution following a major review to update to the new legislation of the 2022 Incorporated Societies Act. Name change process was discussed. We reviewed the fundraisers and events underway.

No corrections or amendments were made to the minutes, moved, seconded by Roberta and accepted.

Treasurer's Report:

2023 Summary:

2023 saw the last of the hall refurbishment payments made. The committee requested a list from the school teaching staff for resources they would like considered for funding by the PTA. This was reviewed by Andrew, Leanne and Alice to ensure their requests were evenly split across age groups throughout the school. The committee voted to accept all requests on the list, and again later in 2023 another list of requests for resources was funded by the PTA.

Donations paid to school and 2023 totalled \$32,373. Comparatively, in 2022 the PTA paid \$6,158 in donations to the school. The PTA has contributed to 19 different projects/requests through the year, detailed in the Account Summary 2023. We have been able to fund the school through 17 different fundraising channels. The quiz night and touch rugby competition remain our most profitable fundraising activities. Income and expenses per activity are shown in the emailed Treasurer summary. Other income comes from interest (\$514), donations to the PTA, and the sale of pie warmer (\$390).

Operating expenses for 2023 are \$2,428 which includes website costs, end-of-year thank you evening, working bee costs, and funding Diane's leaving morning tea.

Overall, the year closed with \$4149 less than we made, however, we were in a strong position from 2022 fundraising and donations.

2023 began with \$38,053 across all accounts and closed with \$33,904.

There are no outstanding amounts owing to 2023 financial year.

The addition of the fundraising website has been a good move forward and funds taken through the site can be seen on the Treasurer's report emailed to members. The website costs \$272 to run per year and we pay a 3.5% commission on orders taken through this site, but the website gives the PTA a better way to source funding from a wider group outside of the immediate school community easily e.g. grandparents donating to the library fundraiser.

Special mention to Kurt Straker who very kindly reviews the accounts before they are submitted to the Charities Commission. Submitting the financial statements ensures that the PTA keeps our charitable status.

There has also been a term deposit of \$20,000 set up to increase interest on the money the PTA holds.

Jocelyn moved the report be accepted, seconded by Roberta, and accepted.

Chairperson Report

Emma thanked all the PTA members for attending tonight's meeting and noted the PTA is in a strong position. It has been great to welcome so many new members this year and alongside the administrative changes, Emma indicated she feels we are now set up well for the future and members can come and be well informed and go without risking losing continuity and institutional knowledge with the new systems in place. Emma noted the Chairperson's Report has been emailed out to members. A summary for minutes included below.

The chairperson's report included a reflection on the changes which happened in 2023. We saw the resignation of Jamie Billings as chairperson following a term of nearly five years. The committee after 10 years of being called the S'Mart Community voted to change the name back to the St Martin's PTA, and there has been significant work around this including changing the name on emails, banking and websites. Thank you to everyone who has been involved. The fundraising website has been established, a significant change from how this was historically done and it has proved to be a great asset, working well for the new initiative with a very successful give-a-little style type library fundraiser. The touch rugby competition is now under the umbrella of the PTA, with a very successful competition held, with 43 teams participating from six different schools.

New members are being provided with a welcome pack along with the PTA developing a Google Drive repository for various guidelines and documents that are developed. The poster boards have been installed outside the school for notices and contact information. There have been a wide range of fundraising activities, with a focus on product and community events we have had different fundraisers from the karma key to the product sales of bulbs and pasta and a sold-out MOVE-X evening. The PTA have brought back raffles which have proved very popular, and held a well-supported family portrait session.

In addition, Emma brought along the 1963 PTA minutes book found in the PTA storeroom which was circulated around members to read. In 1963, the PTA was holding four meetings a year and had £20 in the bank (around \$400). It has been interesting looking through the documents with some similar themes noted and some very different roles compared to nowadays. Emma reflected those that have been before us on the PTA used to organise a wide range of events from defensive driving courses and school fireworks evenings. They had the responsibility for school lost property and for organising parents to make classroom curtains. Previous PTAs have funded buttonholes for the Yr 8 leavers, organised teams to check school tents prior to camp and had a Mother's Club for NE mums. Interestingly, the PTA organised family planning nights for Form 1&2 children. There were some heated minutes about parent parking around school with all sorts of suggestions to address the issues. Similar fundraising themes throughout the years with mention of playgrounds, sandpit toys, library books and football goals and similar fundraisers with ice skating undertaken as a fundraising activity over 30 years ago and film evenings. In another 60 years I wonder how our bank balance will stack up and what the topics of PTA meetings will be.

Emma thanked all that have contributed over the last year. Thanked Joce and Robin for their hard work, for keeping it real and adding humour when needed. Expressed it has been a pleasure to be involved and sincerely thanked everyone for their volunteer time.

There was some general discussion and reflection. Chairperson Report was moved, seconded by Janine and accepted.

Senior Leadership Team Address

Charlotte spoke on behalf of the senior leadership team for the school. Charlotte thanked the PTA for contributing over \$30,000 to the school in the last year and thanked Emma for running the PTA. She noted parents on the PTA voluntarily put time and effort into fundraising and making the PTA work, all so that money can be given back to the children of the school.

Board Address

Dan Levett extended a thank you to the PTA on behalf of the Board. Dan noted the money raised helps provide things that are needed by the children of the school, and the PTA provides much-needed resources to our community and children.

Committee Election

Emma advised in accordance with section 6C of the PTA constitution, that the entire committee will be dissolved, and nominations will be called for. Should there be more than one nomination, we will have a written vote.

Emma dissolved the PTA committee and called for nominations:

Emma was re-elected as Chairperson. All voted in favour unanimously.

Jocelyn was re-elected as Treasurer. All voted in favour unanimously.

Robin was re-elected as secretary. All voted in favour unanimously.

Committee re-elected:

Isaac Devine, Alison Poulter, Clare Mackintosh, Roberta Carpenter, Elizabeth Royds-Jones, Stephen McPaiké, Dylan Walls, Richard Steven, Natalie Connor, Sarah Kitto, Steve Anngow, Janine Van Dam, Erika Hampton, Tom Norman, Kate Jones, Emily Devine, Jody Divett, Louise Knewstubb and Carla Beckingsale.

Members who were not in attendance nor completed the google form who are seeking re-election, can email Emma to reinstate committee membership.

Constitution

Emma proposed one change to the constitution.

Clause: If someone does not attend three meetings consecutively, they can be removed from the PTA.

Emma would like this clause to be removed as we would not remove a member for this reason. All PTA members voted in favour of this.

The constitution will be updated accordingly.

Agenda

Playground Update:

Ruth from the playground committee was invited to speak at the AGM tonight, however, she has sent Emma an e-mail to update members:

“We received a wide range of feedback from the community. All of this was shared with the playground committee and discussed in detail with the playground designer. The overarching theme was a strong desire to have an interactive space which features equipment which facilitates group play. A playground which meets different sensory needs, is physically challenging and encourages exploration. The playground committee is committed to using natural resources and materials where possible. The collective feedback from tamariki, kaiako and school whānau will shape the overall look and feel of the play space. Moving forward, the Whānau Group will be involved in the process as the school's cultural narrative will be interwoven into the design details. Last week the BoT gave approval for Mark Huxtable to draw up the final detailed design. This is an exciting step in the process as once that is completed we can gather quotes from contractors and begin the budgeting process. Hopefully things progress swiftly from here on”.

Ruth had also advised there was a significant amount of feedback about the focus being on playground equipment and not on planting as the original plan indicated.

Jody spoke from the playground committee. Progress has been slow. There were lots of different ideas back from the consultation process. No community members have come forward offering to help with the playground being created. The feedback has been wide with an overarching theme of facilitated group play and natural surroundings. The whanau group will be involved, and Mark Huxtable (parent of a child in the school) is involved in designing the playground.

Jody commented previously there had been talk off creating the playground in stages. However, the group is now looking at creating the playground all at the same time if possible.

Emma noted for now the PTA will continue to fundraise for the new playground. There is no estimate on cost currently.

Guidelines

Emma presented the first draft of the updated PTA guidelines as circulated that day. These will be used as a living document once finalized. History section (Appendix A) needs a lot of work. Roles are straight from the Constitution but will need to be refined to reflect current practice. Emma thanked Tom for all his help managing the Google Docs.

Action: Please e-mail Emma any feedback before the next meeting.

Update Current Fundraiser / Events Update:

1. Rogaine

Jocelyn updated the PTA on the Rogaine. Planning the Rogaine has taken more time than initially thought particularly around public liability insurance. In addition, it is darker earlier and as a result the rogaine planning team has decided to postpone the Rogaine until spring. A huge part of the planning is already all done so it will be ready to go and will mean less time pressure. The Rogaine team is looking forward to hosting this in the date will be confirmed later in the year.

2. Bingo Night

Bingo night is confirmed and will be held on Saturday 15th June, 7pm start.

The evening will be hosted by Drag Queens it will be in an R18 event. Claire confirmed she will be the auctioneer. The humour may be quite risqué. Claire discussed the lighting options as she is still meeting with Michael to gain quotes on possibilities for permanent lighting in the hall. Now the Rogaine has been postponed, the PTA can start to advertise the bingo night so not to overlap advertising.

Alison has received around \$6000 of donated items for the bingo evening but is always looking for more donations. Alison may put together five or six hampers or bundles for the auction on the night. Any health and beauty vouchers are always good, Alison asked PTA member to get donations as they are able.

Actions: Tom will check on numbers for the evening (current estimate is around 120 people max).

3. Tea Towels

There have been 214 tea towels sold as of today. There is a good margin on the sales, and the fundraiser continues to run for a few more weeks before an order is placed.

The PTA would like to use the image from the tea towels on PTA thank you cards.

4. Calendar Art

Charlotte updated the PTA on calendar art. The original artwork is ready to be sent. The big job is bagging up the art and getting this out to the classrooms. Charlotte is going to be away in Term 3, so asked PTA members for offers of help for this process. Sarah, Elizabeth, Jody, Emma and Natalie all offered to help. Suggestion of offering to William Pike students for community hours.

5. Uniform Sale

Elizabeth advised the uniform sale that morning went well, volunteers are now comfortable with the prices and how the sale works, and things flowed well. The sale was all set up and ready to go by the time the first customer arrived. The William Pike Challenge meant that we had older children volunteering to help on the uniform sale which was good. Parent help has meant that the sale was well organised and the clothing was kept tidy for the whole sale. Elizabeth made special mention of

parent Kirstin Young who had washed bags and bags of clothing through the school holidays so that the uniforms sold were clean and tidy.

6. Karma Keg

Brew Academy has closed so we are now unable to hold a karma keg there. Steve has booked the Moon Under Water karma keg for 23rd November.

7. Move X

With the rogaine event postponed, date now re-scheduled back to Saturday 25th May, 6pm to 8pm. The event is ready to be promoted, ticket sales via Google Form. As per last year, the disco lights will come on at 7pm. Phone numbers of parents are to be collected as this was something that was learned from the last year's event debrief, in case of injury. Yr 4 and under must have parent or caregiver over 18 remain on site at Move X. Notice ready to go out on Hero. Sarah will manage the bookings / payments.

Other Business:

Jody suggested for the next big fundraiser the PTA could consider a 'Stars in your eyes/X Factor' type evening, this was discussed, could be a fun event. PTA members suggested a Google Form to check community interest for an evening like this could be done.

Emma noted the PTA is always looking for passive fundraisers if any members have ideas or suggestions please get in touch. Suggestion to look at alternative label option to Precious Labels as their website is difficult to locate the fundraising component.

The meeting concluded at 8.42 pm.

Next Meeting: Monday 24th June, Staffroom, 7.30 pm.