

## St Martins School PTA Meeting Minutes

Monday 24<sup>th</sup> June 2024, St Martins Staff Room, 7.30pm



### Welcome:

Emma opened the meeting, welcomed all in attendance and advised Emily Devine has resigned from the PTA and hopes to re-join in the future.

### Committee Present:

Emma Riley (Chairperson), Joce Levett (Treasurer), Leanne Parnham (Staff Representative), Robin Wilson (Secretary), Charlotte Bates (Staff Representative), Isaac Devine, Alison Poulter, Clare MacKintosh, Elizabeth Royds-Jones, Isaac Devine, Steve Anngow, Dylan Walls, Richard Steven, Tom Norman, Janine Van Dam, Natalie Connor, Sarah Kitto.

**Guests:** N/A

**Apologies:** Erika Hampton, Roberta Carpenter, Jody Divett, Stephen McPaikie and Lizzie Dixon.

### Correspondence:

1. The PTA received an email from Phillip Wyndham who had attended the Bingo night, to thank the PTA for an “incredibly fun and enjoyable evening” and noted all those he has spoken to also had a great evening.

### Previous Minutes (18/03/24):

No corrections or amendments were made to the minutes from the 18/03/24, moved by Emma, seconded by Clare and accepted.

### Actions of Previous Minutes:

1. PTA Guidelines: Emma advised no feedback had been received from the guidelines circulated at the previous meeting. This is still open to PTA members who wish to provide any feedback. Emma will finalise for next meeting.
2. Calendar Art: Charlotte advised the order forms are all ready to roll out, she will wait until after the school holidays to send out to families. Orders close on 12<sup>th</sup> August, orders received 7<sup>th</sup> September at which time Charlotte will be back. Leanne offered to assist Charlotte as needed with the process in her absence.

### Treasurer's Report:

Update since previous meeting:

Increase of \$10,985 since last meeting across all accounts.

Bingo night major driver of increase raising \$10,655 dollars with \$319 of drinks left over, which Joce is looking to sell. Move X made \$1,310.

\$1,330 raised through Term 2 uniform sale and other sales via office.

Payment for tea towels has made \$1021 profit so far. All sales from now on are total profit, with approximately 106 left to sell.

Additional furniture of \$850 purchased for the library using the last of the money raised in 2023. Operating expenses for Charities Commission (\$51) and AGM costs (\$194). The \$20,000 in term deposit is due for renewal in mid-July. Joce suggested to put in another three months unless it is needed for playground funding, possibly adding to amount. All present agreed.

Term Deposit \$20,000

Account 00: \$14,568

Account 50: \$1,927

Account 51: \$8,268

Float: \$150

Interest \$357

Total Balance: \$44,913

### **Agenda Items**

#### **Uniform Sale**

Next uniform sale Monday 29<sup>th</sup> July, 8.30am. Plenty of helpers available, notices circulated, uniform donations requested. Supplies are low after the last two sales went very well. Elizabeth reminded everyone that the boxes of uniforms are labelled in PTA room.

#### **Tea Towel Fundraiser Debrief**

Alison reported sales and process have gone well, gained 12 additional free of charge to cover faults. Have approximately 106 left to sell, orders can still be placed via Google form and website. The two pick-up times worked well. Alison noted one order is still to be allocated, paid but no order received, Joce offered to look into this.

#### **Move X Debrief**

Emma reported the night was a success, sold out, 117 children attended on the night. The largest group in attendance this year was the Year 7/8 group followed by Yr 5/6. Majority of tickets sold quickly when sales started, Google form worked well. Other than a small incident at the end children played well together and it was a successful evening. Isaac suggested next year there could be a quiet/sensory type space made for those who want some quiet time. Thank you to Sarah for her help with payments and those that helped on the night.

#### **Bingo Debrief**

Joce and Clare spoke about the Bingo night, overall it was a successful evening particularly given economic times. There were 160 tickets paid for, the hall was full. Lady Bubbles was a character. The profit made was very similar to the quiz nights. We sold less alcohol than in previous years, less taken with auctions, more on ticket sales. Big clean up the next day, shout out to the children that helped. Charlotte suggested "Beats by Bingo" as a future bingo option. Emma thanked everyone for their hard work bringing it together. Leanne thanked the PTA on behalf of the school, a memorable fun night.

#### **Disco Planning**

Booked for 02/08/24, with the theme of TV/Book/Movie characters. Juniors 5.30-7pm. Seniors 7.30-9pm. No pre-ticket sales, \$5 per person on the night. Cash event. Emma requested volunteers to organise: Clare, Robin, Dylan, Isaac, Elizabeth and Janine offered to help, meeting to be held on Wednesday 3<sup>rd</sup> July, 7.30pm at Robin's to discuss plans. Emma will circulate planning document,

reiterated no caffeinated drinks are to be sold. Children will not need to sign in and out this year, and at the end they need to sit down in the hall and wait until they are collected by caregiver. Adults to be posted on all three doors throughout whole night to stop children leaving to go to Mobil. DJ James is booked. Sign up genius is sorted, Leanne will circulate to the staff first then it will go to parents/caregivers. Isaac reminded we said we'd do a sausage sizzle this year. Some PTA members commented a vomit clean-up kit could be useful to have in case a child was sick-again.

### **Lighting**

Clare has had a catch up with Michael from AC Lighting. He is happy to continue providing lighting while his children are at school. Recommending the PTA just hires lighting as needed, to buy quality will cost around \$3,000. If the lighting is set up long term there is a risk of damage, and it is not worth the cost if it is used only several times a year. Michael is also happy to hire lighting to the school for reduced rates. Given his donation it would good if he could be the preferred supplier. Clare mentioned the Wearable Arts lighting provider had to hire lights off Michael, preference to support Michael in the first instance. The PTA all agreed the lighting was great at the Bingo night, and a special mention to Michael will be made in the next school newsletter, thanking him.

### **Rogaine Event**

Joce advised the Community Rogaine event is ready to go when the PTA decides on when best to hold it. Planning for this to be held around the end of Term 3.

### **Touch Rugby**

Touch Rugby meeting was held last week with Catherine Dalley, Sara Prince, Dann Inns, Diana Johnston and Emma. Will run over seven weeks again, from the 24<sup>th</sup> October to the 12<sup>th</sup> December, no rain day option available. Essentially unchanged, the price will stay the same, the fields will be colour coded with coloured flags. Dan Inns is heading back to China to live, he is approaching a few parents to the organising group. The BBQ will need consideration closer to the time. Storage in Prince's garage still an option. There is a small shed in Waltham Park, possibility it can be stored there. Dan is going to be visiting schools to check if they are keen to enter the tournament. Hillview will be offered to be involved in being ref's, ref training will also be organised on Touch Week 0 (school week 1) – St Martins teams will be invited to run their training at Waltham Park so ref's can get some practice in. Emma is going to look into high visibility vests for volunteers to wear, Steve suggested local businesses may be happy to support by having their brand sponsoring a high vis vests, with their logo printed on.

### **Colour Run / Mini Market**

Emma advised a Colour Run is a popular option and have been successful at other schools, earning \$20k plus. Joce is investigating which method to use, run everything ourselves or through a company. Possibility of sponsored colours. Potential to be a big community event. We would need a water source, can run without but colour sticks better, more fun with and provides more options for obstacle course. Would avoid bouncy castle obstacles due to health and safety with small children. Consensus was to run in Term 1. Joce will report back at next meeting with costings around both methods to run.

Elizabeth suggested the mini market could be tables hired by families/students/teachers for \$20 and sell whatever they want, eg bric-a-brac, all profit stays with individuals. Emma advised the PTA would have baking, plants, preloved clothes and a book stall, planning is in progress. Philly and GTT team will

grow seedlings, others welcome to also. Maree from the library has books and has sourced butter vouchers for families who do baking for the PTA stall. Consensus for this to be held in Term 4 as a pre-Christmas event. Emma will gather a team and get planning underway.

#### **Notice Boards**

The corflute in the notice boards has deteriorated as they were installed without a back. Adrian will rectify this, will try to source some materials for free, he may be able to use some fiesta materials from the PTA room otherwise real estate signs. Until then, extra care is needed when taking down or putting up a notice, use cellotape.

#### **Sign-Up Genius**

Emma advised that parent Michelle who organises the sign-up genius finishes with school this year. Two volunteers will be required to take this over. Training will be provided to whoever takes over this.

#### **Wine Glass Hire**

Joce advised that the PTA now owns 138 wine glasses and 24 water glasses, these can be hired out for possibly 50c/glass and will need to be washed on return to PTA. This will go on the website. Small bond required.

#### **Movie Night**

Janine and Natalie have been keeping an eye on movies coming out that may be a good fundraiser for a movie night. There is a movie called The Fabulous Four, could look at booking at The Tannery for Term 3. General discussion, target audience is female, looks like a good option.

#### **Google Calendar**

Isaac suggested we set up a google calendar for meetings. Emma advised all meetings for the year are on the school calendar and can be saved to your own calendar from there. Meeting dates are well circulated in advance, no need for another method.

The meeting concluded at 8.45 pm.

**Next Meeting:** Monday 12<sup>th</sup> August, Staffroom, 7.30 pm.