

St Martins School PTA Meeting Minutes

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



Welcome:

Emma opened the meeting, welcomed all in attendance.

Committee Present:

Emma Riley (Chairperson), Joce Levett (Treasurer), Robin Wilson (Secretary), Isaac Devine, Alison Poulter, Clare MacKintosh, Roberta Carpenter, Richard Steven, Stephen McPaik, Andrew Mouat (Principal).

Guests: N/A

Apologies: Erika Hampton, Elizabeth Royds-Jones, Tom Norman, Janine Van Dam, Natalie Connor, Sarah Kitto, Carla Beckinsdale, Leanne Parnham, Charlotte Bates, Steve Anngow, Dylan Walls, Lizzie Dixon.

Correspondence:

A parent provided feedback to a PTA member that there was a gap between the stage and the hall wall at the disco and that was a risk for children to fall.

Previous Minutes (18/03/24):

No corrections or amendments were made to the minutes from the 24th June, moved, seconded by Alison and accepted.

Actions of previous minutes:

Emma has nearly finished updating the guidelines. Question around need to these from a member. Andrew and Emma responded, provides structure when things aren't going so well, provides detail around roles and responsibilities, obligations and historical reference in more detail than the Constitution. They are day-to-day operational guidelines.

Treasurer's Report:

Update since previous meeting:

Increase of \$5013 since last meeting across all accounts.

3-month term deposit of \$20,000 matured and made \$209.42 interest.

New term deposit of \$35,000 commenced which will mature in October.

Term 3 Uniform sale made \$920.

School disco raised \$3,250 which was similar to last year.

Movie night still has a balance to pay out.

Entertainment books sales \$70, and tea towels sales \$175.

Operating expenses: High visibility vests, now have 10, printed with 'Volunteer' on the back for \$194, and PTA thank you cards \$122.

Term Deposit \$35,000
Account 00: \$6,316
Account 50: \$155
Account 51: \$8,305
Float: \$150
Total Balance: \$49,926

Treasurers report moved, Roberta seconded, and accepted.

Emma spoke to the high vis vests, acknowledging we had minuted at the previous meeting that these could be sponsored. For the sake of \$200, Emma, Joce and Robin felt it wasn't worth the time required to organise and leaves us with a branded item that may not be in business in the years to come when the vests will last a lifetime.

Agenda

Uniform Sale

Robin reported the recent sale went smoothly, a good team involved, overall runs well.

Uniform team considering running an after-school sale – more details to follow and uniform team still to work out details but advised PTA this will likely be planned.

Emma suggested using a dymo label maker with iron on fabric tape to offer a service to people purchasing a jacket/polo fleece they can have their child's name on fleece/jacket for \$2 at time of purchase. Robin to discuss with Elizabeth to trial. Roberta advised the dymo labels don't necessarily stay on, will do some testing.

Disco Debrief

All felt overall it was a successful evening, it appeared to run smoothly. Clare spoke about the disco set up, she felt more assistance with set up was needed, was in the hall alone and extra help would have been good. The profit made was slightly more than last year, possibly due to sausage sizzle. Sausages were great, could cordon off a path to them so children can buy during the disco (not to be eaten in the hall) and be outside to have some quiet time/fresh air. Andrew suggested the second set of side doors could be used for this, and a teacher/staff member could be there to help out.

Glow products did not sell out, but these can be kept and sold later or used for an event.

Ideally consensus was that a person to oversee the event was needed, although the event did run well, this was on the google planning form as a requirement but not noticed by the team.

It was a big clean up that evening, Andrew thanked Emma and Robin for cleaning they undertook.

Collection of children went well with not using sign out sheets.

Alison asked that the DJ play songs the junior children know from school, the DJ was taking requests on the night. The gap at the back of the stage was discussed, options could be high-vis tape along the edge, parents supervise young children if worried, children can be reminded of the gap in the lead up to the disco at school, tables slotted down the back to fill the gap.

Jocelyn reminded PTA members all the children look forward to the disco and it is worth the effort.

Movie Night Debrief

Natalie and Janine were not at the meeting, debrief is deferred to next meeting. Those present felt it was well attended and good choice of movie.

Term 3 Planning

Emma advised the Term 3 plan includes ice skating and proposed we do not go ahead with this, all were in agreement. Also scheduled was a product sale, as there is a lot of community fundraising going on at the moment and that we have had a good run this year, to consider not running a product fundraiser this term. Discussion around doing pasta by some members. Agreement not to run a product fundraiser this term.

Rogaine will be held during Term 3. Joce provided an update on the rogaine event, ready to go and will be held on Friday, 13th September. Liability insurance has been gained by running the event under the PAPO group, and all the groundwork has been done for this. The hall will need booking (HomeWork Club will be booked currently). A lot of help will be required from PTA members with the event. Sign up genius will be used.

This will be a family event for our school community, with a plan to have either a sausage sizzle or burgers able to be purchased after.

Further details will follow on timings and plan.

Action: Isaac will ask his contact for a quote for sausages and burger patties for both the rogaine event and the upcoming touch tournament in Term 4.

Funding Request

Andrew requested the PTA consider funding eight Muscle Mats, which provide a comfortable soft surface for children to sit on in class. Half the school has them, they would like to provide them for all classrooms. All moved in favour.

Action: Joce to check final cost with Megan, around \$2000 expected and transfer funds.

Touch Rugby

Touch will run over the seven weeks, from the 24th October to the 12th December.

The price will stay the same at \$30 p/p but the affiliation cost per team has increased by \$3 from Touch NZ.

Fields will be colour coded to make it simpler to identify where teams are playing, new maps and Catherine Dalley sewing coloured corner flags. Dan has been replaced by Craig Brocket, also looking to bring another younger family into the group. 50 Yr 7/8 children indicated they are keen to be refs! Coaching session being organised with Touch Canterbury, inviting other schools to participate in this again.

Catherine Dally is organising a Year 3 and 4 mini tournament for Week 9 of Term 3.

Team Finder form available again this year. All information out in next two weeks.

URGENT: The BBQ needs someone to organise this year, tasks are buying bread, sauce, ice blocks, drinks, sausages and having it ready for parents to run each week. Full oversight of this is required but not necessarily cooking the sausages as this is a weekly task on sign up genius.

Please contact Emma if you can co-ordinate this.

Market

Confirmed for Sunday 10th November from 11am to 2.30pm. Hall booked. \$20 a stall. BYO table or hire for \$5. Three stalls have already been booked following blurb in the newsletter, there will be a good mix of stalls with some selling quality goods and the opportunity for students to sell bric-a-brac.

The Garden to Table team will grow seedlings for the PTA to sell along with other plants currently being grown by Joce, Marie, Alison and Emma. PTA will do baking, possibly books and children's clothing and also sell our tea towels and cookbooks. Maree has sourced butter vouchers to offer to parents providing baking.

The PTA will organise a coffee cart and provide a sausage sizzle. Emma has requested Tom draft a floor plan. Advertising to come.

Baking

Members of the Meals and Baking database are providing school with muffins to give to children who need morning tea / lunch in addition to the toasty sandwich school provides. This initiative has been well supported by this team with lots of offers to help.

Alison offered package food left at her Air B&B property.

As Andrew was at the meeting, Emma checked with him if there was any update on a breakfast club previously raised at a meeting, no update at the moment. Andrew will talk with Leanne.

Playground Update

Plans are with iwi; the playground plan is ready once endorsed by iwi. No quotes have been obtained yet so funding cannot be applied for. Likely use school and PTA funds for Stage 1 to get the playground underway.

HipHop Competition

Clare asked if the PTA can contribute financially towards the Queenstown trip for the HipHop finals, all three teams have been offered the opportunity to compete in Queenstown and this is a significant cost for some families. The PTA has not supported an individual team in the past, Andrew to discuss at school.

The meeting concluded at 8.20 pm.

Next Meeting: Monday 16th September, Staffroom, 7.30 pm.