

St Martins School PTA Meeting Minutes

Monday 24th March 2025, Staff Room, 7.30pm



Welcome: Emma welcomed Celia Hogan, to the meeting. Celia's son has joined Year 7 this year.

Committee Present:

Emma Riley (Chairperson), Joce Levett (Treasurer & Acting Secretary), Leanne Parnham (Staff Representative), Isaac Devine, Alison Poulter, Erika Hampton, Natalie Connor, Steve Anngow, Sarah Kitto, Tom Norman, Janine Van Dam, Richard Steven, Celia Hogan & Louise Knewstubb (via video link).

Guests: N/A

Apologies: Clare Mackintosh, Roberta Carpenter, Jodie Divett, Amy Jones, Stephen McPaikie, Dylan Walls & Charlotte Bates (Staff Representative).

Correspondence:

Received from Tamara Saxon 23.03.25

As Year 5-8 Literacy lead, I am hoping that the PTA may have funds to pay for 70 mini whiteboards for some of the learners that we hope to accelerate in Years 3-6. The cost for these whiteboards is \$700.

Committee Changes:

No changes since the last meeting.

Previous Minutes (10/02/25):

No corrections or amendments were made to the minutes from the 10th February, moved, seconded by Leanne and accepted.

Actions of previous minutes:

1. Playground. Andrew advised looking to start in April school holidays possibly. Thanked for fundraising efforts so far. Further communication to come once there is confirmed plan to progress.
2. Friendship lists. **Action:** Leanne will check on why there is only one parent on the list, possibility of both parents and if they have all been distributed.

Treasurer's Report:

Updates since last meeting

Decrease across all account of -\$65 since last meeting on the 06.02.25.

BTS BBQ cost -\$179 to operate. No donation received from vendors, chasing for payment.

BTS BBQ Costs lower than last year due to bouncy castle hire donation from school family.

Iceblock sale made \$171 after costs.

Entertainment Book income of \$94.

Uniform sales increased \$172 due to sales outside of organised sale

Operating expenses for domain renewal (\$42) and website annual fee (\$296).

\$34 of interest earned YTD, increase of \$16 since last meeting.

Term deposit matures 24th April.

Balances as of 22.03.25

00 - \$3925

50 - \$29

51 - \$12.714

Term Deposit - \$40,000

Float - \$200

Treasurers report moved, Emma seconded, and all accepted.

Joce asked for approval to fund Garden to Table \$4k for 2025. This was voted on and approved by the committee and payment will be made later this week.

Joce asked for approval for \$700 for Literacy funding as requested by Tamara Saxon. This was voted on and approved by the committee, Joce will communicate with to Tamara.

The only committed funds are GTT and yearbook. Playground costs are still being finalised and there is no agreed contribution from the PTA as yet.

Janine suggested we purchase a small Webber style BBQ to take to events like the City to Surf. Emma suggested we approach parents in the first instance if only a small BBQ is required, as school already has two BBQ's. Janine to ask Briana if we can sell or provide sausages for students who have completed the City to Surf next year. There are other food vendors selling food so we may need a permit to hold sausage sizzle but could be a good fundraiser as there are thousands of people at the event.

Action: Janine to discuss possibility of sausage sizzle next year with Briana.

Celia asked about swimming sports caps, possibility of funding, as she thought these had been used in zone competitions before but not this year and other schools were wearing.

Action: Leanne to check on this.

Agenda

Ice block Friday Debrief

Emma has drafted a checklist for future ice block sales to ensure everything is covered. Sale was successful however quite a lot of stock left over, in PTA freezer. Suggestion to sell all remaining stock on the last day of Term 1 (Friday 11th April). Isaac suggested keeping some aside, freebies for road patrol. Also suggested people participating in the working bee on 5th April be given an ice block.

Action: Emma to add road patrol to checklist.

Back To School BBQ Debrief

Overall good success. Bouncy castles were well run and more organised than last year with the additional helpers. Agreed no need for teacher to be present at bouncy castle throughout with more helpers. Timing worked well with junior bouncy castle. Drinks stall made good profit and almost covered the cost of the free sausage sizzle. Arrange Police vans for next year if possible as these were a great addition to the event last year. Bring back Jump Jam if possible, great for the juniors. Monitor senior kids on the microphones at the end of the event, there were some inappropriate comments this year.

Facebook Administrator

Alison is current administrator, looking for a replacement for Elizabeth as back up administrator. Tom asked to be removed from FB administrator role. Sarah Kitto has offered to take this up. Thank you.

Check Your Bits – Fundraiser

A school parent who had breast cancer at 33 years old, whilst pregnant, has co-founded a new brand called Check Your Bits, with her partner. They host information sessions, about one hour long, about breast cancer awareness and has approached Emma about holding an educational fundraiser event at school. They would take some of the door sales and PTA would run and host the event. The committee is keen to run this and would provide refreshments as part of the entry cost. Would look to keep price low to encourage participation. Looking at holding this event in either Term 2 / Term 3.

Action: Emma to discuss further with parent.

Cookie Dough – Croissant Fundraiser

Great response so far, circa \$4k of sales made to date, two weeks to run. Logistics of moving big quantities of frozen goods were discussed, Natalie to check with supplier and make a plan for distribution and storage if not collected on the day. Joce has offered use of her van to collect if necessary. X

Working Bee

Booked for Saturday 5th April, 10am – 12.30. Postponement Sunday 6th April.

Job sheet been set up in office – Andrew, Adrian & Philly adding to the list of requested jobs, aiming for more than just gardening. More information will be provided closer to the time.

Light lunch will be provided and funded by the PTA.

Raffle Update

Alison coordinating prizes and is requesting for raffle & quiz night donations requested so donators can choose to donate to one or both events. Erika collecting prize and Steve Anngow providing great prizes so far. Minimum prize value \$50 although aiming for more. Every prize to include tea towel and cookbook.

Emma confirmed that we cannot sell tickets online as licence is required for this but can promote the raffle online & via our Facebook page. Details of process for ticket sales likely to be Thursday & Friday gate sales throughout May. Outside of this PTA can supply tickets via the info email address. There will be no ticket sales at office so children can't purchase them and they don't have to handle cash, instead a sheet to write details will be supplied and PTA will contact those people. Families can buy a book of 10 and on sell single tickets. Maree Molloy (school parent) who works for Spectrum Print has provided us a good deal on printing tickets. Focus on big sales month in May.

Rogaine

Joce updated the committee on School Rogaine plans so far. Organising team from last year have committed to hold another event and PAPO have very kindly offered to support with their gear and H&S insurance. Date booked for Friday 22nd August with postponement the following Friday (29th August). The course will likely be in the same area as last year but with different collection points, Matt Scott and Sara Price will design the course. Clare MacKintosh will coordinate loaded hotdogs for sale at the event. Pricing and how wide to offer out to community still to be confirmed, Joce and Tom to work on these details.

AGM

Booked for Monday 12th May, 7pm drinks and nibbles, meeting 7.30pm, school hall. Emma confirmed

that as per last year the committee will be disbanded and members rejoin to reform committee. Emma will circulate the google form again to either confirm re-election or not. Those in final year welcome to remain on committee until end of the year.

Charlotte and Leanne will arrange drinks and nibbles.

Guest speaker possibility, if anyone has any suggestions please reach out to Emma.

Reminder that we are looking to elect a new Secretary at the AGM, please get in touch with Emma with any questions about the requirements of this officer position on the committee.

Term 2 Activities

Quiz Night: Tom to work on dates for Quiz night. August 26th is the Extravaganza so need to ensure these don't clash. Late July / early August suggested.

Uniform Sale: Sarah Kitto taking on for Term 2, will look at dates. Elizabeth Royds has documented the selling process.

Move X: Looking to hold in May if possible. Emma will ask Dylan to coordinate this event. Emma suggested Sign Up Genius for selling tickets to the event as it allows a maximum number of ticket sales, still required to pay into PTA account. Has sold out for the last two years.

(This is now confirmed for Saturday 31st May, new maximum number of participants is 150, up from 120).

Movie Night: Janine and Natalie have offered to organise another movie night, either Term 2 or Term 3 depending on what is on. This isn't expected to be a big fundraiser but is a good social event. Consensus is a chick flick movie. Possibility of bringing back a family movie fundraiser in future.

Other Business

Tom raised the website domain. Currently an ex-school parent Connor Boyd arranges and hosts the PTA domain name, conscious that we need to maintain relationship as Tom is the main contact and is nearing the end of his time as a school parent. Sarah Kitto checking with her husband, Matt on hosting domain as he may be able to do this.

Action: Sarah checking about domain hosting.

The meeting concluded at 8.40.

Next Meeting: AGM, Monday 12th May, refreshments 7pm, meeting 7.30pm.