

# St Martins School PTA AGM Meeting Minutes

Monday 12th May 2025, St Martins School Hall



## Welcome:

Emma opened the meeting at 7.30pm and welcomed all in attendance to the 2025 PTA AGM, acknowledgement of Dan Levett in attendance as Presiding Board Member & Alexis Barakat from the Whanau Group.

## Committee Present:

Emma Riley (Chairperson), Joce Levett (Treasurer & Acting Secretary), Charlotte Bates (Staff Representative), Leanne Parnham (Staff Representative) Isaac Devine, Alison Poulter, Clare Mackintosh, Dylan Walls, Richard Steven, Natalie Connor, Sarah Kitto, Steve Anngow, Janine Van Dam, Erika Hampton, Tom Norman, Amy Jones & Louise Knewstubb (video link).

**Guests:** Dan Levett (Board of Trustees) & Alexis Barakat (Whanau Group).

**Apologies:** Roberta Carpenter

Stephen McPaike, Elizabeth Royds and Jodie Divett have opted not to rejoin the PTA.

**Correspondence:** No correspondence received.

## Acceptance Previous AGM Minutes:

Emma summarised the 2024 AGM minutes on 06/05/24. No corrections or amendments were made to the minutes. Emma moved that the minutes were accepted, and it was seconded by Charlotte and accepted unanimously by the committee.

## Actions Previous AGM Minutes:

SMS PTA Guidelines: No further feedback was received on the PTA Guidelines, now complete.

Thank You Cards: Developed using the school entrance image from the tea towels, anyone is welcome to use as appropriate.

## 2024 Financial Report:

Joce summarised the 2024 Financial Report which is prepared and reviewed by an independent chartered accountant prior to being submitted to the Charities Commission. This is a requirement of being a registered charity in New Zealand, the St Martins School PTA is a Tier 4 charity. As per last year Kurt Straker has kindly reviewed and approved the accounts. Joce acknowledged the PTA's gratitude to Kurt for volunteering his time and expertise.

2024 was a year of building funds in preparation for the junior playground which is planned for 2025.

**Summary of 2024 Finances:**

\$13,566 donated to a variety of causes, including \$4000 to Garden to table, \$5000 to structured literacy programme & \$1981 to the school library. Fundraising activities made \$58,607 and cost \$23,194 to run. \$1106 was made in interest throughout the year & the operating expenses totalled \$1610.

Balance as of 31.12.24 is as follows:

00 Account	\$2,488
50 Account	\$29
51 Account	\$12,680
Term Deposit	\$40,000
Float	\$50
<b>Total of all accounts</b>	<b>\$55,247</b>

**2025 YTD Financial Report:**

Year to date (08.05.25) we have donated \$5807 to school activities, raised \$9110 through fundraising activities which have cost \$558 to run, noting that the costs for Move X fundraiser are yet to be paid out. \$1108 has been made in interest and operating expenses are \$575. \$40,000 term deposit has matured mid-April. Once there is more information on likely timing of funds for the playground Joce will recommend putting into another term deposit or leaving funds available in the accounts.

Updates since the previous meeting on 24.03.25.

Increase of \$1103 since last meeting

Donations paid out for GTT 2025 \$4k, 30% yearbook deposit \$380 & Literacy Programme Whiteboards \$716

Working Bee Morning tea \$188

Expenses for Quiz Night decorations \$20, market day prices \$84 and AGM Expenses \$192.

\$2456 raised through Cookie Dough & Croissant sales

Income from Uniform Sales \$1948

Move X ticket sales at \$1160 so far, costs due week after event

Donation of \$45 from Spring Potato from BTS BBQ trade

\$40k in 6-month Term deposit matured 24th April making \$1047 in interest, another \$27 interest from other accounts.

**Balances of Accounts as of 08.05.25**

<b>00 Account</b>	<b>\$8,290</b>
<b>50 Account</b>	<b>\$41,085</b>
<b>51 Account</b>	<b>\$8,901</b>
<b>Term Deposit</b>	<b>\$0</b>
<b>Float</b>	<b>\$200</b>
<b>Total of all accounts</b>	<b>\$58,475</b>

Joce requested approval from the committee to fund staff jackets of \$1325.38. This was approved and carried by the committee.

Joce also mentioned that this will likely be her last year of being the treasurer as her youngest daughter will finish at school next year. In the interests of attracting and handing over to a new treasurer she is looking at Cash book options with the help of Kurt Straker who has offered to help set this up as he has implemented with other charities. This is much cheaper than Xero or MYOB and less complicated as currently we don't invoice from the accounts so a Cash Book option will meet current requirements. Joce will come back to committee with costings once investigated further.

**Chairperson Address:**

Emma presented for circulation, a handmade card from the Yr 3 / 4 Garden to Table students with handwritten notes of thanks and pictures. "Thank you all for being here tonight and more importantly for your commitment to volunteering for the PTA. There is a copy of my Chairperson report on your seat, apologies for not circulating sooner, work has been getting in the way of PTA business! There was a survey conducted in the UK around volunteer work. One of the findings was people commonly said they were surprised that they get a lot more out of volunteering than they put in. I hope you all feel that way too! I want to thank you for your support through 2024, particularly Joce, Leanne and Charlotte. Together as a Committee, we've achieved a big pot of cash to donate towards the playground when the time comes. This has come for some solid fundraising in 2024 with strong support from the school community. My report outlines most of the events of last year but I just wanted to touch on a few significant moments, namely the rogain, the market and the stellar event that was the unforgettable bingo night, some may say we dodged a bullet with Lady Bubbles no longer performing soon after, we say it was a night to remember. I still laugh about the Sunday clean up, definitely the sign of a great night. I was told the other day a petition is pending from some school parents because we aren't having another R18 night this year, they enjoyed it so much. Thank you to everyone that contributed to Bingo and Alison once again for bringing together a massive array of auction items. Joce and Tom pulled one out of the bag with the rogaïne. Not letting the weather stand in the way of a good adventure. It's always nerve wrecking introducing something new but they did it brilliantly with the support of Matt and Sara. I imagine the response to this year's event will be massive. Looking forward to it and thank you for the idea, Joce, inspired! The Market Day idea came from seeing the container of bunting in the PTA room. We had a great response from stall holders, we couldn't have fitted anyone else in. The PTA stalls with plants, baking and second-hand clothes and books were very successful. It was a very low effort event that I think is worth repeating. We can't do any of this without your active involvement, so I thank you all for everything you contribute. Please don't underestimate the part you play in the PTA. Whether you are able to give a little or a lot, it all matters. I am often stopped by teachers thanking the PTA for what we do – they truly do appreciate our efforts."

Full 2024 Chairperson Report is included with the minutes.

**School Representative Address:**

Leanne thanked the PTA on behalf of Andrew (Principal) and the staff for the ongoing support that the PTA provides to the school. She noted that this was not the case at many other schools and used the example that St Martins School was ahead in Structured Literacy because it had been implemented several years earlier. Leanne also mentioned how valuable the school lunch system for families in need has improved attendance and learning to kids receiving the lunches which was instigated by the PTA initially.

**Board Representative Address:**

Dan Levett (Presiding Member) acknowledged the work of the PTA on behalf of the Board of Trustees. He commended the ongoing work and positive collaboration between the school, Board and PTA and common goal of benefitting the students of St Martins School. Dan also highlighted the school community events that the PTA hosts such as Back to School BBQ and rogaie event and noted the value these bring to students and whanau as well as the money raised by the PTA.

**Committee Election:**

As per Section 6.1c of the St Martins School PTA Constitution, Emma dissolved the existing committee and commenced the election process for the 2025 PTA Committee.

**Voting in of Officers:**

Chairperson: Clare nominated Emma as the Chairperson, Joce seconded this and it was carried by the committee.

Treasurer: Emma nominated Joce as the Treasurer, Clare seconded and this was carried by the committee.

Secretary: Emma nominated Sarah as the Secretary, Joce seconded and this was carried by the committee.

**Voting in of Committee:**

Emma nominated the following people:

Isaac Devine, Alison Poulter, Clare MacKintosh, Dylan Walls, Richard Steven, Natalie Connor, Roberta Carpenter, Steve Anngow, Janine Van Dam, Erika Hampton, Tom Norman, Amy Jones and Louise Knewstubb accepted by all and duly appointed.

Staff Representatives: Charlotte Bates and Leanne Parnham will remain on the PTA as staff representatives.

**Agenda:**

**Playground Update:** Emma invited a representative from the playground committee to attend the AGM with no response. Four invites have been extended to attend a PTA meeting to provide an update. Update from Dan was that the board has approved initial funding needed to start on the ground works which is the first stage of the project. Joce has asked for an indication of when the PTA funds are likely to be required, this is still unclear.

**Go Raise It Fundraiser Debrief:** Natalie advised it was a successful fundraiser given it was the first time selling croissants and cookie dough, \$2456 made. Pick up and delivery day is very busy and the organising team

utilised freezer space throughout the school community. A lot of work from Emma, Natalie and Amy to collect, pick, pack and deliver orders. The cold weather possibly helped with keeping frozen goods cold! Feedback on the quality of the goods has been excellent, however it is a big commitment from the organising team. Decision to run fundraisers of frozen goods sits with the organisers for future events due to logistics requirements.

**Working Bee Debrief:** Emma advised there was a great response to the working bee held in April. Good turnout from the school community, especially for children wanting to get some community service hours for their William Pike Award. Front fence was removed as it was damaged, along with an impressive amount of gardening and general tidying around the school grounds. Having Leanne on the top courts and adults stationed around school to keep kids busy with tasks worked well. Pizza Hut lunch was well received by the children along with the ice blocks.

**Uniform Sale Debrief:** Sarah spoke of another successful second-hand uniform sale held at the beginning of Term 2. The uniform team ran the sale after school so there are a variety of times through the year. The last few sales have been before drop off time in the mornings. Year to Date uniform sales have generated \$3837 and helped recycle uniforms throughout the school community. Very little stock left following this sale, big donation drive will be required prior to the next sale.

**Quiz Night Update:** Tom provided an update to the committee on the first quiz planning meeting for the year. The date has been confirmed for Saturday 26th July to be held at the school hall with a mid winter Christmas theme. Alison and Steve have already done an incredible job of acquiring and collecting prizes for the quiz at the same time as the June raffle. Joce has looked into options on buying a quiz which is looking like a cost effective option & Clare has kindly offered to host the evening. Once again we will apply for a liquor licence for the event and provide supper in the ticket price. Quiz organising team meeting again early June.

**Raffle Update:** June month of raffle tickets are on sale. There are 30 days of prizes, one drawn each day in June. Tickets are \$10 each, books of 10 are available for the PTA and families to sell. Payment can be made to the PTA account or cash collected with the slips when they are returned. Tickets are being sold outside of the school gates throughout May, via email requests and list in the school office. Office will not be selling tickets nor handling cash on behalf of the PTA. Maximum of 2500 tickets for sale, ticket sales close 10pm 31/05/25.

**Move X Update:** Dylan advised tickets for Move X night on the 17<sup>th</sup> May are on sale. \$20 per child, Move X capacity has increased to 150 this year, we usually sell out the event with 120 children.

**School Production Fundraising Opportunity Term 3:** Emma advised that Briana has asked if the PTA are interested in selling food and drinks at the school production in Term 3. The performances will be at Hillview Christian School and there will be access to the kitchen facilities there. Emma advised this will require a lot of helpers across all the shows. The committee discussed this and were in favour of taking this opportunity up.

#### **Other Business:**

Alexis thanked the PTA for the invitation to attend the meeting and agreed it would be good to work together more closely in the future.

No other business was raised. The meeting concluded at 8.30pm.

**Next Meeting:** Monday 16th June, 7.30pm, Staff Room