

St Martins School PTA Meeting Minutes

Monday 16th June 2025, Staff Room, 7.30pm



Welcome:

Emma opened the meeting, welcomed everyone and thanked everyone for their effort in volunteering for the PTA on National Volunteer Week, with a theme of weaving people together, to strengthen the fabric of our community.

Committee Present:

Emma Riley (Chairperson), Joce Levett (Treasurer), Sarah Kitto (Secretary), Isaac Devine, Alison Poulter, Erika Hampton, Natalie Connor, Roberta Carpenter, Steve Anngow, Dylan Walls, Charlotte Bates (Staff Representative), Tom Norman, Janine van Dam, Amy Jones, Clare Mackintosh, Celia Hogan, Louise Knebsworth (via video link)

Guests:

Mark Broughton: Playground Committee Representative.

Apologies:

Leanne Parnham, Richard Steven.

Correspondence:

Fundraising Idea – Tricky Chats

Emma shared a fundraising idea based on a program called *Tricky Chats* provided by a parent from their school in Wellington. The initiative focuses on supporting parents with conversations around online safety, sexual health, and the challenges children face today. It has been well-received in other communities, noted for being current, neurodiverse-friendly, and aligned with modern child development approaches.

The PTA felt this initiative may be more appropriate for the school leadership to consider rather than the PTA.

Action: Emma will refer the idea to Leanne for further discussion.

Committee Changes:

We officially welcome Celia Hogan to the PTA. Emma will send Celia a welcome pack.

Previous Minutes (24/03/25):

The AGM minutes are accepted at the next AGM. No corrections or amendments were made to the minutes from the 24th March, moved by: Emma , seconded by: Roberta and accepted.

Actions of Previous Minutes:

1. 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.

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In the absence of Leanne, Charlotte spoke to this. This year will continue as being one contact and next year they will change it to two contact. Charlotte mentioned that all the lists have been distributed, Emma mentioned she didn't get one, Amy mentioned her daughter said that they were to take one if you want one. The system needs to ensure parents are provided with the list if they asked to be on the list.

2. Sausage sizzle at City to Surf next year.

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

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Janine advised Briana was happy to support this next year. As Janine won't be here, we will action this at the time.

3. Swimming Sports Caps

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.

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Charlotte said they do have them already, but the kids choose not to wear them. We do not need any more.

4. Check Your Bits Fundraiser.

Action: Emma to discuss further with parent.

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Emma told the parent that we are keen and will proceed to get this moving.

5. Domain Hosting.

Action: Tom checking about domain hosting.

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The current person hosting is happy to continue, and Tom to pass on details when he moves on.

Treasurer's Report:

Overall increase of \$9713 since last meeting.

- Staff jackets \$1325 paid out.
- June Raffle took \$10,680 with expenses of \$170 making \$10,510
- Quiz night \$620 of team entries and \$245 of expenses, including \$207 for liquor licence
- Other income from Uniform sale \$30, Cookie Dough \$60 & interest \$31
- Operating expenses of \$54 for AGM and \$51 for Charities Commission submission.

Balance as of 13.06.25

Account

Balance

12-3147-0420521-000	\$17,885
12-3147-0420521-050	\$41,116
12-3147-0420521-051	\$8,988
Term Deposit	\$0
Float	\$200

Total \$68,18

Another PTA is selling some second hand school playground equipment, they are selling them for approximately \$500, and Andrew has requested the house-style monkey bars. Moved by: Joce, seconded by: Sarah, and all accepted.

Term deposit: We need to decide if we re-invest or if we will be needing it soon for playground. Mark mentioned that we will need it soon and will talk about it in his update.

Agenda

1. Playground Update - invited guest Mark Broughton

Overview:

Mark Broughton gave an update on the playground redevelopment, highlighting its focus on imaginative and sensory play. Key features include:

- Climbing structure (1.5–2m high), slide, netting
- Sandpit with tunnel (with correct drainage)
- Sensory play area
- Open bark area
- Additional equipment near the existing playground

Budget & Costs:

- New equipment: \$35,000 (covered by PTA's \$40,000 contribution)
- Groundwork (drainage, bark, edging): approx. \$94,000
- Seesaw & spinner: approx. \$50,000
- **Total planned spend: \$148,000**

Swings & Equipment:

Swings were considered but removed due to cost. The design allows for future additions like a whare and swings when more funds are available, plus it has been designed as a blank canvas so that we can add additions.

Questions:

Joce asked when payments will need to start and will they go through the school?

- Groundwork expected to begin within two months; Mark will check invoices and forward to the school who will manage payments.

Amy asked about the estimate of completion.

- Completion will be staggered, with groundwork by August and planting to follow.

Joce asked about roll growth and how that will affect the play area?

- Area on the left of the playground is designed to be removable for future classroom expansion.

Emma asked about the sensory garden and where the idea came from, how will it be stopped from being damaged and commented on the value of a sensory garden when school is out for most of summer. Asked about the feedback received about the multiple seated areas that were planned?

- Sensory garden was included by architects with plant choices made to withstand children's activity. Plants will be chosen to flourish when children are at school.
- Seated areas from feedback were considered, but the priority was overall design function.

Janine asked about the fort and what are the plans around that?

- Fort contains rotten wood; repairs would require consent, making it a complex issue that the board is aware of.

Emma asked if there were any restrictions on what can go under the oak tree?

- Any changes must maintain the tree's drip line integrity. Will be monitored by the board for health, safety, and financial reasons.

Celia asked if the children were involved in design and feedback and if the playground is going to be "rigid" or if it has movable parts, i.e log rings?

- Design involved feedback from children, through teachers to the board, who decided what to include in the plan.
- Architects worked to maximise the space creatively.
- Board is open to further suggestions such as movable elements, once core equipment is installed.

Everyone thanked Mark for all his hard work, and Mark left the plans for everyone to view and read.

2. Second-Hand Uniform Drive / Term 3 Sale

Sarah got the office to do a Hero post to drum up donations, which has resulted in a few new items. Still not enough to go ahead with a sale at the start of the term as we need to wait for the stock to replenish. She suggested skipping next term's sale, and focus on driving donations and mid-term revisit next sale date, could be end of term, or start of term 4.

Roberta suggested a permanent reminder on the noticeboard and/or newsletter that donations can be given to the office at any time. Alison will add to uniform FB page when provided by Sarah.

3. Quiz Night Update

Ready-made quiz with an added Christmas-themed round. Food will include hot ham, christmas mince pies and mulled wine to match the festive theme. Clare will be the host, and a live auctioneer is being arranged.

- Logistics: Liquor licence has been applied for. Capacity: Max 25 teams. Tom said there are currently 7 teams registered.
- No holiday house offers received from newsletter request. Charlotte, Joce, and Celia will follow up on possible accommodation donations.
- Alison continues to seek prize donations
- Everyone to help promote ticket sales and encourage team sign-ups.
- Emma asked if anyone knows where the trophy is? Janine thinks she knows where it is and will sort.

4. Raffle Update

Half way through and distribution of prizes going well, people were thrilled to receive. Majority of prizes going outside of the school community to date.

5. Proposed Term Three Activities:

School Production (26–28 August)

Opportunity to sell food/snacks during the interval (7:00–7:15) and possibly before the show. Need a lead organiser and approximately five helpers. Everyone will need to get on board to support this event being over three nights. Roberta and Alison offered to help. Clare offered her candyfloss machine. Isaac suggested selling snack packs with tickets.

Action: Charlotte said to follow up with Bree who is handling ticketing. Keen on snack pack idea regardless.

Disco – Friday, 8 August

Emma advised that Jarad and the Student Council decide the date and theme, they weren't keen on Halloween theme. Need a lead organiser and someone to be on-site for junior and senior discos. Sausage sizzle again, better location. This year we need a fenced outdoor chill-out for children who need a break. It is not intended for children spend long periods outside. Emma asked for everyone to please consider roles and let the team know by next meeting. A Google Document with instructions will be shared.

Rogaine – Friday 22 August

\$5 per person, children and adults, no limit on entries initially. Joce and Tom —decided to use last year's poster and map (with updated checkpoints). Senior students to present the event at assembly to drum up interest. Schedule: Registration: 4:00pm - Briefing: 4:15pm - Start: from 4:30pm (all out on course by 5:00pm) - Return by 6:00pm. Clare to organise hot dogs. Request received for milo at finish and lollies at the furthest checkpoint. Joce to contact *Further Faster* for spot prizes. Emma requested dietary requirements be included on the rego form to better meet these needs and budgeting. Urgently need more volunteers for marshalling and will be calling on all PTA members. Charlotte to ask staff for support. Roberta asked if she

could ask the Cashmere Volunteer Army. Aware postponement is the Friday of production week which is now an unrealistic option.

Movie Night:

Too much on in Term 3, defer the Term Four.

Other Business

Move X Debrief: Attendance: 127 out of 150 spots filled; consistent with previous years. A few no-shows and two reimbursements. One complaint received from a parent whose child was injured in the final minutes. Parent did not stay for the event. Their concern was about the lights being turned off, calling it “dangerous” and “manic.” Overall Feedback: Staff were fully engaged. Many parents were present, and no concerns were raised directly. Plan to request slightly more lighting next year. If glow sticks are provided again, there should be guidelines—some juniors lost theirs after a Yr 8 student “collected” extras.

Notice Board: Emma advised that due to the fence removal at the front of the school, one of the notice boards has been moved to the wall outside Room 1. Andrew will get the second noticeboard put around the other side of building. Concerns raised by committee that it is now not in a visible location and there was general agreement it should be relocated back to the front of the school. Roberta suggested fundraising for new posts to reinstate it. Amy mentioned her husband may be able to assist with installation.

Action: Emma was asked to discuss with Andrew.

Touch Rugby: No offers of help received following the newsletter request. Celia and Dylan have now offered to assist with organising.

Please Note: Joce is away for 3 weeks—please send all receipts to the **PTA secretary email** during this time.

Meeting concluded at 8.48pm.

Next Meeting: Monday 21st July, 7.30pm, Staff Room