

St Martins School PTA Meeting Minutes

Monday 20th October 2025, Staff Room, 7.30pm



Welcome:

Emma opened the meeting, welcomed everyone. Warm welcome to new member, Shana who has one child at school and a pre-schooler.

Committee Present:

Emma Riley (Chairperson), Joce Levett (Treasurer), Sarah Kitto (Secretary), Isaac Devine, Alison Poulter, Erika Hampton, Steve Anngow, Dylan Walls, Tom Norman, Amy Jones, Leanne Parnham (Deputy Principal), Richard Steven, Andrew Mouat (Principal), Shana Brown, Louise Knewstubb.

Guests: N/A

Apologies:

Natalie Connor, Roberta Carpenter, Charlotte Bates (Staff Representative), Janine Van Dam, Clare Mackintosh, Celia Hogan.

Correspondence: N/A

Committee Changes:

Welcome to Shana Brown. Emma will send welcome information. Erika will add to the WhatsApp group. Tom to add to email list.

Previous Minutes (01/09/25):

No corrections or amendments were made to the minutes from the 1st September, moved by: Emma, seconded by: Isaac and all accepted.

Actions of previous minutes:

- 1) **Karma Keg date - ? 6th December TBC:** Steve said that it is locked in. Alison mentioned that it is the same day as the SI Wine and Food Festival.
- 2) **Sausage Sizzle WP students:** Offered to the William Pike students and all but 2 adult slots filled. Emma will cover if required.
- 3) **Cutting labels off fleeces:** Emma chatted with Kate from the office and they will no longer cut labels off. Amy has covered the labels of the current second hand ones so that old names can be written over. Thank you Amy, they look amazing!

Treasurer's Report:

Overall increase of \$4016 since last meeting

Donations of \$1066 paid out, \$120 teacher thank you, \$818 to Kaitiaki crew & \$128 for flowers to the Purdue family. Joce spoke about Debra being on the PTA for 12 years while her four boys went through school.

Touch Rugby \$5400 received for team fees to date, expenses of \$498

Photo shoot \$125 received to date

Income for uniform sale (\$40)

Entertainment Book (\$14)

Teatowels (\$53)

Expenses for Rogaine (\$50)

Steampunk Sausage Sizzle (\$40)

Interest of \$25

\$70,000 in term deposit, due to mature 2nd December looking to gain \$1000 at maturity.

Balance as of 31.08.25

Account	Balance
12-3147-0420521-000	\$5,219
12-3147-0420521-050	\$188
12-3147-0420521-051	\$10,344
Term Deposit	\$70,000
Float	\$200
Total	\$85,950

Alison asked if we could roll over the term deposit?

Andrew advised that the school will need the playground funds to be paid in the same financial year ending 31 December, so won't be able to roll over. Emma mentioned that aligns with our financial year which is tidy for financial reporting. No further questions.

Treasurers report moved by: Joce, seconded by: Isaac, and all accepted.

Agenda

1. Uniform Sale

Sarah did a stocktake over the school holidays and the stock is looking light in the middle sizes so feels it is best to hold off for a sale until the start of the new year to align with one of the Whanau Connect days like happened this year. Sarah will message the WhatsApp uniform group to inform them.

2. Playground Update

Emma emailed Mark B for a playground update in anticipation of the PTA meeting and asked if any further items of playground equipment were required.

He replied advising work is proceeding but there is an eight week delay for the slide and twirler spinner, otherwise "things are going great". The current budget is 169k, which they have worked hard to maintain, they have spent 151k.

Mark advised a number of items have been excluded from the playground design due to cost shortfall and consideration of the PTA to fund would be appreciated, outlined below with approximate costs:

1. \$1500 drainage catch pitch, as the rain is still causing puddling where Gaga pit used to be.

Amy mentioned her husband has previously spent 10 hours working on the drainage, digging out the ground and wondered why this is still an issue?

Andrew said that the previous work was for the general area and is helping, but that specific area is still a problem with significant water pooling following the rain in the holidays.

2. \$10,000 for a swing set with two swings
3. \$8,500 Wobbly Bridge
4. \$10,000 Play Whare
5. \$12,000 2x Spinning Buckets
6. \$2,000 4 x Picnic Tables

Emma and Andrew have already had a chat about the items listed and are keen to bring more play equipment into the playground.

Everyone was very surprised at the price of the swings.

Emma looked at alternative swing options from what appears to be the provider and thought that we could look at a different version that would allow more children to participate. General discussion around swings as not the best option and definitely not bang for buck with the proposed option.

Andrew said that initially the Board wanted as much playground equipment as possible. They wanted the focus to be on the play equipment first and the planting second. The playground committee can stay within budget if they don't add anything else. Andrew feels like we need more elements to make the playground awesome for the students so is hoping that we can all help out and get more of the suggested play equipment.

Joce asked if we commit to swings, will they need to be moved for roll growth?

Andrew said no as the willow walkway area is flagged for that.

Joce asked if these items need to be added now or can be later?

Andrew said now, as already have contractors on site and it will be cheaper to do it now, prices will only increase.

Emma suggested we say yes to drain, wobbly, and some form of swing or alternative suggestion, monkey bars?

Decided to confirm the funds committed from the PTA before any decision is made. At a minimum, we are committed to paying \$35k for the climbing frame. Andrew will ask Kate to check the board minutes to check the amount by the PTA committed and will confirm.

Andrew suggested that we commit to drain, bridge, and buckets or alternative preference of PTA. Don't do the Play Whare as we can get a builder to do it cheaper. Andrew said as the school is paying for it all, we can pay

what we can and they will have to sort the rest.

Joce and Emma will confirm finances, followed by comms to the PTA via a WhatsApp poll to make a final decision to enable progression at this time as a decision is required prior to the next meeting. Any decision will be minuted at the next meeting.

Isaac said it is frustrating that there is so much planting, and the lone tunnel, which doesn't make it super exciting for the kids. Many agreed.

3. Touch Rugby Update

Planning to start this Thursday (Strike Day). Weather might be an issue for the start, will be watching closely.

Dylan mentioned that there is an uneven number of 0-2 teams and so some will need to play double games, Emma has emailed coaches and most have agreed to the extra game. 11 teams in the Year 0-2 which is great for the future of the competition. 10 teams Yr 3 / 4. Eight teams Yr 5 / 6 and eight teams for Yr 7 / 8.

Only four Hillview teams this year (last year 22 teams) after a change in their organisation from teachers to parents, but still 37 teams, has worked out well. Eight teams from the team finder process.

Teams from SMS, St Peter's, Opawa, Hillview and other students who live locally but attend school elsewhere.

Some changes this year. No dogs, too many issues with loose dogs and scared children over the years. Bringing in the mercy rule, which is if there is a seven try difference the losing team can add in an extra player/s to make it more fun. All players must sub rule also.

The tournament will run from 4-6pm, which is shorter than the 7 - 7.30pm finishes last year.

We have lost access to the garage across the road, but can use the shed which is used by the rugby club, just trying to source the internal door key.

Dylan asked about getting more flag poles?

Emma said no, we'll use what we have plus cones. Catherine D has made replacement colour flags as some went missing over winter sports.

Referee training day last Thursday at Waltham Park went well with plenty of teams turning up. Emma mentioned there are lots of student coaches this year coaching in twos or threes and an excessive supply of children wanting to be referees, which is brilliant. Some children coaching for WP hours. Referees are paid. Returning senior referees (Quinn and Katie) are acting as mentor referees this year.

4. Portrait Session

Signups ticking along, 29/52 slots signed off. Megan the photographer is wanting to sort the room herself.

Link on our FB page. Will go out to wider public via FB pages. Isaac asked if he needed to chase payments?

Joce said she will keep an eye on it and will chase in November. Pure profit of \$25 for every booking.

5. Steam Punk Sizzle

Isaac asked if we needed to buy sausages?

Emma said she will see how many sell at touch and can use sausages from there if excess due to lower numbers in the competition or can always get more from Trents if needed.

6. Movie Night

Janine was absent, but mentioned via WhatsApp that she has looked into movies at The Tannery but none of the films look particularly appropriate. Decision made not to hold this term.

Emma mentioned a suggestion had been made by a school parent, a documentary about 11 year olds from around the world but all agreed probably not the best option, limited audience. All agreed to skip this year.

7. Planning for 2026

Have a think and let Emma know if you have any ideas for PTA events next year. We will do planning at our next meeting.

She has had heaps of people asking for the market, so we will repeat that. Mid-Winter Christmas Quiz will be repeated.

Isaac suggested that we re-do cookies as was super popular and many have expressed regret for not purchasing more.

Emma noted there is a school parent driving around in a Pasta Vera vehicle, possibility to get a better % profit.

Alison suggested the Fudge Cottage, as of Friday she is the new owner. In the past they have collaborated with students to make a unique flavor, the students help to make the batch and then we sell it at the school.

8. Other Business

1. Thank You Evening invites, Leanne to send out on the 1st November.
Leanne asked if RSVP? Emma said not required but Hero reminder to everyone will be sent.
2. Are we meeting Monday 24th November? Same week at the Thank You Evening.
Emma said that the Officers will have a chat and advise a new meeting date.
3. Leanne said thank you for helping sort the sign up genius for the lunches, all slots being filled within 24hours. Super impressive and means so much to the families. Such an awesome school community and great initiative started by the PTA.
4. Andrew said thanks for the thank you gifts of \$20 coffee vouchers to Andrew, Leanne, Alice, Charlotte, Kate and Adrian. They were much appreciated. A show of appreciation for all the extra support shown to the PTA helping out with our events, particularly rogaie, quiz night and disco.

Meeting concluded at 8pm.

Next Meeting: Monday 1st December, 7.30pm, Staff Room (Christmas festivities)