



## Minutes PTA Meeting 8 May 2023

1. Welcome and introductions: meeting opened 7:02pm.
2. Attendees: Jade Young, Chris Goldsbury, Richard Lance, Paula Brinsden, Lucy Sheppard, Kylie Sneddon, Anna Bruning, Mariken de Vries, Jessica Wright, Coralie Cross, Tahlia Charleson, Lynley Smith, Sharon Smith, Adelle du Plessis, Kate McAuley, Rachel Reid, Gemma Moleta, Nicki Yee, Emma Leppard
3. Apologies: Monique Geraghty, Kim Olsen, Sophia Mayston, Sarah Davidson
4. Previous Minutes: moved: Sharon Smith. Seconded: Richard Lance.
5. Matters Arising from the Previous Minutes:
  - a. Anna asked if anyone had any grant application skills, particularly to assist with funding applications for the playground near then Moa/Tui classrooms. Lynley offered to assist Anna with this. Anna advised she needs to have the proposed playground completely quoted with three quotes ready to go before applying for funding.
    - i. Sharon noted that Sarah Stock (previous Deputy Principal) used to do grant applications for the school. She queried whether there is anything within the school system that could be used as a template.
    - ii. Lucy is responsible for grant applications for the Board. All grant applications need to come from the BOT but the applications for the playground could be driven by the PTA. Lucy suggested that the idea/concept is pitched to the Board for backing before getting too far along with planning.
    - iii. Anna said she's happy to take this to the Board but is confident she has backing from the school.
  - b. Anna passed on a big thanks from the staff for the funds from the PTA (\$100 per class). Examples of what the funds were used for: some teachers pooled funds to purchase more decodable reading books, others purchased sporting equipment.
    - i. PTA to consider doing this again next year. To be discussed at the November 2023 meeting.
    - ii. What about funds for teachers of the Kea classes which start later in the year? To be considered when this is reviewed in November.

- c. Fashion event - location proposed to be the school hall. Aiming for Thursday 14 September. Before the end of this term will advertise through Hero and call for donations. The idea is to provide a glass of bubbles and food platter on arrival with a cash bar available after. Clothing Items will be available for purchase at the end of the evening. Aiming to have both children and adults clothing.
  - i. Paula to clarify whether the school has an alcohol licence. Rachel Reid advised that previous experience has been that it's difficult to get a licence for at school. She suggested the Bridge Club as an alternative venue as it's quite cheap.
  - ii. Tahlia advised the owner of CBK is very generous and would probably be happy to supply alcohol at cost price.
  - iii. Gemma to consider possible venues including the Bridge Club, Rowing Club, Otumoetai Football Club, Yacht Club, Clarence, smaller theatre at Baycourt. Would prefer a venue where we can BYO drinks to maximise the funds raised.
  - iv. It was noted that the event would probably sell more alcohol if it was on a Friday or Saturday.
  - v. Likely to be mostly women attending which could impact numbers. Proposed to pitch it as a "bring your friends" or "bring your Mum" event to extend it beyond the immediate school community.
  - vi. Also intend to run auctions so will be looking for donations for that. Sharon Smith will ask her parents about donating a weekend at their bach in Waihi Beach.
- d. Wine and Paint evening with silent raffles - seems too similar to the fashion event. Kylie suggested postponing this to next year.
- e. Night Owl movie night - Monique is looking to reschedule this (weather permitting).
- f. Grandparents Day - term 4 (24 October). Lucy and Anna noted it's important to keep the focus on building connections between the school/students and their grandparents rather than making this a PTA fundraising event.
- g. Cookie Time fundraiser - date not yet confirmed but Sharon still hoping it will be a week earlier than last year.
- h. Anna said there isn't an obvious need for headphones at this time. She can raise this again with the PTA if she hears of a need.
- i. Cook Off - Kate advised Good Neighbour couldn't guarantee to provide any particular products. Paula confirmed there's not a huge need at this time. PaknSave wouldn't support this event.
  - i. Paula confirmed \$548 was raised at the mufti day last year which was put towards a previous cook off.
  - ii. Paula advised a couple of families have popped onto her radar recently. Previously, families were identified through the school but as part of rebranding the Compassion Freezer, the PTA could outline how it is intended to be used.
  - iii. Kate read the proposed wording for relaunching the Compassion Freezer which those present liked.
  - iv. Paula said the free breakfasts are no longer happening as there isn't a need.

- v. Kate asked if we wanted to continue with the Cook Off. If we do, we need to provide funds for the ingredients. The budget for a term (about 80 meals) was previously about \$750.
  - vi. Lucy suggested putting a call out to see what the need is currently. If there is a low level of need, PTA members could make the meals at home (funding the ingredients themselves) and then drop the meals off to the families.
  - vii. Paula is able to refer families to the social supermarket where there is financial need.
  - viii. Kate and Emma to arrange for a post about the Compassion Freezer. Once we understand the need, the PTA can consider the best way of providing meals.
  - ix. PTA agreed to fund another cook off if there is a need for 80 meals. If the demand is less, Kate will decide the best way to meet the need.
  - x. Mariken suggested changing the name to the "Kindness Freezer". Lucy suggested the "Hauora Freezer" (Wellbeing Freezer). Name to remain the same at this stage.
  - j. BBQ at the end of last term - juicies weren't frozen. Sold 496 sausages and 422 juicies. Sharon hasn't been able to track down Sarah who does the funds for the school so she doesn't know if any funds were raised from this. Richard is keen to help with the BBQ at the end of this term.
  - k. New school BBQ - Chris has found a caterer's BBQ (big hot plate) on the Mitre 10 website. Cost is approximately \$800. He'll approach Mitre 10 for a deal on this and is happy to consider giving them naming rights for the BBQ etc.
    - i. Richard suggested using someone's Mitre 10 trade account otherwise.
  - l. Colour Run was good but a bit cold due to the weather. Could have done with a few more parent helpers.
6. Correspondence: to be covered in general business.
7. Treasurer's Report:
- a. Not available as Sharon hasn't been able to contact Sarah from the school for an update.
8. General Business:
- a. Hauora Fund - Paula provided an update. She contacted Cherie (previous Deputy Principal) to piece together the origins of the fund. The original idea was proposed by Vicky Cooke and it was set up by PTA fundraising events to purchase uniform items, hoodies, stationery packs. Currently the fund is in deficit (about \$700 in the red). Does the PTA want to continue to fund this?
    - i. Gemma asked what happens when a request for assistance with clothing or stationery is received.

- ii. Lucy asked whether the PTA should clear the remaining debt. Sharon said, as Treasurer, that she didn't feel like this is the PTA's debt to clear. She said that previously all funds raised by the PTA were used without PTA oversight.
  - iii. The PTA won't maintain the Hauora Fund moving forward. The general consensus was that it feels too messy.
- b. School camp - Anna asked whether the PTA would consider helping students who for financial reasons might not be able to attend camp. Frozen Friday proceeds are put towards reducing the cost of camp for all students attending, not just those in financial need.
  - i. Lucy suggested applying for a grant for camp costs e.g. to the One Foundation. She's seen a few approved for school camps previously.
  - ii. Sharon reminded the PTA that we had chosen to focus on fundraising for the play equipment near the Moa classrooms rather than spreading the funds too thin.
- c. Pool keys for PTA members - discussed at the last BOT meeting. Lucy advised the Board is considering other methods for allocating pool keys. The BOT has suggested those who would previously have been eligible for a free pool key should pay 50% of the usual charge. Lucy will take the feedback from the PTA back to the Board who will ultimately make the decision about who gets a free pool key.
- d. PTA Movie Night (organised by PTA dads) - proposed to hold this on Thursday 22 June. Sharon to contact Justin who has previously organised this event to see if he's happy to do it again. Once confirmed, we can lock the date in and Anna can give the staff notice.
- e. Kids Disco - proposed for week 6 of term 3 (24 August). Lucy and Mariken to organise this. Tahlia volunteered her husband to be the DJ to save on this cost. Will do face painting again as this was a hit last year.
- f. Movie night - Gemma suggested we could hold a movie night at the cinema to make it a really easy fundraiser.
- g. Nikki suggested the PTA could organise pizzas one lunchtime a week as a regular fundraiser.
- h. Mariken asked about having a calendar of PTA events included in the minutes of each meeting.
  - i. Jade to include this moving forward.
  - ii. Paula and Lucy noted that the school calendar includes PTA events.
- i. Hangi - Paula said this is being reviewed as to whether it's an annual event or held every two years (or other frequency).
- j. Good Change fundraiser starts soon. Good Change are speaking at assembly on 29 May and will send their presentation to the school in advance. Order forms will go home on the same day. Sharon and Emma to prepare flyers. All orders to go through the school's online system. Funds to go towards future playground equipment.
- k. Secondhand uniform sale - Adelle is happy to take back responsibility for this. She thinks it should be held every term and will get this organised for Term 2. Richard and Nikki are happy to assist her. Adelle will liaise with Anna as to a date and Anna will put a call out for donations.

9. Next meeting date: 26 June 2023

10. Meeting closed: 8:40pm

### **Key Dates**

Term 2	Launch rebranded Compassion Freezer. Identify current need for meals.
Term 2	Secondhand uniform sale.
29 May	Good Change fundraiser begins.
22 June	PTA Dads Movie Night (date TBC).
24 August	Disco.
14 September	Fashion Event (date TBC).
24 October	Grandparents Day.