

2022 PTA Meeting #1 Monday 28 March Minutes

Present: Sharon Smith, Monique Geraghty, Sharon McKeown, Adelle Du Plessis, Marieken de Vries, Sarah Henderson, Fiona Joyce, Lynley Smith, Willem Jordaan, Paula

Apologies: Claudine Le Breton, Rachel Reid, Stacey Murphy, Lucy Sheppard, Kim Olesen, Gema Martin, Kevin P

Meeting opened: 7:07pm

Welcome and Introductions

Previous Minutes were discussed and confirmed as correct.

Matters Arising from Previous Minutes:

Accounting systems:

1. Bank account needs to be set up for PTA. This should be a priority. NZPTA website clearly states that moneys raised by parents (PTA) is the property of the PTA and should be accounted for correctly.
2. Monthly cash flows should be reported to Sharon Smith (Treasurer) and reported at each meeting.
3. Eftpos card needs to be organised for PTA account.
4. There could be various ways to do this and one is to set up the PTa as a registered Charity and open our own bank account for clarity.
5. Sharon Smith met with Sarah on Monday 28th and it was noted that the PTA is currently in overdraft. The PTA will start 2022 at \$0.00 and we will account for our own funds.

Compassion Freezer:

1. Currently 10 families utilising this.
2. Paula has been sending out a message on Hero every Friday to these families where they can opt out if not needed.
3. It was decided that a cook off would be held at school once per term and if any extra meals are needed a Face Book drive could be done.
4. Monique will follow up with Good Neighbour to apply for food resources for the cook off.

PTA Cricket fundraiser

1. Monique will make contact in the next week with Jared regarding this.

Good Change Dish Cloths – fundraiser

1. Sharon Smith is working on this. This will run from 3 June 2022 to 17 June 2022.

Hot dog Day last day of term one – Wednesday 13 April

1. Monique Discussed Hotdog Friday's
2. We will try this on the last Wednesday of term one (13 April 2022).
3. Then if it is successful, we will do the last Friday of every month starting term 2.

4. Monique to talk to office staff to set up on Hero for ordering

Colour Run

1. Will be held at a later date. TBC

Uniform Sale

1. Adele still happy to run this.
2. \$180 was made plus 4 payments through eftpos that need to be accounted for.
3. Locate cook books and Adele will sell these at uniform sales.

General Business

1. **Committee roles will be updated and loaded on to website –**
 - Sharon M will try to locate PTA committee roles and send to Monique.
 - Monique will contact Jodie Whale regarding any PTA committee roles that may have been produced.
 - Committee roles will be passed on to Marieken to be updated.
2. **PTA Flyer to be updated –**
 - Monique to update flyer and give to Brook for publishing and putting in new enrolment packs
3. **Recruiting new PTA members-**
 - Due to COVID and not having meetings/fundraising opportunities for new parents to be involved in, it was decided that each Kea, Kiwi and Tui class would be approached and asked for a parent class rep to attend a PTA meeting. Monique will draft a letter to go to class teachers to pass on.
4. **New Fundraising ideas –**
 - Sharon Smith had a great idea of a Graeme Norton Style event with successful sporting and business personal. Tables will be sold and possibly some single seating. Sharon and Monique to Champion this and look at dates for later in the year.
 - Bitching Bingo – Monique to look into this.
5. **PTA Constitution –**
 - Monique to look into and get ideas to present at the next meeting.
6. Office chair –
 - Set up an facebook auction for the office chair or, use it for an auction for golf day or Graeme Norton event.

Up-coming Events:

- Hotdog day – last day of term, 13 April
- Good Change dish cloth fundraiser 3 June to 17 June
- Compassion freezer cook off – Wed 25 May

Actions: (Please also check action list attached)

- Monique to update action list and fundraising goals
- Monique to meet with Graeme to discuss fundraising goals and finances
- Monique to buy 2x new electric frypans
- Monique to make contact with Jared (green keeper at Bay Oval) for cricket 2023
- Sharon S to continue working on Good Change fundraiser
- Monique to get something on Hero for hotdog day and order Hotdog supplies for Wednesday 13th, Get Moa Kids to do some posters for round school?
- Adele to manage uniform sale
- Graeme to find out if phonological books were purchased
- Graeme to find out who is doing grant applications at present
- Graeme to follow up on 5YPP and 10 YPP and if the covered 'cola' structure is in there for the courts and if the funding is there for this.
- Monique to amend PTA flyer for new enrolment packs and give to Brook to update.
- Graeme talk to Marty on BOT regarding Te Reo signage around the school grounds.
- Sharon S and Monique to meet about Gareme Norton Style event to set date and book personalities/venue.
- Monique to contact Bitchin Bingo
- Monique to complete Good Neighbour application for food supplies for cook off
- Monique to draft letter to go to class teachers of Kea, Kiwi and Tui to pass on to parents for a class PTA rep.

Thank you to those that came.

If I have missed anything, please let me know 😊.

Meeting concluded 8.30pm

Next PTA meeting 7pm, Monday 16 May 2022 in the staff room.