

St Martins School PTA Meeting Minutes

Monday 25th November 2024, St Martins School Staff Room, 7.30pm



Welcome:

Emma opened the meeting, welcoming Amy Jones to the meeting as a new PTA committee member. Emma thanked the PTA members for their contribution over the year, and reminded all the PTA members that they are invited to attend the Thank-You Evening at Protocol.

Committee Present:

Emma Riley (Chairperson), Joce Levett (Treasurer), Robin Wilson (Secretary), Isaac Devine, Alison Poulter, Erika Hampton, Elizabeth Royds-Jones, Natalie Connor, Leanne Parnham (Staff Representative), Roberta Carpenter, Steve Anngow, Dylan Walls, Stephen McPaikie, Jody O'Callaghan, Tom Norman, Richard Steven, Clare MacKintosh, Amy Jones, Andrew Mouat (Principal).

Guests:

Apologies: Sarah Kitto, Dylan Walls, Janine Van Dam, Charlotte Bates.

Committee Changes: Robin Wilson, PTA secretary has resigned and will leave the PTA at the end of the year. Robin explained she is unable to continue due other commitments. Jocelyn Levett has kindly offered to step into the role until the AGM. Emma advised a new secretary will be elected at the AGM, any questions around the role, please get in touch with Emma.

Correspondence: Emails from Andrew Mouat, Leanne Parnham and Emma Riley were sent to PTA members thanking them for their contributions towards making school lunches for a family.

Previous Minutes (21/10/24):

No corrections or amendments were made to the minutes from the 21st October, moved, seconded by Erika and accepted.

Actions of previous minutes:

1) Teacher Wishlist:

Leanne and Andrew presented some requests for the PTA to consider:

- a) Long-term, Andrew would like the school field levelled and made into an 'all season' sports field. Plans are to be developed and they may consider astroturf. This was mentioned as a possible future project that may require financial support.
- b) Teacher sports jackets - Nicky Pateman is getting quotes for some teacher jackets with St Martins branding, for sporting events. The school will purchase them however Andrew would appreciate PTA support to help fund these. Andrew or Leanne will inform the PTA once final quote or cost is known.
- c) Structured literacy, the programme impacts all children in the school and Leanne is passionate about the positive results the school is seeing. The PTA was asked if they could give \$5000 towards the programme for 2025. All PTA members agreed this is a valuable programme for the school, Jocelyn confirmed financially the PTA can offer this. PTA members voted – all voted in favour. Approved. Payment will be made before the end of this financial year.

- d) The new playground will require some financial support, Andrew reported they may start work over the Christmas period. The plan is to manage the project in stages, not as one large project. Funds have not been requested at this stage. School will provide initial stage funding.
- e) Andrew reported they are hoping to upgrade the school bells and communication system, as some areas of the school bells cannot be heard. The total cost will likely be \$13,000, based on the quote Andrew has. He proposed the PTA help with this suggesting a contribution of \$4000. For further decision.

2) Playground: A QR code for donations had been proposed but Emma didn't implemented as there was no room on the sign and promoting once work was underway would be more effective. Andrew confirmed it would be better to do this once work on the playground has started and people can see progress.

3) PTA Room: Leanne reported Adrian has put traps in to catch the mice in the room. The lockers belong to Garden-to-Table so will need to stay as they are. Emma advised Adrian had said he would replace the lockers with a more practical shelving option. Possibility of shelving above the freezer.

Action: PTA room tidy on Friday 13th December at 8.30am, please come along if you are free to help. It is swimming week so it will be a quick tidy, we have booked the hall.

Treasurer's Report:

Update since previous meeting:

Increase of \$11,248 since last meeting across all accounts.

Market Day made \$3232

Touch Rugby additional \$8122, mainly in team fees. Note Touch Canterbury affiliate fees yet to be paid, \$80 + GST per team, last year this was \$3956. Still need some teams to pay before the season finishes.

Other income from cookbooks \$60, Entertainment books \$52, Tea towels \$20, and Uniform Sale \$165 \$35k Term Deposit due to matured, making \$370.52 interest. \$40,000 placed into a new term deposit, finishes mid-April.

Term Deposit \$40,000

Account 00: \$7,509

Account 50: \$29

Account 51: \$17,789

Float: \$150

Total Balance: \$65,477

Treasurers report moved, Isaac seconded, and all accepted.

Agenda

1. Lunches

PTA members have been making lunches for a family in need. Leanne commented this has made a huge difference for the children. School is grateful this has been extended to the end of the year, amazing support from the school community with all slots filled within 48 hours. Steve Anngow has kindly sourced pita pockets, wraps and pizza bases to the office at school, these will be offered to families making the lunches. Thank you, Steve.

2. Market Day

Emma reported back on the day. Overall, the day went very well and was extremely well supported by the community. The far end of the hall was tight for space, and a number of vendors arrived with their table/s plus a trolley or something similar making space tight. Lots of people arrived early, someone on the door next year from 30 minutes before opening. Stall prices could be increased for adult stall holders, children remain at \$20.

A large amount of clothing was donated on the day, some in poor condition, soiled, unsorted and meant extra work setting up, next year no donations of clothing will be accepted on the day.

Moving the plants outside on the day was ideal. An after-school sale of leftover books and plants raised some additional profit.

The food stall was a roaring success, many thanks to Clare and Isaac for their delicious hot dogs. Possibility to increase price next time, also use as food option at rogaine. Additional people would be useful as very busy the whole time. Selling drink by the cup was very successful and economical.

Baking sold out early in 55 minutes. Roberta suggested next year have more marshmallow sticks.

Emma thanked Alison for her work on the Facebook marketing which looked great and was far-reaching. Alison commented she spoke with a number of people, and all heard about the market through FB.

Most of the stalls will all be welcome back next year, although Norwex and Christmas hampers won't be needed.

Several children with stalls made over \$200. Joce commented that the "bank" worked well.

Emma thanked all those who contributed to Market Day and we will look to repeat in 2025.

3. Thank-You Evening

Leanne and the teaching staff have sent out email invites, no RSVP as not needed for planning.

Erika has looked into catering, only change is they are not doing sushi this year, Erika offered some alternatives.

PTA members felt Protocol need more bar staff, last year there was only one person serving and a lot of people went next door for drinks which may impact on our required spend.

Isaac suggested wearing name tags, Emma suggested he can organise this if he would like and this would be optional.

Action: Erika to ask about bar staffing.

4. Working Bee

Emma reported there were lots of children at the working bee. Philly was thrilled with how much was achieved in the GTT area. Bark was delivered and spread on top playground, but no sand delivered as planned. Emma thanked all those who were able to help.

5. Karma Keg

The Karma Keg made \$420 this year. Some new families attended this year. Well supported and afternoon went well. Thank you to Steve for organising.

6. Ice Block Friday

Emma and Jocelyn proposed to the PTA instead of an ice block sale, having free ice blocks for the children as a way of saying thank you for all the support in 2024. They felt we didn't need to fundraise again this year. Andrew suggested the last Monday of the term at "little play". All PTA members agreed this is a good idea, and happy to proceed with planning this. Clare is happy to organise with Isaac and Jody offering to help collect the ice blocks on the day.

Action: Clare to organise 27 boxes of mini lemonade popsicles with delivery to school for 2pm on Monday 16th December.

7. Touch Rugby

Emma provided an update on the season, generally progressing well. Now on Week 5, all days have been played with some inclement weather along the way. Real fruit ice cream truck came on Week 4 and is booked for Week 7. Sausage sizzle is going well. Access to CCC shed to store the BBQ is working well. We will not have access to the storage garage next year so will need to organise alternative option.

8. 2025 Planning

Uniform Sale:

Uniform sale to be held on Monday 3rd February, 12 – 1.30pm, library.

Set up day is Friday 31st with Elizabeth requiring some help for this – sorting uniforms, taking tables into library, preparing for the sale. Emma and Amy offered to help with this. Elizabeth will be in touch if she requires additional helpers for the sale.

Back To School BBQ:

Friday 14th February, 4.30 – 7.30pm.

We will go ahead with Bouncy Castles as they are popular with the children. Requires more supervision, and possibly teachers on as well on the senior one. Emma will add more slots to the sign up genius, will have vests available to identify supervisors. Probably one junior and one senior but will wait to see how much progress on playground as junior one is located by senior classroom where playground is going.

Will have a "holding pen" for junior children, set time or one-in-one-out crowd control.

Stephen offered to see if a contact can bring a Fire Truck. Others welcome to approach school firemen. Previously police car and van.

Jocelyn will book the Curly Potato food truck, request 10% profit returned to PTA.

Roberta will organise the sausage sizzle again.

Natalie will organise the drinks.

Real Fruit ice cream truck is booked.

Isaac requested no more tears for bubble machine.

Whanau Group have been invited to be involved, no response yet.

Emma offered PTA members to discuss ideas for the following year for fundraisers / events.

Discussed the raffle Steve proposed, all PTA members agreed this was a good idea, looking at May, where there is a full month of school during the term. Plan on having 31 prizes with a minimum \$50 value, sales throughout April and then raffle running May.

If anyone knows a contact to help with printing raffle books, please get in touch with Emma. There is an expectation everyone comes up with at least one idea for a raffle prize and ideally source a prize or

something towards a prize please. Strict raffle rules apply, we will be at upper limit of Class 2 Gambling criteria.

Emma advised while we discussed holding a Halloween themed disco next year as it falls on a Friday, it is the decision of the Student Council to decide the theme and date. The suggestion has been made to Jarad Pateman.

Term One

1. Uniform sale 3rd February
2. Back to School BBQ planned for the Friday, 14th February.
3. Ice block sale
4. Working Bee if required
5. Frozen cookie dough and croissants through Go Raise It – Natalie will look after this fundraiser.
6. Rogaine could be done in late Term 1 or early Term 2. Jocelyn will talk to Sara Prince to check if PAPO maps and resources would be available any dates.

Term Two

1. Raffle: Month of May
2. Move-X
3. Uniform sale
4. Rogaine if not Term 1
5. Movie Night

Term Three

1. Uniform sale
2. Mid-Winter Quiz, mulled wine, Christmas themed, Christmas jerseys etc. 2nd or 9th August.
3. Uniform sale
4. Product TBC
5. Disco or Term 4
6. Family Portraits – very end of term

Term Four

1. Uniform sale
2. Market
3. Working Bee
4. Karma Keg, Moon Under Water - Steve
5. Touch Rugby Oct – Dec - Team
6. Halloween Disco possibly
7. Colour Run through a fundraising company for our first event. Diwali festival on 19th October. Jocelyn will discuss with a colleague some ideas for organising. Can get sponsorship for colours in future.
8. End of Year Thank-You Evening

Discussion:

Elizabeth suggested a parents evening with a speaker on a chosen topic, such as a psychologist speaking on raising children.

An Art Auction was suggested, with a wine and cheese evening, children's art and local professional artists.

9. 2025 Meeting Schedule

The meeting schedule for 2025 will be circulated .with the minutes. Dates will be added to the school calendar. AGM 12th May.

Other Business

Friendship Lists for 2025

Action: Leanne and Andrew offered to do again, as they can incorporate the permission for each child to be on the list into the whanau connect meetings.

The meeting concluded at 8.40 pm.

Next Meeting: Monday 10th February, 7.30pm, Staff Room