

**PTA Meeting Minutes/Action Points**

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| Date & Time | **Wednesday, June 5, 2019,** **7.30pm** |
| Venue | School Staffroom |
| Attendees | Sam Paterson (Co-chair), Kylie Johnston (Secretary), Celia Grant (Co-chair), Warwick Moyle (Principal), Jacqui English, Amy Symans, Kai Xiong Liao, Caroline Back (Incoming treasurer), Karl Weaver (Co-chair), |
| Apologies | Kim Dalton (Teacher rep), Gaye France, Sarah Paterson, Janeen Hanna (Treasurer), Delwyn Brunt, Cathy Readers, Jasmine Jackson, |

**Moved that the apologies be accepted. Celia/Warwick**

**Special General Meeting started at 7.30pm**

Sam moves to adopt the new Constitution **seconded by** Kylie

**Discussion** - 16 years since updated, Warwick, Sam and Gaye made initial amendments, the amended copy was brought to our last committee meeting, some suggestions were made and amendments now completed.

This is the final draft of the Constitution and a call to it being adopted into practice.

**For** 9 **Against** 0Amended Constitution **accepted En Masse**

**Motion carried**

Warwick thanked Sam and Gaye for their time on this initiative.

**Meeting closed 7.35pm**

**PTA Meeting Opened at 7.37pm**

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| **Standard Items** | **Moved** | **Seconded** |
| **1. Welcome and Acknowledgements**:   * Thank you, Gaye, for organising the Targa * Thank you to Celia for organising the scrap metal drive | Kylie | Sam |
| **2. Previous minutes/action points**  That the minutes of the previous meeting be taken as read and accepted as a true and correct record. | Celia | Jacqui |
| **3. Treasurer Report**  To be circulated under separate copy as Treasurer not present |  |  |
| **4. Correspondence**  Inwards:  Targa Rally thank you and acknowledgement. Asking for bank details - Gaye has sent bank details to them   * Fundraising options   Reusable Bags  Entertainment Guide   * PTA association minutes from AGM circulated under separate cover * Invoice for Packaging (Mothers Day) - $32.48 to be paid - moved by Celia, seconded by Sam * Asb bank statement   Both of these items are in the PTA cupboard for treasurers reference  Outwards: Reply to Targa with the account number | Celia | Sam |

**Previous Action Points**

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| **Action Item** | **Person Responsible** | **Progress** |
| Garden proposals to BOT & Funding application process. | Warwick | In progress |
| Final Constitution & set a date for a Special General Meeting to adopt | Warwick | Done |
| Pita Pit info for next meeting to make a decision | Janine/Kim | Done |
| Trail walking book fundraiser | Kylie | In Progress |
| Mothers day stall | Kim\  Gaye | Done |
| Monday comms on FB thank you for the Marathon helpers | Kylie | Done |
| Funding Letter/diagram Kylie to send to Warwick for approval and delivery | Kylie/Warwick | In Progress (sent to warwick and approved to be sent to community |
| Scrap Metal confirmation of the date. | Celia | Done |
| Jacqui to amend flyer for scrap metal | Jacqui | Done |
| Pak n save and Countdown cards talk to Caroline | Kylie | In Progress |

**Move minutes of meeting moved by Celia seconded by Jacqui**

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| Meeting Items - projects, activities, FUNdraisers & decisions | Person |
| **Garden Proposal** response from BOT & funding application with students  Board are supportive of this initiative.   * Last week 6 year 7 students crafted a letter with Warwick’s support, this letter of application has been written and sent with a picture of the concept plan. If it is accepted we would receive $10,000 of support (which includes time and labour).   Applications close 14 June - our application has been emailed electronically. Warwick to check if they have received it.   * Discussion to make the implementation of this initiative a working bee type concept, with a Proposed Grand opening March/April 2020   The Container can now be put into place - Sam to call Matt Pethybridge to ask about providing bobcat & work on digging to flatten the area and put the metal there.   * Vance to compact the metal, again if needed there is Potential for a working Bee around this.   Discussion about the $900 worth of plants sitting at Dianne’s house - Warwick to contact her about what to do with these in the meantime | Warwick |
| **Access to Google Docs/emails**  Please let Kylie know if you cannot access google emails… because we are going to use [kaharoa .school.nz] email addresses to communicate in between meetings.  Kylie - to contact everyone individually with instructions | Kylie |
| **Beach Volley Ball Court**  Celia & Karl are in support of this project.  Suggestion to keep applying for grants in the interim up until July 30th.  This could be a great community project to get people behind - Community Match Fund - Celia is happy to apply for grants with support from Warwick.  The location has been decided upon - on the field outside the staffroom/room 5.  The community have said they would be happy to donate time - Celia to contact the people who have agreed to this and her neighbour with the suitable sand.  Action items  - Karl and Celia will drive it and create a subcommittee - express your interest to them if you would like to help.  Celia will contact digger & sand people  Celia and Warwick to discuss best funding applications | Celia |
| **Eco Bags**  Possible fundraising idea - Reusable shopping bag, there is A nationwide ban on single-use plastic bags as of July 1st this year.  Two options came forward to support and our school by selling reusable bags...  Option one costs us $3.50 and we can sell them for between $5 to $7 dollars.   * we can send some packs of bags home with the children to sell   OR   * sell them at school.   With this option There are no upfront costs, we just have to return any bags we do not sell.  This company also do the disaster plasters however Kylie has sold these before and they don’t stick to the skin.  Option two is more expensive have to purchase 30x bags, better quality bags, however, they sell at $14.95 each and parents would be reluctant to support this option…  Can view them here  <https://www.dropbox.com/s/vparpkpd5um9sll/NZEnvirotrendBrochureApril2019.pdf?dl=0>  We agreed as a committee that these sorts of initiatives don’t work for our community and aren’t a sustainable income stream as a committee  This will be put into the FUNdraiser ideas folder on the drive in case future committees want to pursue these sorts of options. | Kylie |
| **Targa Recap**  $450/$500 potential for each year to support this. | Kylie |
| **Entertainment Guide**  We receive 20% of the sales each book/digital purchase sells for $65 we receive $13.00 digital or printed book  Kylie suggested doing just the digital option, and has agreed to liaise with Susanne.  The committee was in favour of this | Kylie |
| **Hamurana Flyer** - Fun Run Planning Update  Celia made contact with Tim, he has talked to the council who love the idea, they’ll even wave fees that normally apply.  Tim would need to go back to them with a series of possible dates. Discussed 1st half of 4th term or end of term 3  The subcommittee will organise a Site visit to work out Start point and flow to avoid congestion also details like the Waves of kids and whether we combine a Colour Run aspect and come back to committee with details    Term 4 starts 14th October, so date options discussed are:  September 1st (fathers day) (preferred date)  September 14th/15th or September 21/22nd  2nd/3rd November 9th/10 November (preferred date)  Karl/Celia to talk to the subcommittee  Celia to talk to Tim about above dates | Celia |
| **Trail Fundraiser Books** update - Kylie to order them | Kylie |
| **Movie Night** for Term 2 - Jacqui and Caroline will run this   * Date 28th June - 5.30 - 7.30 * Kylie will do marketing material. Suggestion to include Clear instructions on how it will work like for example 45 mins of the movie, Intermission when kids can come and purchase food/drink and the rest of the movie * Older kids movie this time * Food options would include - Hot dogs, popcorn, icecreams and soft drink | Celia |
| **BOP X country** 19th wet weather postponement 21st  Discussion about the coffee van from last time - we raised $160 for the two days, which seems quite low so we will look into different coffee options.   * Kylie to email no thank you to coffee van lady * Jacqui mentioned Jed’s coffee Kylie will research coffee options including also Cafe dynasty, any other local coffee providers and cafe lafaree in Wellington etc   Parents traditionally make and freeze Soup - clearer options of pumpkin, minestrone and veg soup - streamline the options so it’s the same across the board. Caroline will get some recipes to Kylie and Kylie will make a communication to the school community.  Jacqui has agreed to make ginger crunch again.  Susanne has the Hellers aprons and info for x- country. The sausages will need to be collected from New World Friday 14th - they have donated 720 sausages. Amy has agreed to collect these. | Kylie |
| **Scrap Metal Recap** - not quite as well as last time, still worth it - people can drop them off directly to the metal yard. Kylie to email Susanne the details for school comms | Celia |
| **Thank you cards** from the junior classes for the wonderful felt boards. These will be put onto website and pta page too | Kylie |
| **Teacher Requests:**  Suggestion to make this a standard item at the beginning of meetings and that we receive these by the 20th of the month, each month so we can have a couple of weeks to discuss via email prior to meetings so we can make an informed decision at each meeting.  Application by Year 4 and 5 teachers - Lisa and Shanelle for funds to buy play based learning equipment. They went to PD earlier this year and have found they need equipment their rooms to run the programme properly.  Warwick to suggest to Lisa the class could write letters to businesses and families and get items donated  Initial approval for $250 per class to be reviewed at the next meeting.  **Moved** Celia **Seconded** Caroline  Accepted en masse  Motion carried | Kylie |
| **General Items**  Lamb, chicken and calf day - calves not advisable. Karl will go back to Trina to say that we won’t have calves as recommended and will repeat the same as last year. |  |

**The meeting closed 9.06 pm**

**Action Points**

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| **Action Item** | **Person Responsible** | **Deadline** |
| Contact Matt about digger/fill for Container project | Sam | June 20th |
| Contact Dianne about $900 worth of plants | Warwick | June 20th |
| Janeen to pay for packaging invoice $32.48 invoice and ASB bank statement in PTA cupboard | Janeen | June 20th |
| Google Docs/emails - Kylie to finalise details with each PTA member and liaise with Warwick | Kylie | June 8th |
| Beach Volley Ball Court  - Karl and Celia will drive it and create a subcommittee - (express your interest to them if you would like to help).  - Celia will contact digger & sand people  - Celia and Warwick to discuss best funding applications  - Update committee at the next meeting | Celia/Karl | July 3rd |
| Liaise with Susanne to send the email to the community | Kylie | June 8th |
| Subcommittee for Hamurana Flyer to meet onsite proposed dates with Tim  September 1st (fathers day) (preferred date)  September 14th/15th or September 21/22nd  2nd/3rd November 9th/10 November (preferred date) | Celia | June 20th |
| Trail Fundraiser Books update - Kylie to order them | Kylie | June 7th |
| Jacqui and Caroline communicate details with Kylie for marketing And arrange food options | Jacqui/Caroline/Kylie | June 28th |
| Research Coffee options for BOP X  Comms for soup etc  Ginger Crunch  Sausages to be collected | Kylie  Caroline  Jacqui  Amy | June 10th  June 10th  June 19th  June 14th |
| Email Susanne details for drop off Scrap Metal | Kylie | June 8th |
| Ask Susanne to put pics of felt board us on website | Warwick | June 10th |
| Comms to teachers about the process of Teacher Requests  Talk to Lisa the class could write letters to businesses and families and get items donated | Warwick/Kylie | June 10th |
| Contact Trina we will follow guidelines and not have calves. | Karl | June 10th |

Closed at 9.35pm

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| **Next Meeting** | **Next Committee Meeting**  **Wednesday 3 July**  School Staff Room |

**Important upcoming dates this term:**

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| **19th or 21st June** | **BBQ x country interschool** |
| **28th June** | **BBQ x country BOP** |
| **26th June** | **Agenda Items to Secretary email kyliej@Kaharoa.school.nz** |

**Decisions Record**

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| **Decisions** | **Moved** | **Seconded** | **Outcome** |
| 1. Invoice for packaging $32.48 | Celia | Sam | agreed |
| 2. Room ⅚ funds for play equipment $250 per room | Kylie | Caroline | agreed |