



# PTA Meeting Minutes

Whenuapai School PTA Meeting - Whenuapai School Staffroom

Date: 21/2/2017

Start: 6.40pm Close 8.20pm

**Present:** Jelena Nasmith, Raewyn Matthys-Morris, Sacha Walsh, Mike Beale, Paula Pusich, Donjelle McKay, Anita Dheha, Catriona Farac, Kasia O'Neill, Rachel Stewart, Stephen McLean, Julia Coyle

**Apologies:** Ruth Waller, Debbie Rennie, Naomi Harrison

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## Introduction

Jelena welcomed everyone to the meeting including new members.

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## Administration

- New administration documents were discussed. Pre submitted questions answered. Included the purpose of the new documents, reason for clear guidelines and structure of the PTA as a sub-committee to the BOT. Members given the opportunity to ask further questions.
- Financials 2016: Summary of profit and expenses presented to the committee members to summarise fundraising success in 2016. Discussions over continuing to present financial reports at each meeting which will be provided ongoing by Leading Edge. Members given the opportunity to ask questions.

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## Profiles for Chairperson & Secretary

Discussion had over submissions for Chairperson and Secretary roles. Two people submitted their interest and therefore voting not required. Paula Pusich was welcomed as new Chairperson and Danjelle McKay as Secretary. Meeting to occur between Jelena (BOT) rep and new Office Bearers who will run the next PTA scheduled meeting on March.

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## Mike Beale – Bike Program

Mike Beale gave an update on the Bike Program including tracks, equipment and help needed. Identified there are areas of fundraising that the PTA could possibly help with. Helmets, container for storage and services from electricians, builders. Mike to fill in a request for funding from PTA and present to Raewyn to ensure alignment with strategic plan. Overall members happy with update and excited for the year ahead. No decisions made with regards to funding as PTA members would like to create a "wish list" for the school and prioritise items and decide on funding accordingly.

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## Term 1 Events

- Confirmed to move forward with previously scheduled events that were discussed in Nov 2016.
- **Sausage Sizzle Lunch** – Wednesday 15/03/17. Jelena, Anita and Rachel to organize. Will be a pre-paid event with a buffer for those to buy on the day. Also Rachel to help with supporting families with Allergies to ensure inclusion of all our students.
- **Junior School Disco** – Decided to have disco on Thursday 30/03/2017 to help make easier on teachers rather than having disco at the end of the school week. Junior disco to be 5-6.30pm. No senior disco this time as numbers were previously very low. Junior disco includes Year 0-4. No longer selling fizzy drinks and lollies to align with the water only & food nutrition policy for Whenuapai School. Further discussions around food options include popcorn, sausage sizzle, chips and smoothies. A group will get together to organize and present update at next PTA meeting. Paula and Catriona to organise this event.
- **Ice-block Day** – To be held on last day of term 1 13/04/2017. Pre-paid event and ice blocks will be bagged up and delivered to class rooms at morning tea time instead of lunch time. Julia and Catriona to bag ice-blocks on the day in the morning and leave in the freezer ready to be delivered.

## Term 2 Events

- **Knowledge-a-thon** – Discussions around mixing and doing a math-a-thon with current events included. Paula to lead this event and email out to helpers for further assistance. Questions to be sent out before the end of term 1 with event being held in week 2 of term 2. Discussion around linking the event to specifically fundraising to help with Bike Program. Flyer to be attached to questions to inform parents of the intentions of spending the raise money. Question structure will be the same as last year: 10 x yr 0-2, 20 x yr 3-4, 30 x yr 5-6 & 50 x yr 7-8. Sacha Walsh raised the issue of young kids in school finding it difficult with certificates being given out. Names spelt incorrectly and some kids being disadvantaged if lack of support at home meant they were unable to do well. This issue should be considered for the next event and will be discussed again at next meeting.

## Other events:

- **Quiz Night** for Term 2. To get an organizing committee of helpers to help with this one.
- **Community events** were discussed around using the Bike program and tracks to bring families into school and encourage community involvement. Gold coin donation for being involved. Further ideas to be discussed and no specific events decided on at this point. Duathlons, Wheelbix Triathlon to base ideas on. Could potentially look at using the base pool and facilities if possible.

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## Goals and spending for 2017

It was decided that a request should go out to staff to ask for any items that they would like to see on the schools "wish list". A request will also go out to families to ask what they too would like to see



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fundraising money spent on. Sacha is going to discuss with teachers at staff meeting on Friday 24<sup>th</sup> Feb. Once a wish list is created the PTA committee are then happy to prioritise expenses in conjunction with the strategic plan. The wish list will then guide the PTA for their fundraising goals for 2017.

## Action Points from Meeting:

Action Item	People	Date Required By
Pre-paid newsletter Sausage Sizzle to send out to families	Jelena, Anita, Rachel	Wednesday 1 <sup>st</sup> March Event on 15/03/2017
School Disco – DJ booked, theme, food, helpers	Paula & Catriona	Update at Next PTA Meeting 21.03.2017 Event on 30/03/2017
Pre-paid newsletter Ice Block Day to send out to families	Jelena, Catriona, Julia	Thursday 30 <sup>th</sup> March Event on 13/04/2017
Knowledge-a-thon Questions & Newsletter & Flyer from Mike Beale	Paula to co-ordinate Mike to do Flyer Sacha to ask staff how they would like to go about creating questions as could be difficult to know which questions are suitable for each year group	Send to families Monday 10 <sup>th</sup> April. Event on 11/05/2017 Sacha to ask at next staff meeting Friday 24 <sup>th</sup> Feb
Create Wish List from staff and parent input	Sacha to ask staff at next staff meeting. Notice to be sent to families.	Friday 3 <sup>rd</sup> March
Check and Clear Freezer that has stock prior to events to ensure we don't double purchase	Jelena, Paula & Danjelle	

## Next Meeting

Next Meeting Date discussed and majority decided that 7pm start suits better so next meeting is scheduled for March 21<sup>st</sup> 7pm @ Whenuapai School Staffroom.

**Minutes Created by Jelena Nasmith (BOT Representative)**

**Approved by Paula Pusich (Chairperson) & Donjelle McKay (Secretary)**