



# PTA Meeting Minutes

Whenuapai School PTA Meeting - Whenuapai School Staffroom

Date: 20.02.2018

Start: 7pm Close 8.50pm

**Present:** Carey Jones, Paula Pusich, Natasha Clark, Kelly Norman, Stephanie Brook, Jo Wright, Pam Muller, Julia Coyle, Hayley Moore, Helen Brinkman

## Apologies:

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### **Introduction**

Carey welcomed everyone to the meeting including new members.

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### **Administration**

- Talked about the policies that we as a PTA have to follow. Paula explained the cash handling policy which requires two people to count cash one of the two has to be PTA chair, BOT rep or PTA secretary. These policies can be found on the Whenuapai School Website. There are also job descriptions of the PTA chair, BOT rep and PTA secretary on the school website. These need to be updated with the current people in these roles.
  - Secretary required for PTA. Asked in the meeting if anyone would be interested. Suggested that we could do it term about. Helen Brinkman offered to take the role on for term 2. Currently no one has put up their hand up for this term. To be put in the next PTA portion of the school newsletter
  - Update on the family night 22/2/18. Just request if able to help. Enough volunteers with PTA, teachers and facebook page. Ice cream and coffee truck booked, we get \$1 per ice cream sold and \$2.00 per coffee. Sausage, hamburger BBQ organized. Games organised with Greg B.
  - Easter raffle helpers required if to be run. Asked for someone to run the event, no one offered. Was then decided to send out another FB message and email and if no takers by Monday 26<sup>th</sup> Feb we would have to cancel this fundraiser.
  - Update on Disco. Paula asked for helpers, running two this term. Junior and senior. Option to pre pay entry fee via Kindo. Discussion was had on how to manage this on entry to the hall. Suggestion was to have a pre paid queue. Pizza for senior is a pre paid meal via kindo.
  - Teachers reps for PTA, two this year Hayley Moore and Stephanie Brook. – no feedback from teachers at this stage.
  - Entertainment Books, already sorted and ready to go online. Poster to be hung up and leaflets in office. Put path onto newsletter.
  - Update from latest BOT meeting: Paula gave an update from the last BOT meeting, more of an introduction at this stage, any financial spending from PTA over \$1000 needs to be approved by the board. Any spending under \$1000.00 needs to be approved by Raewyn.
  - **Kindo** payments will be going live in Term 1 2018. All PTA lunch days will be paid via kindo. If there are families that do not have access to kindo an alternative method of payment will be arranged. Paula to talk to office staff about this. We hope to do a majority of fundraising through kindo such as all lunch days, calendar art. Other fundraising will have the option to
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use kindo and also a cash system such as ....-a-thons, discos, quiz nights etc. Paula all set up and trained.

- Ice block/Lunchday update. Set up for the 13th April. Last day off the term, asked for helpers and received. Paula and Kelly to run this event. Talk about changing the day at year 7-8 are on camp but it was decided to keep the date on the last day of term.

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Other business - request emails and in PTA Newsletter to be sent out as reminders to people to help out on PTA in the second term. Not everyone has access to PTA Helpers Facebook page.

#### **Next Meeting**

**Next Meeting Scheduled for Tuesday 20th March 7pm @ Whenuapai School Staffroom.**

**Minutes Created by Carey Jones (Chairperson)  
Approved by Paula Pusich BOT Rep**