



PTA Meeting Minutes

Whenuapai School PTA Meeting -Whenuapai School Staffroom Date:26.07.17
Start: 7pm Close 9.00pm

Present: Jelena Nasmith, Paula Pusich, Julia Coyle, Shona Christie, Paula Van Vaughan, Sarah-Jane Weston

Apologies: Monique Inglis, Helen Brinkman, Elizabeth Andersen, Naomi Harrison, Craig Smith, Anita Dheda, Ruth Waller

Introduction

Welcomed everyone to the meeting. No new members.

Administration

- Everyone present has agreed the Minutes from the last PTA meeting.
- Jelena update from latest BOT meeting: BOT happy with recent quiz night. Very impressed and have had some great feedback. No approvals needed at the last BOT meeting so little to report.
- **We will be putting Facebook posts & emails out there for the upcoming events for term 3 where we will need helpers – please keep a look out.**
- PTA guidelines are on the website. Just a reminder for people new to the PTA please have a read of these when you can. This is important when offering your help for events to ensure we are following the correct procedures required by a sub-committee of the BOT.
- There is a document in the dropbox which Paula has created to list all companies that the school has approached for donations. It was asked that anyone approaching companies to update the details to ensure we aren't asking repeatedly and also to ensure thank you letters etc. can be sent when needed. Paula will look into other school's guidelines around how often to ask companies etc. and bring to the next PTA meeting to discuss what is best for Whenuapai.
- KINDO: A system that is run through the website for ordering and collating data from PTA events such as sausage sizzles etc. Do we want to use this for our school? It was decided to meet with the lady who organizes it and get more info to present to the PTA when we have more people present before deciding if this is something we should consider.

Wish List from Staff & Parents:

Jelena continues to update wish list as requests come in. The following items have been purchased from approvals at last meeting:

- Branded school Umbrellas x 10
- Gardening equipment for the junior school
- Kai-O-Rahi sport kit (this is like rugby with no tackle)
- Jump Jam License junior school
- Ez weight bags for school gazebos
- Netball chain nets x 2
- Ingredients for making play doh junior school

Awaiting quotes still for the following items:

- Outdoor Table & Chairs for the Year 3/4 (Still waiting on Quotes to come back)
- Repainting Court Area

Email for requests has been sent out:

- Chapter Books for the year ¾ Cohort for the bookcases

New Items added to the wish list and approved:

- Curtains for Room 6 for the mini mindlab
- Cutlery and Mugs for the Staffroom
- Repair of ICT equipment and purchasing of new chargers for ipads in classrooms
- Quick 60 Reading resources – approved by PTA but need BOT approval before purchasing



PTA Meeting Minutes

Eftpos Machine:

Unanimous vote that the PTA is prepared to pay the extra \$12.95 per month on top of the school eftpos bill to upgrade the schools eftpos machine to a mobile unit for use at events outside of school hours. Decided it was worth the money as opposed to hiring a mobile unit each time.

Hand Sanitiser:

Voted that the PTA would fund hand sanitizer for each classroom through winter time. Cost approx. \$300. Sera in the office to order and give Tony the invoice.

Breakfast Club:

We need to sort the weet bix & milk order as currently have too much stock stored. No current record of the number of children attending breakfast club and we are required to give this information to Kick start who organize the incentive. Jelena to email and ask breakfast club volunteers to record the number of children attending each day. From this information PTA can decide if they will continue to fund Milo as this is not currently funded. It was agreed that the PTA would no longer fund marshmallows or tinned fruit as this is not needed to provide children with a healthy breakfast to start the day. It also doesn't fit with the school food and water policy.

Recycling Initiatives:

Paula V to look into recycling initiatives that Whenuapai School could implement either as a PTA or as a school with help from children etc. Paula to present any ideas or options at the next meeting to discuss further.

Update for Term 3/4 Events:

➤ **QUIZ NIGHT: 30TH JUNE 2017**

Quiz Night was a great success. Raised \$10,856 in total. Some good feedback and some great ideas to consider for the next time the school organizes a similar event. Had 5 helpers on the night but would benefit from 1-2 more to make job easier.

➤ **Sunscreen Sale:**

Stock has arrived. Dates are booked for packaging and Shona has organized some children to help with the packaging at lunch times. Newsletters are all completed and printed ready to distribute. Samples of sunblock are in the office for people to try. Jelena to organize the mobile eftpos unit. Helpers are now sorted for collection and the small office room with sliding door to undercover area has been booked for collection. Prizes are sorted and Shona has organized to speak at each assembly to show children what they can win.

➤ **Carboot Sale:**

Paula updated everyone on the organizing of the car boot sale. No other ideas offered. Paula is coordinating with teachers at school to have groups perform on the day. Kapahaka, music students etc. Will need many helpers and will put a call out after the sunblock sale. Cars will be parked on the court area and the stage used and well as possibly the hall.

Upcoming Events Summary:

Item:	People:	Date:
Sunblock Sale	Shona, Jelena & Paula	11.08.17
Disco	Danjelle, Catriona & Paula	21.9.17
Pizza Day / Iceblock day	Paula, Danjelle, Shona, Claudine, Julie	29.9.17
Mufti Day	Paula	25.10.17
Art Calendar	Leonie	16.10.17
Car boot Sale	Danjelle, Paula, Shannon	03.11.17



PTA Meeting Minutes

Toy World 20% Off everything in the Store! Exclusive night at Toyworld for Whenuapai School % of the Sales are given to the School.	Shona	9.11.17
Iceblock & Pizza/Sausage Sizzle Day	Paula, Danjelle, Shona, Claudine, Julia	24.11.17
Carols by candle light – Not a fundraiser a family Event that will need help coordinating	Helpers closer to the date	1.12.17

Next Meeting

Next Meeting Scheduled for Tuesday 19th September 7pm @ Whenuapai School Staffroom.

Minutes Created by Jelena Nasmith (BOT Representative)

Approved by Paula Pusich (Chairperson)