

Kaipara Flats PTA Meeting
7:00pm Tuesday 28th May 2019
At Kaipara Flats School: Staffroom

1. Open Meeting 7.10 pm

PRESENT:

Clare Dill, Sarah Weatherall, Laura Hugo, Christine Walker, Donna Wech, Debbie Hamer, Hannah Reddell, Tabea Salewski, Zuzana Pistecka, Lindsay McGee, Mel Paddison, Anna Capitao, Lara Armstrong, Kara Jack, Mel Johnstone, Laurene, Dave Wild

APOLOGIES:

Gael Adamson, Stevie Douglas

2. Confirmation of Previous Minutes

The minutes from the meeting held 8th March 2019 were confirmed as a true and correct record.

Moved: Sarah Weatherall

Seconded: Anna Capitao

3. Chairs Report

Swimming Sports

- We made a total of \$440.22 this year (last year \$440.82). There were more high school students buying this year. The total Sales from primary school kids died off at lunchtime. The baking, ice block and small juices sold well. Still came home with lots of sausages again. Next year only purchase 300 sausages and enquire with Mad Butcher re fundraising discount.

Report back from exec meeting

- Decision to add one other event for the year to our top three: Swimming Sports, Disco, and Show Day. This is due to the capacity of the exec committee only, happy for others to take the lead and run other events, if someone has a particular event (social or fundraiser) they would like to run please let us know asap.

4. Treasurers Report

The Cash Receipts and Payments Statement to 21st May 2019 (Attachment 1) is as set out below:

The Treasurers Report attached covers the period 8 March to 21 May. The account balances as at 21st May were:

Chq: \$ 1,808.32

Savings: \$9,420.39

TOTAL: \$ 11,228.71

Moved: Laura Hugo

Seconded: Donna Wech

6. Principal or BOT Report

Show Day

- Calves still a 'no go'. Goats are being discussed as another option.

Shade Sails

- Chosen Shade Systems (giant umbrella style) 49sqm \$11,500 each. Locations possibly for front of school and outside Kea classroom.

- Need to decide colours now and get them up before show day.

- The school has secured a \$10,000 grant from Pub Charities which will go toward these shades. We have 3 months to use this grant.

- Quote for playground shade = \$43,000. Will need to wait until after the new classroom (and attached verandah) is in before going ahead with this one because of its proximity to the playground.

Piano

- This has been sourced and a whole day of lesson for students is already filled.

School House

- 2/3 done, still want to convert bathroom to a storage area.
- Keen for funds to finish the carpet tiles, deck, railing, steps.
- This space will be used for arts, kapahaka etc

Kotare classroom (ex resource room)

- Up and running and looks great!

Kapahaka

- Sandy Meharry has been getting this going and kids are really enjoying it.

7. Matters arising from previous minutes

Authorise additional signatories on Bank Account

- Moved that Laura Hugo, Mel Paddison and Hannah Reddell be added to the PTA bank account as signatories and that Nikki Swanerton be taken off.

Moved: Sarah Weatherall

Seconded: Christine Walker

Prioritising Social Event List

Picnic

Lots of interest but some concerns around weather this time of year. Maybe better to move to Sports Club

Add a competition like Top Town or Petanque

Fathers Day

Not Sawmill

Dad's Day in July instead as Father's day timing will conflict with possible Casino night discussed further below.

Shopping Trip

There has been many requests that we run this event again.

Donna has volunteered to organise this

End of November (Saturday)

Dressmart & Sylvia Park or the General Collective Markets.

Action: Look at possibly combining a Fathers / Family event.
 Donna to organize the Shopping Trip

Prioritising fundraising activities

It was recommended we do an adult fundraising event. The two suggestions from previous PTA Meetings are a Mid Winter Ball and Casino night.

Casino night was widely popular.

Suggested date: Saturday 14th September

To be held at the Sports Club

Capacity = 144 people (staff included in this number)

The Sports Club is considering making a donation to the PTA from the bar sales taken on the night (they will get back to us shortly with details/numbers.)

Cost for set up = \$2,000 for 7 tables & 5 staff

Tickets to be sold for approx \$30 each (possibly more if food included)

Tickets sold first to school parents then the wider community.

Get a number of chips on entry

Top 8 play off at the end 1st, 2nd & 3rd places receive a prize

Can't cash in chips for money at the end

Platters of food rather than sit down to keep people up at tables

Prioritising fundraising request list

All agreed that fitting out the new classroom & shade sails are top priority and will use up most/ all of our fundraising proceeds this year.

8. Election of General Committee members x 3

Interest from the following people:

Fundraising Coordinator - Lindsay McGee

Marketing & Communications Coordinator - Christine Walker?

Membership Coordinator - Cherry / Mel Johnstone?

Action: PTA Exec to meet with general committee members shortly.
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9. Fundraising Guidelines

A draft fundraising guidelines document and fundraising activity template was distributed and discussed.

All agreed that the new guidelines and activity template be accepted and be used for the planning of future events.

Moved: Clare Seconded: All agreed.

10. Disco

Ranfurly hall available on 22 & 29 June

22 June teachers have a function

Sound system ready to go

Kea kids to organise music? or Mark Lewington to DJ (he has turntables and would be keen as long not too busy.)

Discussed splitting into junior YR0,1,2,3 and senior YR 4,5,6 discos due to hall capacity. Roster helpers on so not having to be there all night.

Put the call out to see if anyone else is interested in taking care of the photo booth to give Kara a break.

No more glow sticks as the waste goes against our school value of respecting the environment. Some light up toys which last longer will still be sold.

Action:	Check with Mark Lewington Email to ask for volunteers for photo booth
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11. Fundraising Event

Other ideas mentioned:

- World Vision 40hr famine - Make a roster for doing kind deeds for teachers over 40hr period instead of famine
- Halloween trunk or treat - decorate car boot
- Recycle boutique / Clothing swap / Wine night

12. Show Day

External Stalls

Need to agree on what to charge external stall holders ie: donuts & coffee cart
(With the exception of community stalls ie: library, playgroup who are charged \$25 or nothing at our discretion)

All agreed 15% of takings on the day was fair and acceptable.

Acceptance of this to be agreed by the stall holder in writing or email.

13. PTA Feedback for next BOT Meeting

13. Next Meeting Date:

Meeting closed at 8:35 pm