



MINUTES OF THE MEETING OF THE  
**WAITAKIRI PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**  
HELD ON *10 May 2021* AT 6.15PM  
IN THE STAFFROOM

**PRESENT:** Tanya Calvert, Bianca Scott, Matt Linton, Beckie Lucas, Hayley Toogood, Jacqui Malham, Kirsti Fenske-Buikema, Tessa Ash, Vicki Wood, Carole-Ann Ward, Tracey Nairn, Kate, Lee Chapman

**APOLOGIES:** Shontelle, Fliss, Jamie, Liz, Tash, Vicki Smith

**WELCOME**

**1. Checking in**

**2. Administration**

a) Apologies –

b) **Confirmation of the minutes of the meeting held on 15 March 2021.**

**Motion:**

*That the Minutes of the PTA meeting held on 15 March 2021 be approved as a true and correct record of the meeting.*

**Moved: Bianca**

**Seconded: Matt**

**Carried**

**Matters arising from previous minutes**

Matt said he has spoken to the family about the bouncy castle, they mentioned that they also have ride on animals, can the hall be used for these as they would need to be inside. For the ride on animals, they would be looking at a profit split with us. For the bouncy castle, they would be happy to give us the castle and we run it.

**3. Deputy Principal's Report**

Jacqui said that next term will be starting with Book Week. A book fair is also booked in and will be on at the same time as learning conferences. There is a team of teacher reps to organise that along with Jacqui. Jacqui mentioned that they had some feedback from parents regarding the Readathon – they would like the children to earn the money rather than it be a donation, so by the book, page or even minutes spent reading. We all agreed that would be a fun way to do it this year.

There will be no learning celebration on Friday this week, due to the addition to the hall still being built. All the other new buildings are all finished. Cindy Hardy now has an office, which is called the Learning Support Office. Jacqui said that the funding for the alterations came from the Ministry of Education, the Ministry gave every school that was more than 4 years \$400,000, the school did request extra rooms be added to the hall, but the Ministry said no to this due to how much it increased the footprint of the school. Jacqui extended a thank you for the scooter stands to the PTA, they're fantastic. We need more – will discuss later.

**4. Treasurer's Report****Treasurers Report - March 2021  
Bianca Scott****CHEQUE ACCOUNT:**

<b>01/03/21 Opening Balance</b>	<b>\$6,327.56</b>
<b>Income</b>	
23/03/21 Transfer from Savings Account	\$3000.00
31/03/21 Interest	<u>\$ 0.20</u>
Total Income	<b>\$3000.20</b>
<b>Expenses</b>	
22/03/21 Reimbursement to Tracy - Elastic for Scrunchies	\$27.08
22/03/21 Reimbursement to Carole-Ann – Bread, Sauce, Oil	\$89.36
22/03/21 Reimbursement to Carole-Ann - Sausages	\$276.00
22/03/21 Reimbursement to Carole-Ann Peter – Beef Patties	\$175.31
22/03/21 Reimbursement to Carole-Ann - Bow Ties	\$378.00
22/03/21 Reimbursement to Carole-Ann - Snow Cone Machines	\$1329.80
29/03/21 Donation - Whare, Ice Skating and Camp	<u>\$5800.00</u>
Total Expenses	<b>\$8075.55</b>
<b>31/03/21 Closing Balance</b>	<b>\$1252.21</b>

**SAVINGS ACCOUNT:**

<b>01/03/21 Opening Balance</b>	\$13,424.54
<b>Income</b>	
31/03/21 – Interest	\$0.59
<b>Transfers</b>	
29/03/21 – Transfer to Cheque Account	<u>\$3000.00</u>
<b>29/03/21 Closing Balance</b>	\$10,425.13
<b>31/03/21 TOTAL BANK BALANCES</b>	<b>\$11,677.34</b>

**SUMMARY OF COMMITTED FUNDS**

Sensory equipment for Vicki's students	\$371.00
2021 Swim tutor	\$6000.00
Total	\$6371.00

Money remaining after committed funds **\$5306.34**

**Extra info**

**March - BBQ Profit \$704.00**

Lots of left-over food which was used for the disco

**March Uniform Sale - \$450.00**

**Treasurers Report - April 2021  
Bianca Scott**

**CHEQUE ACCOUNT:**

**01/04/21 Opening Balance** **\$1252.21**

**Income**

12/04/21 Disco	\$6225.70
15/04/21 Leni Norton - BBQ	\$ 5.00
19/04/21 BBQ	\$1361.80
30/04/21 Entertainment Book	\$ 28.00
30/04/21 Interest	\$ <u>0.08</u>
<b>Total Income</b>	<b>\$7619.58</b>

**Expenses**

12/04/21 Deposit for Scooter Racks	\$1878.87
12/04/21 Donation for Disco DJ	\$100.00
12/04/21 Reimbursement to Carole-Ann for Disco supplies	\$674.79
13/04/21 Snow Cone Pottles/Spoons	\$192.63
19/04/21 Reimbursement to Carole-Ann for BBQ supplies	<u>\$101.92</u>
<b>Total Expenses</b>	<b>\$2948.21</b>

**30/04/21 Closing Balance** **\$5923.58**

**SAVINGS ACCOUNT:**

**01/04/21 Opening Balance** **\$10,425.13**

**Income**

30/04/21 - Interest	\$ 0.43
<b>30/04/21 Closing Balance</b>	<b>\$10,425.56</b>

**30/04/21 TOTAL BANK BALANCES** **\$16,349.14**

**SUMMARY OF COMMITTED FUNDS**

Sensory equipment for Vicki's students	\$371.00
2021 Swim tutor	\$6000.00
Total	\$6371.00

Money remaining after committed funds **\$9978.14**

**April - BBQ Profit \$1210.60**

**SOLD:**

80 Patties  
 8 Bags of sausages  
 11 bread loaves  
 400 cookies + 1 pkt GF

**April - Disco Profit \$3630.00****SOLD:**

65 Bow ties (no profit \$-215.50)  
 300 Scrunchies (profit of \$432)  
 595 Cookies + 1 pkt GF (profit of \$177.50)  
 625 Snow Cones  
 100 Meat Patties  
 9 Bread Loaves  
 Used all sausages we had left over from BBQ

## Left overs left to sell:

145 Bow Ties  
 180 Scrunchies  
 350 Snow Cone Pottles  
 425 Cookies + 1 pkt GF (sold at Friday's BBQ)  
 50 Patties (sold at Friday's BBQ)  
 11 Bread Loaves (sold at Friday's BBQ)

**Motion:** *That the Treasurer's report be approved as a true and correct record of the meeting.*

**Moved:** Tanya

**Seconded:** Tracey

**Carried**

**5. General Business***Pie fundraiser*

The fundraiser forms are out. We have had 4 back in. Several have asked for more sheets today. All orders are due in on Wednesday.

*Pie day Friday*

Carole-Ann showed us all the list of pie flavours for us to choose from. They cost \$3.50 per pie so can charge \$4 per pie, which will mean \$0.50 profit. So we will try and see how it goes. Gluten free options Tracey is sourcing and Carole-Ann will cook and then bring them in. Vegetarian option. Sausage rolls are a good option for non pie eaters. We agreed to charge \$2.50 for sausage rolls. Vegetarian, Mince, Potato top savouries and mince and cheese were the flavours that we decided on. We will ask parents and students to put name on envelope with money in it. Carole-Ann said we don't need helpers, she will just deliver hot pies directly to studios. 1.10pm is lunch, so will ask for delivery at 1pm. 28<sup>th</sup> of May. Cash only. To put in newsletter 19<sup>th</sup> of May. No late orders. No money no pie.

*Labels*

No orders yet so we will look at doing a separate hero post. Jacqui said in every studio, there are so many containers with no names on them. The school can't get them back to the right kids. Jacqui asked if we can man a desk – ask people if they want to buy labels. Will get Kim to do another post on hero. We discussed maybe next week or week after to do a table. We can put a poster up at the cross country sausage sizzle and on studio doors. 2 for \$1.50 white labels with blue writing

### *Sausage sizzles*

We discussed the next sausage sizzle date. We have got one on Thursday for the cross country. Carole-Ann proposed 25<sup>th</sup> of June? Or 9<sup>th</sup> of July? It was decided to be on 9<sup>th</sup> of July, which is the last day of term.

### *Snow cone machines*

These overheated at the disco. Carole-Ann took them back and told us that they've given us a new cord to replace the US cord. They tested them and believe that they were overheating because we were pushing them too hard, which stressed the blades. So we will give it a go next time and brief people on how to use them correctly. Oscar used the machines in the school holidays and had no issues

Carole-Ann received an email from Andrew's daughter asking if they could borrow the snow cone machines at their school on 11<sup>th</sup> June. Carole-Ann suggested that we become a "one stop shop" for all snow cone supplies since we already have relationships in place and we know that for example; the syrups we purchase from Trents in the big bottles are hard to get if you don't have access to a Trents card.

Vicky told Bianca that there are smaller pottles available, the large ones seem too big for most kids. We discussed as a team, how it will run and how much to charge. We will get instructions for how to use the machines and how to clean them, laminated. Some other things we need to consider; insurance for the machines – if something happens to them how do we deal with that? \$200 bond suggested but we will look into the service fees and base it on that. Also need to check legalities as we would need to be able to provide invoices. Kate and Ange to look into requirements for future leasing options and admin fees for being a one stop shop, but this time we will just ask for a donation. Prices were suggested for hiring, \$100 for one machine, if both machines \$150. Marketing wise, we will be able to tell other schools we made \$1600 at our last disco.

### *Disco*

The last disco went well, Bianca has done all the profits (see treasurers report.) Carole-Ann noticed that lots of the girls were putting the bow ties in their hair, she has added bobby clips to the bow and we can do half of the bow ties as clips at the next disco.

### *Eco cloth fundraiser*

Carole-Ann shared the cleaning cloths with us a while back on Facebook. She hasn't rung them yet to ask about sample cloths, but they cost \$9 for a pack of 3 and \$2 profit per pack. The cloths are compostable. We all agreed they would be good for market night.

### *Quiz Night*

Carole-Ann will double check with Tash that Quiz Night is all booked in for 15 August (Term 3.) Carole-Ann asked for a volunteer for taking on running the raffle, they would need to ask for prizes. We discussed that this would be a good opportunity to do at the same time as asking for prizes for market night. Tessa said that there is already a letter written up to use for donation requests. Tanya, Lee, Tracey, Tessa and Hayley will all do a portion and we will ask for donations in the newsletter also.

### *Calendar Art*

Carole-Ann has contacted the Calendar people and it has all been approved. She will discuss dates with Jacqui regarding when the art will be done by etc.

### *Swimming caps*

Tessa spoke and told us as a parent at swimming competitions she has noticed that most other schools have their own swimming caps, but Waitakiri doesn't and it is quite noticeable. Tessa requested that we provide some for the school and she is happy to look into it further. It would probably have to be a bulk order to get them printed, but this would last the school a few years hopefully. Jacqui also said that we could sell them to school families if they want some. We all agreed this was a great idea.

*Market Night*

Tessa said that this term we are going to look into donations. We have decided on stall prices; \$30 for an adult stall and \$5 for a kids table. In the newsletter we will be asking for donations of jars filled up with whatever families would like to donate. At market night the jars will be numbered and whatever number is drawn out is the jar that would be given as a prize.

**NEXT MEETING – 21 June 2021 6.15 – 7.30**

Meeting Closed at 7.26pm

**IMPORTANT DATES**

13/05	Cross Country, Sausage Sizzle, Pie forms due back in
21/05	Pies delivered
28/05	Pie Day Friday
21/06	6.15pm Next PTA meeting
09/07	Last day of Term 2, Sausage Sizzle
26/07	Start of Term 3
15/08	Quiz Night
05/11	Market Night

**Action Points**

	Task Details	Due by and who is completing action
	To look into snow cone machine leasing requirements and admin fees	Kate and Ange
	To confirm Quiz Night booked in	Carole-Ann and Tash
	To look into ordering swim caps	Tessa
	Request donations for Quiz Night and Market Night Raffles	Tanya, Lee, Tracey, Tessa and Hayley