



MINUTES OF THE MEETING OF THE
WAITAKIRI PRIMARY SCHOOL PARENT TEACHER ASSOCIATION
HELD ON *21 June 2021* AT 6.15PM
IN THE STAFFROOM

PRESENT: Liz Harding, Matt Linton, Bianca Sword, Hayley Toogood, Helena Leigh, Vicki Wood, Beckie Lucas, Jacqui Malham, Tessa Ash, Carole-Ann Ward, Tracey Nairn, Andrew Baker, Kirsti Fenske-Buikema, Fliss Rhodes, Lee Chapman, Ange Bennetts

APOLOGIES: Tash Lyons, Tanya Calvert, Shontelle Andrews, Kate Peterssen, Claire Stacey, Mandy Hart, Jaime Stewart, Nibal Kassem Dawish

WELCOME

1. **Checking in**

2. **Administration**

a) **Apologies –**

b) **Confirmation of the minutes of the meeting held on 10 May 2021.**

Motion:

That the Minutes of the PTA meeting held on 10 May 2021 be approved as a true and correct record of the meeting.

Moved: Matt

Seconded: Hayley

Carried

Matters arising from previous minutes

None

Correspondence in – matters arising

BBQ Injury

We had a letter from a parent, whose daughter got a splash of oil in her eye from our sausage sizzle on the last day of Term 1. We think the wind may have been the problem. In order to stop this from happening again we have decided to move the sausage sizzles to outside Woody's Shed. Here we will be able to keep the BBQ's further away from the children. The girl is fine, she was taken to after hours and had her eye checked and flushed.

3. Deputy Principal's Report

The Ka hui ako conference (teacher only day) was fantastic, there were great Key speakers and workshops. It was a lovely time to strengthen relationships with teachers from other schools in the area. Great to see SBHS and AGHS students using such wonderful manners. 450 teachers and staff attended. Andrew and Justin Fields are the leaders of the Ka hui ako. The Wellbeing staff organised everything (Matt Bush is one of those) it was a huge success.

We hope to purchase some new Pasifika uniforms with the \$17,000.00 funding the school has received. Our school uniform provider is working with the school to have these made. The Pasifika group meets on Monday mornings. There was a new Pasifika action plan launched at the Kai hui ako.

The school has been granted \$7000 worth of library and reading books, we have purchased dyslexia friendly books and 36 new graphic novels.

It is a busy time for teachers who are writing reports, these are due by Friday the 25th of June. Reports will look a bit different this year. Written reports will be after learning conference and will be more of a summary. There will be no general comment until the end of the year. There has been positive feedback from teachers but we will be asking parents for feedback at the end of the year. There is a new resource being used to help with judgements. Teachers will be able to provide a graph at the end of the year showing where your child is at. This will give teachers and parents a bit more information at a glance. More dots will be added to the graphs over the years.

Last week we had a Support staff breakfast, we had some lovely feedback, it was nice for them to just sit and chat to each other and catch up.

Book week prep is well under way. This will be the first week of term 3. It will be launched at the learning celebration in week 10, so the kids will know what is coming up and some of the events. I have talked to Carole-Ann about what the PTA can do towards Book Week. The Readathon will be in week 1 Term 3. We are organising a Masked Singer inspired event, we have recorded teachers reading with disguised voices and the students will need to guess who is reading. Curious creatures, curious minds, is the catchphrase for book week. We are having a Scholastic Book Fair the first week of term during the Learning Conferences.

On Monday next week we have a Mihi Whatkatu for W7 children who will be starting next term.

4. Treasurer's Report

Treasurers Report - May 2021 (as attached)

Summary

Total bank balances as at 31/05/2021 - \$15,566.60

April Fundraisers (and Profit):

Cross Country BBQ - \$235.77cr

Pie Day Friday - \$110.11cr

Popcorn tasting - \$100.00cr

Pie boxes - \$1140.06cr

We have paid for the first set of scooter racks and also equipment for sensory room.

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

Moved: Tracey

Seconded: Matt

Carried

5. General Business

Readathon

The Readathon will be from Monday 26th July to Sunday 1st August which is week one of term 3. We will be collecting the money on week 2 of term 3. Forms will be given out to ALL children on Wednesday 7th July, there are options for sponsoring per minute or as an outright donation. Carole-Ann will go to the Learning Celebration on Friday 9th July to advertise the Readathon. We will count the money throughout collection week. Bianca will organise this. We all agree it would be great to have books as prizes, Carole-Ann will go to the Scholastic sale over the school holidays and

will purchase 3 per studio which is 18 in total. There is a minimum donation for entry into the spot prize draw of \$2 and this is stated on the forms. Carole-Ann asked if we would like to do a morning tea for the teachers of the winning studio – we all agreed yes. The funds we donate from the Readathon will go towards new discovery and hero equipment.

Labels

The label sales didn't go well. We only received one order. Ten order forms were given out but as far as we know, no further orders have come back. We will add the order form to Welcome Packs. We can keep this going as an ongoing thing, they are obviously needed but it will take time for word of mouth to get out. For an example of how much these labels are needed, there were 18 empty containers in Travis Studio last week with no names.

Sausage sizzle

Our next Sausage Sizzle is on Friday 9th of July. Carole-Ann asked for helpers from 12.15. Tessa, Hayley and Bianca all volunteered.

Raffles

Tessa and Carole-Ann sat down and wrote a list of companies to ask for raffle prizes, thanks to Hayley, Tanya and Tracey for delivering all the letters. We have had a good response, and some have been very generous too. For example Espresso Carwash at The Palms gave us 6 vouchers for 2 separate occasions. There are more coming in, so we will be able to use some for Quiz night raffles and some for Gala night.

Quiz Night

Our Quiz Night is all organised and booked in at Cranford Alehouse for Sunday 15th August. Doors will open at 5pm and the quiz will start at 6pm. We have charged \$10 in previous years, we all agreed to sell tickets for \$10 again this year. There are 4 – 6 people to a team. We will need help for dots and raffle ticket sales on the night. We also need to get Prizes for 1st, 2nd and 3rd. They are in the Entertainment book so a good discounted dinner opportunity.

Snow cone machine rental

Carole-Ann has talked to the Principal at Redcliffs School, they are hiring one machine on the Thursday 8th of July and then again on the Friday 30th of July. They would like us to provide the spoons, cups and syrup for their event. We all discussed an admin fee for doing this and have agreed on a set fee of \$25 – this takes into account working out the best amount they will need and any running around (petrol) costs involved. Carole-Ann spoke to Adele, who is on the BOT and is a lawyer, she has written up a short contract for us to use with hiring the machines out. Carole-Ann has just received the contract via email but hasn't had a chance to go through it yet, once she does, she will share with us on our Facebook page.

Candy floss machine

Carole-Ann shared with us that she has taken the candy floss machine in to get fixed and has received a quote for \$1300.00 plus GST to repair. The machine needs a new motor installed. The candy floss machine is a very good industrial quality, New Zealand made machine. To buy a new one would cost \$800 but this would be made in China and not industrial quality. Carole-Ann asked the man his opinion and he said he would replace the motor. We don't know how long the machine has lasted but we do know it has been repaired previously. Profit for candy floss is pretty high as it costs around 20 cents to make and then we can sell it for \$2 or \$3. We asked how long it would take to repair. Not long at all. If we decide not to go ahead with the repair, we will still need to pay \$50.00 plus GST. We

would not be looking at hiring the candy floss machine out as it would be much easier to break than the snow cone machines. Carole-Ann will ask about any guarantee for the motor repair.

We voted on whether to get the candy floss machine repaired for \$1300.00 plus GST and unanimously voted yes.

Disco

We need to decide the next disco date. Carole-Ann has talked to Caroline (DJ) and she can do any date in September. We all agreed on Friday 3rd of September. We will do the same stuff as last time, snow cones, cookies, Sausage Sizzle, pizzas at the seniors and maybe candy floss. Half of the bow ties left over from last time have now been turned into hair clips, and we will also sell scrunchies again.

Donated Women's Clothes

A mother in Windsor donated 7 boxes of brand new clothes. All have been listed on Trade Me for \$5 each. If they do not sell we will have a stall at the Gala night.

Full Steam Ahead

Carole-Ann received an email about Full Steam ahead for Kids Fest. If people purchase tickets for it and use our code WAITAKIRI then the school will get 30% of the ticket sales. We will focus on getting the word out over the next couple of weeks.

EFTPOS Card:

Bianca, Carole-Ann and Tessa advised us they have been looking into getting an EFTPOS card for the PTA account.

This would be free through WESTPAC bank, but the bank has advised we need to set up another account for this.

In order to do this all 4 PTA officers, need to go to the bank at the same time to set up the new account. (Carole-Ann, Bianca, Tessa and Ange are in the process of organising a time they can all get to the bank to open the account).

We also need to provide a copy of these minutes with the following information -

Who would have an EFTPOS card:

The PTA decided Carole-Ann would be the only one who would require an EFTPOS card as she makes the majority of the approved purchases for the PTA.

Purpose of the EFTPOS card:

To purchase supplies for sausage sizzles, disco's, quiz nights and any other PTA approved events.
To avoid Carole-Ann having to use her own money and then having to be reimbursed.
Less admin work (no reimbursements, approvals or reimbursement forms).
Easier to keep track of where we are spending and on what.

New Account funds:

The only money that will go into the new account will be transferred from our other two accounts (expense account and online saver).

We will discuss at PTA meetings upcoming purchases or any ongoing costs or purchases Carole-Ann will be making.

We will transfer money through to the new account when we know Carole-Ann will have purchases to make for the PTA on the EFTPOS card.

Motion: *That the officers of the PTA (Carole-Ann, Tessa, Bianca and Ange) set up a new PTA bank account and arrange an EFTPOS card for Carole-Ann for PTA purchases.*

Moved: Bianca

Seconded: Tracey

Carried

Gala Night

Tessa told us that she has booked in for a mufti day on the 10th of September and the kids will be asked to bring in donations of chocolate. We have booked in Pony Parties for the Gala so we can offer pony rides. Lucky Dip jars have been disappointing, we have had only 21 jars donated so far. There are still lots of empty jars. Tessa asked us to help spread the word. We have 3 people who have booked a stall for the Gala Night so far. The question was asked where have we put the information out to? Only through school so far, there were some suggestions of where we can get it

out to next, community pages on Facebook. We need to put signs out advertising the Gala. It was suggested that we ask local real estate agents for old signs

NEXT MEETING – Monday 30th August 2021 6.15 pm – 7.30 pm

Meeting Closed at 7.35 pm

IMPORTANT DATES

07/07	Readathon forms will be sent home with every child
09/07	Last day of Term 2, Sausage Sizzle
26/07	Start of Term 3, Book Week, Readathon
02/08	Readathon money collection (all week)
15/08	Quiz Night
30/08	PTA Meeting
03/09	Disco
05/11	Market Night