| Present: | | 44 4 11 7 1 |
|---|--|-------------|
| rresem. | Fiona Scanlen, Robyn Dean, Mridula Rajan, Sheena Parkin, Caroline Carlyle, Vivien McAvoy, Liz Pete (staff), Jimmy O'Brien (Board of Trustees), Susie Turner, Fran Irons, Lisa Manning, Jing War Tracey Smith, Helen Mason. | |
| Apologies: | Serena Bawden, Vidyasagar Kulkarni, Nikki Bould | |
| Minutes from | Moved: Robyn Dean Seconded: Tracey Smith Accepted | |
| Previous Meeting: Matters Arising: | The closing balance of the Trading Post was incorrectly recorded in the last minutes. It should have been \$33,171.07 as at 3 May 2019. | |
| Correspondence In/Out | Email from Liz Peters thanking the PTA for sponsoring the Mother Son Breakfast | |
| Financial Report: For the period May 1 to 31 May 2019 | | |
| | Opening Balance as of May 1: \$2,813.32 | |
| | No Income reported during the period | |
| | Expenditure during the period: Cheque #50 - Meet the Prefects Evening expenses: \$108.11 | |
| | Closing Balance May 31 = \$2,705.21 | |
| | Moved: Helen Mason Seconded: Fiona Scanlen Accepted | |
| BUSINESS: | Посерной | ACTION |
| Trading Post Repor | t - 17 June 2019 | + |
| <u>Finances</u> Opening balance 6 N Deposits: | Nay: \$ 33,171.07 (typo on last report \$ \$ 31,171.07) | |
| EFTPOS: \$1,252 | | Robyn |
| E | Bank Deposits: \$130 | |
| <u>(</u> | Cash Deposits: \$605 | |
| - | Fotal Sales: 1,987 | |
| Withdrawals: | | |
| | mited \$16.10 NZ \$41.34 | |
| Closing balance 17 J | une: \$ 35,073.63 | |
| <u>Sales</u> | | |
| May: \$1,177 Last ye | ar May \$1,505 | |
| | st year June \$1,745 | |
| June MYD: \$905 La | • | |
| | YTD 2018: \$20,100 (end of June) | |

Other business

School has provided the second-hand store with a laptop. Based in the store for volunteers use. Will have access to Sales log (directly add sales into Excel), Blazer Register, uniform waiting list and eventually sellers' items for sale register (No longer need printed form) and then web based application.

Finished Microsoft Form based way of registering items for sale. Will send out link for testing next week to PTA & SH volunteers.

Thank you to Vivien for doing the shop roster and reminders and to PTA volunteers who work in the store.

Automation -Lucy & Jeff Chilberto are helping design, build and implement web application for second-hand uniform store. Lucy is a volunteer at store and Jeff is a programmer. Looked at My Monitor & Kindo but both with need significant adjustment to fit what we need and likely need to pay them for development. We could partner with them a bit further down the track.

Robyn to send online form to all PTA members for testing

Moved: Robyn Dean Seconded: Mridula Rajan

Accepted

Elections for new Secretary and President

Fiona stepped down as Secretary

Robyn Dean called for nominations and seconders for a new Secretary and President

Nominations for Secretary:

Vivien McAvoy was nominated by Fiona Scanlen, seconded by Fran Irons

No other nominations were received

Robyn Dean declared Vivien McAvoy secretary for the remainder of 2019

Nominations for President:

Fiona Scanlen was nominated by Vivien McAvoy, seconded by Fran Irons

No other nominations were received

Robyn Dean declared Fiona Scanlen President for the remainder of 2019

Parent teacher interviews - new times discussion

New times are 3.45-7.45 while it was a bit quiet early on it was agreed it was good to have two people not only for the company but also to enlist new members by chatting while preparing refreshments. Liz suggested a PTA hot water pump pot for all events

PTA pull up banner to put up at all events.

Prior approval from the school via Liz is required.

Mid Year PTA Social

Wednesday 26th June. Dinner at Mexico in Takapuna

Helpers for New Parents Info Evening - 4 required

Time helpers required at event to be confirmed

Tracey, Helen and Fran have offered to assist at event

Helpers for Grandparents Morning tea - 8 to 10 required

Two shifts 9.30-11.30 and 10-12pm

Robyn, Mridula, Jing, Tracey, Fran, Fiona and Sheena have offered to assist at event

Tracey Susie Vivien/Susie

All to rsvp Fiona

Tracey, Helen and Fran

Robyn, Mridula, Jing, Tracey, Fran, Fiona and Sheena

Social event Aug/Sept - ideas

We are looking for ideas/suggestions of a PTA social event for the 4^{th} quarter. Caroline suggested a quiz night.

Vivien

Criteria for donations

The PTA have criteria for any donations that may be requested of us. These were read out and explained by Mridula and are:-

- 1) Size of impact
- 2) No bias not any one group benefits
- 3) Legacy lasting impact
- 4) Raises the PTA profile eg Meet the Prefects

Donations

Elaine from the school canteen was invited to join the meeting to pitch her idea and request a donation from the PTA in order to improve the food options sold by the canteen. After much discussion a motion was passed and all in favour with the exception of Fiona and Vivien, to donate \$3000 to the school canteen for the purchase of a chest freezer (\$750) and staff support (\$2250) while Elaine researches options and meets with potential sponsors, Susie has offered to assist Elaine given her background in nutrition.

Susie

The ongoing discussion from earlier in the year of donating towards a school van was brought to a close when Fiona raised a motion to donate \$20 000 towards the lease/purchase of a new van. All in favour with the exception of Caroline.

Future donation ideas

Caroline raised the topic of a donation towards teacher retention ie monthly vouchers, Susie suggested scratch cards as an option. Caroline to contact Sandra White to see how the PTA can add value in this area as the staff already have a voucher system in place.

Caroline

Tracey raised concerns over the lack of toilet facilities on the lower fields. While there is a definite need, permanent fixture buildings would be expensive, Susie suggested compost toilets and there was a suggestion of hiring portaloos for the season.

There being no further business to discuss the meeting was closed at 8.43pm

PTA 2019 Meeting Dates

29th July, Monday 9th September, Monday 21st October, Monday

Other Dates

Wed 26th June - PTA dinner out at Mexico Takapuna Thurs 1st August- New Parents Information Evening

Fri 2nd August - Grandparents Morning Tea

Thurs 24th October - PTA Staff/Teachers Morning Tea

Thurs 28^{th} November - Graduation Dinner Set-up

Nov/Dec - PTA dinner, date to be decided

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