St Martins School PTA Meeting Minutes

Monday 23rd March 2026, Staff Room, 7.30pm

St Martins School
Parent Teacher Association

Welcome: Emma welcomed everyone, especially the new members, Rosemary and Christine. Everyone went around and introduced themselves.

Committee Present:
Emma Riley (Chairperson), Sarah Kitto (Secretary), Isaac Devine, Alison Poulter, Amy Jones, Erika Hampton, Richard Steven, Leanne Parnham (Deputy Principal), Dylan Walls, Rosemary Brooks, Christine Kelly

Guests:
N/A

Apologies:
Roberta Carpenter, Charlotte Bates (Staff Representative), Natalie Connor, Tom Norman, Joce Levett (Treasurer), Celia Hogan, Louise Knewstubb.

Correspondence:
N/A

Committee Changes:

Welcome to Rosemary Brooks, children in Year 8 and Year 5, and Christine children in Year 2, 4 and 7 and another to start at the end of the year.

Previous Minutes (16/02/26):

Emma moved that the previous minutes be accepted; Isaac seconded. All were in favour.

Actions of previous minutes:

1. Popcorn machine (Roberta): Sold for $100, has been removed from the PTA room, thanks to Roberta.
2. Book Karma Keg (Emma): Booked Saturday 17th October.
3. Second-hand uniform message (Sarah): Ongoing.
4. Update website images (Isaac): Done, looks great, thanks to Isaac.
5. Colour Run (Joce):
Joce has been in touch with two companies that run colour runs for schools, both sound fine to work with: build a colour run website, run the fundraising campaign, provide spot prizes and coloured paint powder. They take a % of the money raised, one company has a higher % but incentivises kids to fundraise with prizes, the other takes 10% commission.
The feedback from one of the companies she spoke to recommended a Friday afternoon in school time, make it an all school event and raise good money through kids getting sponsorship

for the event. We have struggled to find a date for Term 1 or 2, suggest we look at late Term 3 or early Term 4 when the weather is warming up again and the PTA & school calendar has a Friday afternoon that is free. Leanne agreed that the school would be fine with it and asked whether there would be any costs involved for them. Emma clarified that there would be no upfront costs, only a commission at the end. Leanne will look at dates, first two weeks of Term 4 might work well.
Action: Leanne will provide Emma with some suitable dates.

Treasurer's Report:

Balance as of 21.03.26	
Account	**Balance**
12-3147-0420521-000	$17,268
12-3147-0420521-050	$188
12-3147-0420521-051	$9,209
Term Deposit	$0
Float	$250
Total	**$26,914**

$70 from Gelato Friday
Balance decrease of -$2484 since last summary (15.02.26).
$4000 Donation to GTT made
BTS BBQ made $116 in total, expense of bouncy castle hire, income from drinks and donation from food vendors
Working Bee expenses of $121
Income from Entertainment book ($56), Uniform Sale ($40), Labels ($17), Book Sale Proceeds ($20) and final teatowel sale ($40).
Expenses for drinks purchased for check your bits event ($50)
$831 of donations received so far for Sport and Library fundraiser, expenses of $28
Other income from sale of popcorn machine ($100)
$250 float money banked into account, $250 in cash held in school office
$6000 donation for Structured Literacy scheduled for Monday 23.03.26

Emma moved that the treasurers report be accepted; Amy seconded. All were in favour.

Agenda

1. **Back to School BBQ Debrief:**

   Very successful in the end, great turnout despite the fickle weather. Thanks to all those who helped, particularly the pack up during the hail storm.

   New Kids On The Block is not as popular as hoped, try again next year, still love the idea.

   Emma has thanked the Event Hire family for the free bouncy castle, also acknowledged in the newsletter.

Having one worked fine, lots of other games and entertainment on offer. Children all very well behaved on bouncy castle this year.

Pretty low numbers of parent helpers this year. Gelato sold out and the remaining drinks will be held for future events.

Yr 8's did a great job entertaining the children, Emma sent a thank you sent to Nicky Pateman to pass on.

Isaac mentioned that a bubble machine could be purchased for $100 and asked whether this is something to consider. Emma felt that the bubble wands were sufficient and a simple, cost-effective option, fund for children to run around with. The bubble machine had its issues last year.

Everyone agreed the event was very enjoyable, and the food setup under the umbrella worked well. Leanne suggested that next year sausages should be cooked earlier (from 4pm) so there is plenty available at the start of the event.

Action: Have the receipts from the bread been received? Please forward to Joce if not.

2. **Dyslexia, Sport, Music, STEM Fundraiser Update:**

Slow start, one significant donation of $300 from a family towards dyslexia received, Joce to send a thank you card. Alison mentioned that there was another $60 donation that came through today. Paper flyers will go out before the holidays. Emma will keep plugging through the newsletter as well. We will leave up on the website.

Charlotte had a Smart Start meeting and Emma provided a PTA flyer that was handed out there which included this fundraiser.

3. **Teacher Wish List Update:**

Four picnic tables ordered as requested by Yr7/8 head teacher, offered a discount for delayed delivery, due 31/03 and so we upgraded them to a higher quality for longevity, which will get the William Pike Students to stain them over the school holidays.

Art drying rack and brain model ordered by school.

STEM resources quote $2000, not actioned at this point as it seemed like a large amount of money for three small kits in the Yr 3 / 4 area again.

No further costing updates from teachers provided.
Emma asked Leanne about the junior staff jackets in time for winter.

Action: Leanne will follow up with jacket purchase, do a stocktake.

4. **Request from Plunket:**

   The office forwarded an email from Kā Au Kahuraki and Plunket requesting support for a clothing drive or fundraiser for neighbouring and eastern suburbs, particularly for pre-school children. Emma advised it isn't our role to fundraise on their behalf; however, has approached Nicky Pateman to ask the Year 8 Leaders to consider organising a mufti day, with proceeds going towards purchasing new winter pyjamas. A clothing drive could run alongside this, as there is a particular need for jackets and pjs. A response from Nicky is pending.

   Amy asked how the clothing drive would be run, for example whether the hall would be opened for collections. Emma advised we will confirm closer to the time once we've heard back from Nicky.

5. **Passive Fundraisers:**

   Anastasia at the Papa Hou Black Box Theatre during the school holidays, 16th- 19th April, $5 per ticket returned to PTA. Posters around school and Cocoa Black.

   Entertainment App: March purchases $30 back plus entry to win a trip to Antarctica. Complementary 12 month membership gifted to PTA, $65 instead of $75, any takers?

   Emma asked for everyone to keep an eye out for other opportunities. Erika mentioned the labels which Emma said that we occasionally get small payments through which is great.

6. **Term 2 & 3 Activities:**

   Term 2:

1. **Cookie Dough & Croissants:** Fundraiser Launch Date: May 01 2026, last day for sales: May 24 2026, Pick Up Day: June 11 2026. Same prices and return as last year, $12 / bag dough, $20 bag croissants.
   Alison asked if we are going to sell the same way? Emma said yes, but will be very clear on distribution this year. If anyone is free that day, please let us know. Isaac, Amy, Sarah and Dylan put their hands up.
   Alison said that Steve might have a van? Sarah has access to a trailer with a cover if needed. Amy can access a van if required. Thanks for all the offers of help,

2. **Move X:** Closed down last week, was scheduled for 13th June. Dylan - alternatives?
   Dylan contacted Flips and Tumbles but might not be the best space as is quite small. Ninja Valley might be the best option, they don't advertise fundraisers but are known to have them. Ruled out ice skating.

   Action: Dylan to provide options.

3. **Check Your Bits:** ? Proposed Saturday evening wine and cheese event, with potential dates of 13th, 20th, or 27th June. Tamara has indicated she is happy to work with whichever date suits. Emma asked thoughts about timing, everyone agreed a Friday or Saturday night would be best. She also mentioned that she has some connections who could also present

on the night and we could have multiple speakers on the night. To talk to Tamara before we make a decision.

Leanne raised whether serving wine may be contradictory given the link to cancer. Emma noted that Tamara appeared very relaxed about this. The aim is to create an enjoyable evening that people would be keen to attend and invite friends to.

It was suggested that a glass of wine could be included in the ticket price to avoid the need for a licence. Leanne queried whether a BYO option might work, but it was agreed it may be simpler to manage if alcohol is provided and controlled by the organisers.

4. **Fudge Cottage:** Month of June.

   Any purchases through the website will give the school a 25-30% kickback to the school, and they can be delivered to the school to avoid shipping. Thank you, Alison.

Term 3:

1. Quiz Night:
A quiz night is booked for Saturday 8th August. Joce is researching options for a quiz master, including a local option that will need further investigation. It was noted that strong visuals are essential, and the host should be confident managing and engaging a noisy crowd.

Alison will begin sourcing auction donations in the near future. Erika is still happy to collect donations when needed. Emma and Alison asked Leanne if there were any ideas for what the fundraising should support, such as a sunshade as this helps when approaching businesses for donations. Leanne will follow up.

Emma will contact the family who offered the Wanaka holiday home. Alison will require assistance with organising prizes, particularly the larger-ticket items, due to her current workload and asked for us to help source prizes eg. gift baskets, vouchers, plants, etc.

Action: Please all consider options for sourcing raffle prizes or auction items, workplaces donating hampers are incredibly helpful, and will get good publicity.

New Members, Treasurer Role, AGM:

PTA flyer provided for Charlotte's Smart Start meeting last Friday encouraging new members. Included in every newsletter.

Takers for Treasurer? Isaac mentioned that he might be in a position to take on the role at the end of the year, but will get back to us.

AGM, Emma will circulate google form prior to AGM to indicate intentions as per previous years.
No changes to the PTA constitution proposed.
Someone to organise wine, beer, non-alcoholic and small amount of food. Leanne mentioned that she and Charlotte usually organise this, but she might be away. She will liaise with Charlotte and

get back to us. Whoever organises please check in with Joce before purchasing any alcohol, may have leftovers.

Action: Refreshments for AGM Leanne / Charlotte.

Other Business:

Working Bee Debrief:
Good turnout of Yr 7 / 8 William Pike students who worked really hard, a few siblings and a good number of parents stayed to help. Very lucky with the weather, it poured down when having afternoon tea.

Alison mentioned that there might be planting happening this month, might be a good idea to let the kids know, especially the Year 3 or 4 who hang down by the fence line.
Leanne mentioned that she thinks/hopes the council will get in touch with the school before they start.

Meeting Concluded: 8:27pm

Next Meeting: AGM Monday 11th May 2026
Drinks and Nibbles 7pm, meeting 7.30pm (School Hall)