## St Martins School PTA Meeting Minutes

Monday 10th February 2025, Staff Room, 7.30pm

St Martins School
Parent Teacher Association

**Welcome:**
Emma opened the meeting, welcomed everyone back to the first meeting for 2025.

**Committee Present:**
Emma Riley (Chairperson), Joce Levett (Treasurer & Acting Secretary), Isaac Devine, Alison Poulter, Elizabeth Royds, Erika Hampton, Natalie Connor, Roberta Carpenter, Steve Anngow, Dylan Walls, Charlotte Bates (Staff Representative), Jody O'Callaghan, Sarah Kitto, Tom Norman, Janine Van Dam, Amy Jones, Louise Knebsworth (via video link).

**Guests:** N/A

**Apologies:** Clare Mackintosh, Stephen McPaike, Leanne Parnham.

**Correspondence:** Kate Keenan received December

Could you please pass on my thanks to the wonderful parents who are making lunches for the school family. My student is so excited to get her lunch box surprise each morning and it has made a big difference to her attendance. I can see all the caring that has gone into each one of them, (I get almost as much excitement each day as she does!).

Stephen McPaike has asked if we should look into getting new road crossing signs which are looking worn. This is not a PTA issue but Emma passed the feedback about the flags onto school.

**Committee Changes:** Carla Beckingsale has resigned from the PTA. Elizabeth Royds is taking a year break, looking for another person to step up and organise uniform sale.

**Previous Minutes (25/11/24):**
No corrections or amendments were made to the minutes from the 25th November, moved, seconded by Roberta and accepted.

**Actions of previous minutes:**
1. Bell system: Thank you from Leanne, installed and seems to be working well.
2. Playground: Ruth Richardson advised there has been little progress, awaiting quotes. She thanked the PTA for fundraising efforts so far.
3. Friendship Lists: Being managed by school, some distributed already. Issac commented it only includes one parent phone number. Action: Charlotte to raise this with school.

**Treasurer's Report:**
This meeting's report contained two summaries, one to the end of 2024 and the other for 2025 as of 06.02.25.

Updates since last meeting:
$5000 paid out for Structured Literacy
Touch Rugby affiliate fees ($4180), referee payments ($1840) & general expenses ($790) paid. Total profit for Touch Rugby is $5523
Thank you evening total costs were $605
Other expenses were family food donation $114, City Mission Bake Sale contribution $50 and iceblocks to kids after school $172
Karma Keg made $420
Other income from market day Friday after school sale $170, teatowels $110 and interest
$40k in term deposit, will mature mid April 2025
Term 1 uniform sale made $1717
$200 Float held at office in cashbox.

Balance as of 06.02.25

Account 00: $2488
Account 50: $29
Account 51: $12680
Float: $200
Term Deposit $40,000

Total Balance: $55,398
Treasurers report moved, Emma seconded, and all accepted.

**Agenda**

**February Uniform Sale Debrief**
Elizabeth reported there was not as much stock as previous sales. Sale per term working well due to efficient organising and good team work. The sale was shortened from 2 to 1.5 hours but still quite long, 1 hour suggested for the next sale, beginning is very busy with people queuing before it opens then gets quieter near the end.

**End of Year Function Debrief**
Function went well, good food and the room had some decorations. Noticeably quieter than last year. Suggest bringing forward a week or two earlier in the term. School didn't send out the last reminder when requested which may have affected numbers. Didn't make minimum bar spend but weren't charged for room hire in the end. Thank you to Erika for bringing it together.

**Ice Block Giveaway Term 4**
Ice block giveaway was well received in Term 4. Kids loved it and it was a nice thing to add to the end of term. Logistics all went well, no issues sourcing, delivering or distributing. Thank you to Clare for organising.

**Meeting Schedule:** As circulated. Kate has added all dates to the school calendar, you can download directly to your calendar.

**Contacts in New Entrant Class**

Charlotte has done a great job establishing connections with some new entrant families who have joined or will join our school community shortly. This includes a party hire company who has indicated they are happy to provide Bouncy Castles and lighting for school events.
Another new entrant family owns a wine company and is happy to donate towards future events.
Another new school parent owns a construction company which may be useful for playground construction in future.

**Planning**

**Term 1:**

1. **Back to School BBQ**

Planning is on track and weather forecast looking good for Friday, 4.30 - 7.30pm. BBQ, drinks stall & vendors are organised. Face painter added this year, Jarad and student council doing Jump Jam and music for the event. Emma has circulated planning document and communicated with Adrian, Kate and HomeWork Club. Sign up genius link has been sent out to PTA and via Hero. Still some slots to fill. All vendors giving % back to PTA. Whanau Group doing fried bread as a fundraiser. Power sockets will be taped over plus addition of "do not enter" signs following incident last year.

2. **Ice Block Sale**

Agreed we would hold another ice block sale in Term 1 on a Friday after school, date suggested 28th Feb. Last year was a sell out so will look to purchase more and have four selling stations increasing from two last year. Jody offered to purchase iceblocks, Janine, Isaac and Dylan offered to help sell. Emma will send debrief notes from last year, noting we can store excess stock in the PTA freezer.

3. **Working Bee if required**

Kate is going to develop a spreadsheet that working bee jobs can be added to. Emma will ask school if there is a need this term.

4. **Frozen cookie dough and croissants through Go Raise It**

Natalie is coordinating this. Three week sales period from 14th March to 6th April, pick up 1st May. Ordering is on line via their website, no need to use our website. Good comms required about pick up due to frozen product. Logistics will be sorted closer to the time.

5. **Rogaine**

Joce has engaged last year's Rogaine team to see if they are keen to hold another event and if so check when the team and PAPO club equipment is available to use. Ideally would like to hold this in daylight saving hours, may consider holding over a weekend. Will look to widen the marketing out to a wider group this year following a successful event last year.

**Term 2:**

1. **Raffle**

Committee are agreed we will try a new raffle format this year with a daily prize for a month as suggested by Steve Anngow. This was initially planned for May month of prizes but decided this is too tight and it would be best to sell tickets in April / May and June will be the raffle month to allow more time to gather prizes and sell tickets during term time. Emma outlined some of the gambling laws we must abide by including a set number of tickets for the raffle and no alcohol to be given away.

Roberta suggested images to show what has been won, possibly on the noticeboard outside school. We will use Google number generator to select winners. Emma has a contact at Spectrum Print for printing books for raffle. Will set up a planning schedule including a summary of gambling rules.

Alison will ask businesses for both donations for raffle and quiz night so they have the option to donate to either fundraiser or both. Quiz is likely to be held in August.

**Other Business**

**Family Photo Session:** Issac provided possible dates for the family photo shoot. Decided on 22nd and 23rd Nov so photos are available well in time for Christmas.

**Uniform Sale Cover:** Elizabeth is looking for someone to cover uniform sales for the rest of this year. Sales are held in the first week of each term. Tasks include liaising with hall bookings, asking for uniform donations, updating poster, advertising, reminders on Hero, organising team, setting up, running and tidying up after the sales. They generally run smoothly and have an established uniform team made up of PTA and non PTA people.

Sarah Kitto offered to pick this task up. Elizabeth will handover organising notes to Sarah and has offered to help at sales but step away from the organising.

**Thank You from Staff:** Charlotte passed on a message from staff. Thank you from all of the staff and family that the school lunches have been supporting. They have been very well received and have improved the school attendance greatly.

**Incorporated Societies Act:** Sarah Kitto asked about changes related to the new Incorporated Societies Act. Emma advised we made the required changes last year, updated our constitution and added a section to the new entrant enrollment form to meet the requirement around joining / not joining PTA. We re-elect the committee annually already.

**Secretary Role:** As Robin Wilson has resigned from the PTA Secretary role, we are looking for expressions of interest to fill this role which is vacant and will be looking to elect someone into the role at the upcoming AGM. Tasks include distributing the agenda prior to meetings, taking minutes, dealing with correspondence to the committee and approving payments. The secretary role works alongside the other officer roles of Chairperson and Treasurer. Please get in touch with Emma if you have any questions about the role or know of anyone outside of the PTA who is looking to contribute some time to our school community.

Meeting concluded at 8.30pm.
**Next Meeting: Monday 24th March, 7.30pm, Staff Room**