St Martins School PTA Meeting Minutes

Monday 1st September 2025, Staff Room, 7.30pm

St Martins School
Parent Teacher Association

Welcome:

Emma opened the meeting, welcomed everyone. Sarah apologised (especially to Dylan) for sending the wrong start time via email. Please note: the meetings always start at 7:30pm including the AGM with drinks prior.

Committee Present:

Emma Riley (Chairperson), Joce Levett (Treasurer), Sarah Kitto (Secretary), Alison Poulter, Erika Hampton, Dylan Walls, Charlotte Bates (Staff Representative), Tom Norman, Janine Van Dam, Amy Jones, Richard Steven.

Apologies:

Roberta Carpenter, Celia Hogan, Natalie Connor, Isaac Devine, Stephen Anngow, Clare Mackintosh, Louise Knewstubb.

Correspondence:

Email request from the Kaitiaki Crew, requesting a donation towards purchasing plant guard kits totalling $818. This year they have been working towards planning and planting a small native forest on school grounds. Planting begins on Thursday 4th September. Their goals are to encourage native bird life back to the area, increase bug life and for the forest to eventually be an "outdoor classroom" where tamariki can learn from/care for the environment around them.
All were in favour to support this request. Joce to email Susie Keenan to confirm and pay.

Committee Changes:

Emma advised we were expecting two new members to join us at this meeting. Could the two committee members who know these people please invite them to the next meeting.

Previous Minutes (21/07/25):

No corrections or amendments were made to the minutes from the 21st July as circulated, moved by: Emma , seconded by: Sarah and accepted.

Actions of previous minutes:

1. **November Date - EOY Thank You Evening**
   Erika confirmed that it is booked for Wednesday 26th November from 7pm.
   Charlotte added the date to the school calendar.
   Charlotte also mentioned that she and Leanne can do the invites.

2. **Sarah to send Leanne and Tom our Canva log in details.**
   Confirmed has been sent.

Treasurer's Report:

- Half the money made this year has been in the last six weeks.
- Overall increase of $13,572 since last meeting.
- Donation of $284 for ice blocks to all children and staff on Friday after Extravaganza week.
- Quiz night has made $9118.
- Disco made $2727.
- Rogaine made $1402, invoice from NZRA yet to be received, estimate $250.
- School production supper and drinks sales made $944.
- Other income from entertainment book sales $56 and interest $29.
- Touch rugby expenses of $13 for sausage sizzle bread, transfer from disco.
- Will set up a $70k term deposit for three months to earn interest on savings before it's required for playground donation.

Balance as of 31.08.25

Account	Balance
12-3147-0420521-000	$31,058
12-3147-0420521-050	$41,165
12-3147-0420521-051	$9,507
Term Deposit	$0
Float	$200
Total	**$81,929**

Reminder: All receipts must be readable when emailed through to the Treasurer.

Treasurers report moved by: Joce, seconded by Dylan, and all accepted.

Agenda

1. Quiz Night Debrief

The theme was very well received, making it a popular and successful event. It was an enjoyable night for all, and we plan to repeat the same theme next year. No tealight candles are to be used at future events. The quiz questions were well-crafted—engaging, easy to follow, first round possibly a bit hard as the opening round. For next time, we should ensure the answers are provided to the markers in advance to streamline that process.

We sold 22 tables / 120 people, which should be considered the maximum capacity for any similar future events. The event cost approximately $2,000 to run. Splitting the donated prizes between the quiz and the raffle reduced our silent auction takings but overall up on takings between the two events. There is still some wine left over, which will be kept for next year.

2. Disco Debrief

A massive thank you to Janine for almost single-handedly organising the disco—it was a huge effort and greatly appreciated. One key issue was the separation of ticket sales and the BBQ. Although they were originally set up together, ticket sales were moved, which impacted food sales, with very few sausages sold before the senior disco. Janine has updated the Google Doc with notes, the main issue being that there weren't enough $1 coins.

There was a question about whether the PTA should cover the cost of photo film. Joce noted that the PTA hasn't paid for it in the past, but it may be something to consider going forward. This year we paid $351 for film, unit cost $1.60 and students charge $2 per photo. It might be worth treating this as a budgeting or accounting exercise for the students next year, to see if there's a more cost-effective way to manage it.

Ticket tables didn't work well in the rain. The original plan was to have the BBQ and ticketing together, perhaps a gazebo would help if we face similar weather conditions next time.

There's quite a bit of glow stock left over, which can be used next year.

For the junior disco, there were a large number of adults on the dance area and children found it difficult to see. One suggestion is to have the DJ encourage adults to stay on the fringes of the dance floor so that the kids can enjoy the space more freely in the middle.

3. Rogaine Debrief

Joce apologised for the delay in opening registrations. There was an issue with insurance as PAPO didn't believe we qualified for their coverage, but Matt managed to resolve it by arranging coverage through the NZ Rogaine Association. Sarah suggested arranging our own insurance for next year, but Joce noted that using the Rogaine Association's coverage also gives us access to their health and safety documents, which simplifies things if we can continue under their umbrella.

This didn't hinder registrations as there were lots of last-minute entries, and overall numbers were up from last year at 210, a few extra families from Beckenham school arrived on the night who hadn't registered, invited by a school family. Weather was ideal. Thanks to Tom for organising the spot prizes. One issue raised by Amy was that it was difficult to hear the winners being announced, as many people were talking over Matt. Need to manage the crowd better. A few issues with the printer and availability of results. Fine-tune the announcement process to ensure better clarity and attention. There were enough marshals on the night. Overall a very successful and low stress event on the night.

Approximately 150 hotdogs were sold. Most participants were from Years 0 to 6. Big thanks to Joce and Tom for all their time and effort organising a great event.

4. School Production Fundraiser Debrief

Emma mentioned that we opted for the supper option instead of snack-packs, as previously discussed, given the adult audience and the short intermission. Supper was very successful and consistently popular each night. The team worked well together, and the setup ran smoothly. Selling just chips and drinks prior and at intermission worked well. We sold out of our initial stock of drinks and had to restock after the first night. By the end of the final performance, nothing was left, and the last of the drinks were given to the teachers helping with cleanup. A big thank you to everyone involved for making it such a smooth and successful “fundraiser”.

5. Touch Rugby Update

Emma reported that the team has held their first meeting and preparations are well underway. Team is Sara (last year), Diana (last year), Emma, Catherine, Celia (new), Dylan (new) and Craig. Registration and Team Finder forms are now open, and referees and a coaching session are currently being organised. Emma will also arrange for a Hero post to go out this week and will contact Louise to see if she’s happy to run the BBQ again. There has been increased interest from outside of school so far this year for individuals joining teams.. Overall, everything seems to be on track.

6. Term 4 Activities

Emma advised on the back of a very busy Term 3 we will endeavour to have a quieter / simpler Term 4.

- **Karma Keg:** Steve will confirm if Karma Keg was booked for 6th December. If not booked, we won’t go hold one this year. (Steve)
- **Photo Session:** Booked for the 22nd and 23rd November. (Isaac)
- **Ice Block Friday:** We will hold one, Amy and Sarah offered to organise it. (Amy and Sarah)
- **Sausage Sizzle:** Opportunity to run a sizzle on 9th November at the Steam Punk fair being held in the hall. Will be outsourced to the William Pike students in the first instance, Emma has been in touch with Briana who is confirming WP hasn’t finished by then. If there are any issues with volunteer availability, we’ll open it up to school families to help. (Emma)
- **Uniform Sale:** Sarah will check stock and begin planning for the start of next term. Amy has also offered to tape over the names on the fleeces to prepare them for resale. It was suggested the office cut tags off, problematic for re-sale, Emma will discuss with Kate. (Sarah)
- **Movie Night:** Janine offered to organise a movie night. (Janine)

Action: Steve to advise Emma on Karma Keg.

Action: Emma to f/u with Briana

Action: Emma to d/w office about cutting size labels on fleeces.

7. **WhatsApp Group Etiquette**

When the group was set up there were a few rules to avoid too much messaging, time to revisit.

- Please do not reply if you can't help, we don't need to know if you can't help, only reply if you can.
- Use the individual groups set up for events e.g. disco group.
- It's ok to use for appropriate private matters, as Alison recently did for the stickers, she rightly wrote to private message her, please PM replies, do not reply to the whole group.
- Before asking a question, please look back through the messages to see if you can find the answer for yourself.
- If you are commenting, please make sure you are adding value.
- Only use the WhatsApp group for meeting apologies on the day of the meeting, otherwise email the Secretary email address for apologies in advance, secretary@stmartinsschoolpta.org.nz

Other Business

A few people had been in touch asking about us hosting a market this year. It was considered running a more student focussed market but on the back of busy Term 3, it has been deferred to next year. Alison advised she has lots of pots that would have been used for market plants, if anyone wants them, get in touch with her directly.

Meeting concluded at 8.30pm.
Next Meeting: Monday 20th October, 7.30pm, Staff Room