St Martins School PTA Annual General Meeting Minutes

Monday 11th May 2026, School Hall

St Martins School
Parent Teacher Association

Welcome: Emma opened the meeting at 7.30pm and welcomed all in attendance to the 2026 PTA AGM, acknowledgement of Joseph Hampton as the school board Presiding Member and welcomed our new member Paul Smith, and returning member Clare Mackintosh.

Committee Present:
Emma Riley (Chairperson), Sarah Kitto (Secretary), Joce Levett (Treasurer), Isaac Devine, Alison Poulter, Amy Jones, Dylan Walls, Rosemary Brooks, Christine Kelly, Roberta Carpenter, Charlotte Bates (Staff Representative), Natalie Connor, Tom Norman, Clare Mackintosh, Paul Child.

Guests:
Joseph Hampton

Apologies:
Celia Hogan, Louise Knewstubb, Erika Hampton, Richard Steven, Leanne Parnham, Andrew Mouat.

Correspondence:
N/A

Acceptance Previous AGM Minutes:

Emma summarised the 2025 AGM minutes. No corrections or amendments were made to the minutes.
Emma moved that the minutes were accepted, Isaac accepted, it was seconded by Alison and accepted unanimously by the committee.

Treasurer's Report:

2025 End of Financial Year Summary:

Opening Balance as of 01.01.25

Account	Balance
12-3147-0420521-000	$2,488
12-3147-0420521-050	$29
12-3147-0420521-051	$12,680
Term Deposit	$40,000
Float	$0
Total	**$55,198**

Closing Balance as of 31.12.25

Account	Balance
12-3147-0420521-000	$18,276
12-3147-0420521-050	$188
12-3147-0420521-051	$9,117
Term Deposit	$0
Float	$0
Total	**$27,581**

Joce summarised the 2025 end of year financial report as having been prepared and is currently being reviewed by an independent chartered accountant prior to being submitted to the Charities Commission.

Joce highlighted that there was an overall decrease in funds of -$27,617, this was because of the large donation of $60,000 towards the building of the new playground. Although the year ended with a decrease in funds, it was overall a positive as we were able to finally pay out the money we worked so hard to fundraise and even after this we ended the financial year with a healthy bank balance of $27,581.

$69,467 donated to a variety of causes through 2025, including $60,000 to the playground, $4000 to Garden to Table, $1,325 Senior staff jackets, $818 towards the Kaitiaki planting initiative and $716 Literacy Programme Whiteboards. Fundraising activities made $57,950 and cost $15,393 to run. $1,817 was made in interest throughout the year & the operating expenses totalled $1,713.

2025 YTD Financial Report:

Balance as of 10.05.26	
Account	**Balance**
12-3147-0420521-000	$10,105
12-3147-0420521-050	$188
12-3147-0420521-051	$9,270
Term Deposit	$0
Float	$250
Total	**$19,814**

Notes on financial position since last meeting, YTD 2026:

1. Decrease of $7171 since last update on 21.03.26
2. $6000 donated to Structured Literacy programme
3. $520 donated to classroom aids from teachers wish list
4. Picnic tables, trailer hire, stain and brushes purchased and gifted to school, total cost $1603
5. $1558 donated to Sport & Library Fundraiser to date with costs of $28
6. Other income from Entertainment Book $208 & Uniform Sales $65
7. Domain registration costs paid out $50
8. Interest of $2

Joce moved that the treasurers reports be accepted; Roberta seconded. All were in favour. Moved.

Chairperson Address

Emma summarized her written report as attached.

Board Representative Address

Joseph began by thanking everyone for their ongoing help and support throughout the year. He highlighted the many outstanding projects led by the PTA, particularly the work towards fundraising for the playground and contribution toward the Garden-to-Table initiative. He also wanted to emphasise how much the Board appreciates the PTA's commitment to fostering a strong sense of community through events such as the Back to School BBQ and the rogain. These

opportunities bring families together and strengthen connections across the school community. Joseph extended a sincere thank you to everyone involved for the time and care they continue to give.

Emma thanked Joseph for his remarks and asked that he pass on our gratitude to the board for their support.

School Representative Address
Presented by Charlotte Bates on behalf of Leanne Parnham:

To Emma, Jocelyn, Sarah and all committee members.
On behalf of Andrew, Alice, Leanne and the whole teaching team, we would like to extend our heartfelt thanks for your ongoing support, organisation, fundraising, working bees, purchasing, and event coordination over the past year.
We have really appreciated everything you have helped bring to life, including the Mid Winter Bingo Night, another very successful Rogaine event, and the Back to School BBQ. Each of these events has played a big role in strengthening our school community and creating such positive connections for our tamariki and whanau.
We are also especially grateful for the significant contribution toward our new playground, which is now thoroughly enjoyed every day by our Year 0-2 students, and by the wider school community after school and on weekends. It has made such a difference to play engagement, and fun across the school.
We have also loved seeing the impact of the teacher jackets, the addition of the four new picnic tables, music equipment, and your continued support of our Garden to Table programme and Structured Literacy across the school. All of these contributions are helping to enrich learning experiences and strengthen outcomes for our learners.
Thank you again for the time, energy, and care you continue to give to our school. It is deeply appreciated.

Emma thanked Charlotte for the kind words and expressed gratitude on behalf of the PTA for the positive relationship the PTA has with school.

Committee Election:

As per Section 6.1c of the St Martins School PTA Constitution, Emma dissolved the existing committee and commenced the election process for the 2025 PTA Committee.

Voting in of Officers:
Chairperson: Roberta nominated Emma as the Chairperson, Joce seconded this and it was carried by the committee. Emma accepted the nomination.
Treasurer: Emma nominated Christine as the Treasurer, Joce seconded and this was carried by the committee. Christine accepted the nomination.

Secretary: Emma nominated Sarah as the Secretary, Joce seconded and this was carried by the committee. Sarah accepted the nomination.

Voting in of Committee:
Emma nominated the following people who were either present at the meeting or had completed the form seeking re-election:
Isaac Devine, Alison Poulter, Clare MacKintosh, Dylan Walls, Richard Steven, Natalie Connor, Roberta Carpenter, Erika Hampton, Tom Norman, Amy Jones, Louise Knewstubb, Rosemary Brooks, Christine Kelly, Paul Child. Accepted by all and duly appointed to the committee.

Staff Representatives: Charlotte Bates and Leanne Parnham will remain on the PTA as staff representatives.
Emma thanked everyone for the ongoing commitment to the PTA and is grateful for the support.
Emma was pleased to report that over 50% of members have children in Yrs 0-4 which is encouraging for the future.

Agenda

1. **Teacher Wish List Update**

- **Numercon** is no longer needed, as there was room in the maths budget to cover it.
- **Explorers:** Requested $582.45 for learning resources. Joce moved the motion, Tom accepted, and Alison seconded. All agreed. Motion carried.
- **Discoverers:** Have now received the brain model and the art drying rack they requested, and they are loving them.
- **Navigators:** Everything originally requested had been covered by the school, so Emma revisited their request list. They have now requested some Sylex stools ($464) and reading resources ($300). Joce moved the motion. All agreed. Motion carried.
- The junior teaching staff requested jackets, which were approved at the last meeting. We have now received a quote of $836.50 which means all teachers will now have jackets.
- **High Flyers:** Have now received their newly stained picnic tables and have requested art shirts/aprons. Emma has received a quote for $385. Joce moved that we fund this, Alison agreed, and Dylan seconded the motion. All agreed. Motion carried.
- The **House Points Board** is still being investigated.
- **Music equipment** has been approved and purchased ($271.94).
- **Shade sails** are still being discussed, multiple staff requests for these. Joseph offered to investigate if required.

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

- Website Fundraiser Update $1528
- This will remain up on the website.
- Dyslexia donations: $830
- Sport donations: $320

- Music donations: $20
- STEM donations: $6
- Non-specified bank donations: $190

The librarians were asked before the holidays to provide a proposal, to the value of $600, for dyslexia resources, and we are still waiting to hear back from them.
Emma is unsure where Jared is with sports equipment, but will get in touch with him to see what needs to be purchased.
Joce commented that it is such a great fundraiser as it is low cost and all the money goes directly to the school.
Charlotte asked whether she should approach the music teacher. Emma advised that they were able to cover everything on the wish list provided, so were happy to leave it at this stage.

Action: Emma to contact Jared about sports equipment

3. Second-Hand Uniform Sale Strategy

Sarah mentioned that she plans to do another push for school uniform donations in the next couple weeks and after that she is hoping that we will have enough stock to host a small sale at the end of the term. We will keep it to 45 minutes as we sold out so fast last time.
She mentioned that we might need a couple more helpers as only a few are available. Clare said she can help and Roberta is free after school.
She also asked how to access spare buttons for polos and Joce said that she has some that she will get to her.

Action: Sarah to talk to Kate and confirm if sale is to go ahead or not.

4. Colour Run Update:

Joce has been in touch with one of the preferred companies, with the proposed date being Friday, 16 October, the first Friday of Term 4. It was suggested that the event be held during school time so that everyone can participate, and that holding it after the holidays would allow six weeks to gather sponsorship. The date looks suitable and the school appears happy with the proposal.
Emma mentioned that if anyone gets the chance to attend a colour run, to please take notes and share any fun ideas with the group.
Alison asked whether this would replace the rogaine, and Joce confirmed that it would not.

Action: Joce to secure the date.

5. Go Raise It Fundraiser Update

Sales are currently sitting at just under $3,200 to date, which is lower than at the same time last year. Dylan questioned if there may be too many options available? Emma advised that we didn't have a choice, tea, coffee and hot chocolate are included in this fundraiser now. Their documentation doesn't reflect this but it has been queried.

There are currently nine individual fundraisers, plus the PTA page. A cookie sample session will be held this Friday at school pickup to help encourage sales.

6. **Move X Alternatives**

Alternative ideas discussed included Ninja Valley, where a 30% discount on tickets is offered, allowing either a rebate or splitting the discount, although this was felt to be a bit too complicated. Launch Pad was also considered, with $20 tickets and 50% of ticket sales going back to the school. However, the general feeling was that the children may not be as interested in going there, and the required 4:30 pm start time could be difficult for families.

It was acknowledged that whatever is chosen may not have the same atmosphere as previous events, particularly as it would be difficult to recreate the “night disco” vibe. The feeling was that perhaps the event should simply become something different rather than trying to replicate past events.

Sarah suggested the School of Gymnastics as a possible option. Isaac suggested the council pool, although this idea was quickly dismissed. Ice skating was also mentioned and dismissed.

Emma suggested a movie night in the hall, with a younger children’s session followed by an older children’s session. This was seen as a nice idea, and Emma estimated that movie licensing would cost approximately $500, which may be able to be sponsored.

Emma asked everyone to think about options.

Action: Dylan to look into the School of Gymnastics as an option.

7. **Check Your Bits Evening**

Given the current economic climate, Emma has emailed the facilitator and a decision has been made to defer until we feel confident it will have strong engagement for the community. We will keep it on the books for when we feel the timing is right.

8. **Quiz Night 8th August:**

Alison has had a reasonable response to gathering prizes, but still needs more time and would appreciate some help sourcing additional prizes.

Tom mentioned that a meeting is needed to begin organising the event, and that a few more people are needed to take over responsibilities from him and Joce, as this is their last year.

Joce is happy to continue managing the bar for this year, Dylan and Charlotte offered to help / take over the bar moving forward.

Repeating the same theme of last year will make for easy organisation.

Action: Tom to set up a quiz night meeting.
Action: Emma to follow up with the school family re Wanaka holiday house.

9. Fudge Cottage Fundraiser (Month of June)

The school will receive a 30% on sales, excluding shipping costs, through the website. Customers will simply need to add “St Martins School” in the notes section for the sale to count. Delivery to the school will be free. Thank you, Alison.

Action: Alison to get all the information to Emma.

10. PTA Guidelines Updates:

Emma advised a number of updates will be made to the Treasurer role to reflect the current requirements of the role since Joce has been in office and a more streamlined process and a clearer role has been developed.
In addition, the committee responsibilities section, Appendix 1, will be updated to reflect the changes over the last year. The guidelines will be circulated once these changes have been made.

Action: Emma to circulate when updates are completed.

Other Business:

Thank you to Charlotte for organising the refreshments for the evening.

Clare wanted to reiterate some of the positive comments and shared that, having been away for a short period, she has been reminded of how special both the PTA and the school community are. She also extended a big thank you to Emma for all her hard work.

Meeting Concluded: 8:37pm

Next Meeting: Monday 22nd June, 7.30pm, Staff Room