St Martins School PTA Meeting Minutes

22/06/26, 7.30pm, Staff Room

St Martins School
Parent Teacher Association

Welcome
Emma welcomed everyone to the meeting, welcome to new member Federico, welcome to Andrew.

Present: Emma, Joce, Erika, Christine, Alison, Natalie, Roberta, Rosemary, Tom, Amy, Isaac, Leanne, Andrew, Paul, Richard, Dylan and Federico.

Apologies: Clare MacKintosh, Sarah Kitto, Louise Knewstubb.

Correspondence: No correspondence received by the Secretary.

Acceptance Previous Minutes:
Emma moved the minutes from 23/03/2026 be accepted, seconded by Rosemary, accepted by all.

2026 YTD Financial Report
Balance of $20,572 as of 20.06.26 across all accounts and float.
Updates since last meeting (10.05.26)
$1604 donated to school using funds from the Sport & Library Fundraiser. This was made up of art aprons, books, teaching resources & sports equipment.
$20 from Uniform sale, expenses for disco ($36) and quiz night ($63). AGM costs of $194 and Charities Services ($51) for submission of 2025.

$600 of dyslexia resources yet to be donated, waiting on list from the library team.
Numicon resources request received from Paige. Andrew said this request can be removed and the school has funding for these resources.
Jocelyn moved that the Treasurers report be accepted, seconded by Tom, accepted by all.

Actions Previous Meetings:

- Sport Equipment (Emma) - Sports fund spent on four tournament grade volleyballs as requested by Mr Pateman.
- Secondhand Uniform Sale (Sarah) - Planning to run a sale in Term 3 now that stocks are building again.
- Secure date Colour Run Term 4 (Joce) - Joce has been in touch with Go Raise It Fundraising, will book with them for Friday 16th October. Leanne has added this to the school calendar for 1.30 - 3pm.
- Move X alternative options (Dylan / Emma) - Chch School of Gymnastics not an option due to H&S requirements. Leap pad possible option or laser strike who are good supporters of requests for donations. Look to run in 2027. Run out of term time to do a movie night, consider movie night for next year.
- Circulate updated Guidelines when complete (Emma) - WIP
- Quiz Night (agenda item)

Agenda:

Go Raise It Fundraiser Debrief
All went well on the pick up and pack day, only sorted Thursday afternoon and Friday morning orders to reduce load on Thursday packers. Easier with two vehicles, divide and conquer quantities. Thank you to Charlotte for freezer space. Very small amount of spare product this year compared to last which was significantly easier for logistics. Tea, coffee etc sales of $540.40. Croissants sales $2,240. Choc Chip sales $1,719. All other cookies $1,810. Top two sellers sold $1,112 and $707. Emma thanked Isaac, Natalie and Amy for their help with packing. General consensus was that we should run again next year.

Teacher Wish List Update
Teacher jackets: Leanne confirmed that these have been ordered and are due to arrive later in the week.
House points board: Being investigated.
Shade sails: Andrew advised the school passed its shade audit, no shade sails required at this time.

Website Fundraiser Update
No response from Librarians regarding use of their $600 funding. They were emailed before the holidays, Emma mentioned to Marie recently. All other money spent.

Fudge Fundraiser Update
Alison said some sales were coming in. Once June is completed she will work out total sales with St Martins School referenced and make a donation to the PTA. Emma thanked Alison for the opportunity to fundraise through Fudge Cottage.

Quiz Night
Action: Tom to set up meeting - first meeting tomorrow night
Action: Emma to contact Wanaka holiday house family - no response.
Rolling out the same as last year, Mid-Winter Christmas, maximum 22 tables. Christmas fare, live and silent auctions, raffles etc. Discussion about the need for big ticket items for live auction. Principal For A Day confirmed. Erika said she'll ask about a Kaikoura accommodation option. Clare will ask a friend about Black Cat Cruises options. Possibility to package up a Kaikoura live auction. Alison advised lots of offers for smaller items for silent auctions, gift hampers from businesses always welcome, everyone to please ask around. Discussion around eftpos alternatives, possibility of using the school eftpos along with other options. The registration form will go live tomorrow.

Disco
Booked Friday 14th August, theme TBC by Student Council. Emma asked for volunteers to organise the disco and stressed the need for one person to be in charge of each disco with oversight of everything on the night. Offers of help from Rosemary, Roberta, Isaac and Dylan. Dylan offered to be lead for junior, Roberta offered to be lead for the senior disco. Emma will set up a WhatsApp group and share the disco Google document.

Rogaine - Term 3 or Term 4
Tom has spoken to Matt Scott who is keen to plan and help run another school Rogaine this year. Matt has requested this is in Spring when the days are longer and his availability is better. Joce and Tom happy to help set up again this year but will need to bring new people in as it is their final year with school.

Other Business
Market Day - there have been a number of inquiries about the date, now confirmed for Sunday 1st November.

Touch - request for helpers in the last newsletter, no offers received.

Andrew and the Board have had a quote of $58,000 to astroturf the lower courts next to the playground. Andrew has requested that the PTA look to fund approximately $18,000 of the total cost and the school will pay the balance. The committee was in agreement in principle that we could fund the $18,000. Andrew advised requests for sponsorship are being sought by Kim, the school fundraiser.
There is also ongoing work on the field including drainage and plantings to help with the low lying wet areas of the fields to make them more usable year round.
The upcoming Board meeting is to cover discussion around the fort and review options.

Andrew discussed that the school uniform sales will be moving to Mainland Uniforms and will no longer be sold out of the school office from next year. The uniform is unchanged but will be slightly cheaper.

Paul discussed his sponsorship offer to the PTA in his capacity as a real estate agent. $600 per house sale with SMS connections or in response to advertising through an event with an additional $800 for every three sales in one term or $200 as buyer agent. The PTA agreed to support Paul by advertising at every opportunity, quiz night, FB etc. Paul may look to offering an event to raise profile on this offer. Emma thanked Paul for his generous offer with a commitment to support this opportunity as much as possible.
Meeting adjourned at 8.20. Next Meeting: Monday 27th July, 7.30pm, Staff Room

Term 3	Term 4
Uniform Sale	Touch - October - December
Quiz Night - Saturday 8th August	Karma Keg - Saturday 17th October
Disco - Friday 14th August	Market Day - Sunday 1st November
Rogaine - September onwards	Ice Block Friday
	Election Day Sausage Sizzle - Saturday 7th November
	Thank You Evening