St Martins School PTA Meeting Minutes

Monday 7th September 2026, Staff Room, 7.30pm

St Martins School
Parent Teacher Association

Welcome:
Emma opened the meeting, welcomed everyone. It was awesome to see such a great turnout.

Committee Present:

Alison Poulter, Amy Jones, Christine Kelly (Treasurer), Clare Mackintosh, Dylan Walls, Emma Riley (Chairperson), Federico Tomasett, Isaac Devine, Joce Levett, Leanne Parnham (Deputy Principal), Louise Knewstubb (on-line), Natalie Connor, Paul Child, Richard Steven, Rosemary Brooks, Sarah Kitto (Secretary), Tom Norman.

Guests: N/A

Apologies: Erika Hampton, Charlotte Bates (Staff Representative), Roberta Carpenter.

Correspondence:

Voice message from Quiz Night:

"Amazing job with quiz night. Absolutely blown away with how awesome the whole night was So impressed with how the hall felt cozy, warm and so Christmassy. Such cool prizes Having helpers walking checking on everyone, so good. Absolutely superb night. Food was amazing. Ham - Oh my lord. Suffered a laughing injury. MC was brilliant. Everything was so fun Thank you to the PTA."

Committee Changes: None

Previous Minutes (27/07/26):
No corrections or amendments were made to the minutes from the 27th July, moved by: Emma , seconded by: Dylan and accepted by all.

Actions of previous minutes:

1. Circulate updated Guidelines when complete (Emma) - ongoing
2. Chase list from librarians for $600 worth of dyslexia resources (Emma) - followed up, nothing provided yet.

Treasurer's Report:

Balance as of 03.09.2026	
Account	**Balance**
12-3147-042052:	$30,462
12-3147-042052:	$188
12-3147-042052:	$10,525
Term Deposit	$0
Float	$250
Total	**$41,426**

Notes
Increase of $20,701.40 since last meeting (20.06.26)
Disco income of $4,272.59 since last meeting (20.06.26)
Disco income of $6,168, Expense of $1,213, Float of $900.
Disco Total $4,055!
Quiz Night income of $13,451 since last meeting (20.06.26)
Quiz Night income of $17,137, expenses including food, liquor and decor $3,250, float of $500.
Quiz Night Total $13,387!
Uniform Sale brought in $1514
Income from Market Day stall sales of $200
Income from Interest $3.47
Entertainment Book income $30

Amended Treasurers report moved by: Christine, seconded by: Isaac, and all accepted.

Emma mentioned that we need to approve the invoice for the Year 8 Year Books and she motioned that the invoice of $360.56 be accepted by the PTA.
Moved by: Christine, seconded by: Sarah, and all accepted.

Action: Christine to pay the invoice for the Year 8 Year Book.

Agenda

1. **Second-Hand Uniform Sale Debrief**
   The sale was a great success, with the event running smoothly and the set-up being seamless and well organised. The addition of the EFTPOS machine was particularly helpful. Sarah suggested maximising its use by scheduling another sale to coincide with the next EFTPOS hire.

A big thank you to everyone who helped with the sale.

As there was a relatively small amount of stock available, the majority of items were sold within approximately 20 minutes. Sarah questioned whether there was a way to address this, but it was agreed that, given the limited stock available, there is only so much that can be done.
The 2:30–3:30pm time slot at the end of the school day worked well.

2. **Disco Debrief**

The disco was a successful event with no incidents, and everything ran smoothly. The sausage sizzle sold out, with 144 sausages sold. Ice blocks and chips were restocked at New World after the junior disco; all ice blocks had sold, additional chips were probably not necessary in the end. Some drinks were left over and can be used for touch.

The DJ was great. Thanks to Sarah for recommending and organising the DJ, and to Roberta for taking the lead on the event and to the wider disco team for their help.

The senior disco experienced some issues getting the Instax film to work. Emma has managed to obtain a refund for most of the unused film. Worked out fine as they used iPads instead, lots of great group photos taken. Sarah suggested that next year the team could consider using Canon Selphy printers, which are a similar price to the Instax option as long as there are some printers available to use.

Issac suggested offering the option to purchase tokens via EFTPOS at the entrance, which could reduce the amount of cash handling.

Dylan noted that there was some congestion around the ticket collection area, with people needing to move from the ticket queue back to the entrance. Emma noted that clear instructions had been provided on Hero. Managing 200 odd children with parents, unrealistic not to have some congestion.

3. **Quiz Night Debrief**

Another successful Quiz Night, with the event running smoothly overall. This was the most profitable to date. While there were only 16 teams, four fewer than last year, the event was just as profitable and the extra room was appreciated.

We had outstanding results from the live auction, the Principal for a Day fetched ($1,750), Wanaka holiday house ($2,700), Paragliding /Windsurfing ($350), Kaikoura B&B ($600) and Black Cat Cruise voucher ($350). The silent auction had mixed results, but was still successful overall. There were a few technical issues to work through during the set up to

achieve the display we wanted with the screens, a big thank you to Alison's husband for his help in resolving these.
Oscar did a great job with table service.
There was also a significant amount of Chardonnay left over, available for purchase from Joce.
The evening had a very festive feel and great energy. A sincere thank you to everyone involved in making the evening a success.

4. **Rogaine**

Friday 27th November is proposed.
The first planning meeting was held last week, and the same team is happy to host the event again. The format will be similar to last year, but with the event being held closer to summer, there will be significantly more daylight, which will make things easier.

The team is working through the logistics of land access, rogaine equipment, health and safety and insurance. Additional volunteers will still be needed to help out on the course.
Joce mentioned that, with the longer daylight hours, there may be an opportunity to have more of a rolling start.
TThe event won't be actively advertised outside of school, but non-St Martins families are welcome to participate as per previous years.
Food options will be provided again and Tom is contacting Further Faster for prize sponsorship.

5. **Touch Rugby Update**

The first Touch Rugby planning meeting was held. Lauren Robb will replace Catherine as the teacher representative and will also take on the Year 3/4 tournament coordinator role.

The coach training will be in the final week of term. Year 3/4 tournament will be on the last day of term. Team Finder closes next week, with just over 60 students currently signed up. There is strong interest from the junior students, but numbers are currently lower among the seniors.

There are 20 teams registered so far, including one Hillview team. Coaches and referees are being organised, lots of Year 7 students have volunteered to be referees but not enough Year 8 students, recirculating the form via Jarad. We will likely need additional coaches with few volunteer parents on Team Finder. .

A SignUpGenius link was included in the newsletter and will also be sent as a Hero message before the end of term.

Craig is looking into purchasing a smaller second-hand BBQ, as the current school BBQ is deteriorating, too hard to move around and difficult to clean, a more portable option would be easier.

The sausages are due to arrive at St Martins NW on 15 October. There are a few terms and conditions associated with advertising for Hellers.

6. **Market Day Update**

Date: Sunday 1st November
There are currently 19 stalls registered, mostly from children. The previous event had around 30 stalls, which was heaving so we will have fewer this time around, but a few more registrations would be welcomed. The PTA is happy to accept donations of books for the event. Please get in contact with Emma if you have books to offload.

A sausage sizzle will be the only food option, Emma has put a call out to the William Pike group for helpers. Dylan offered to help on the BBQ if needed, thank you, Dylan.

St Martins School PTA: Market Day Sausage Sizzle

Action: Emma to provide Alison with a poster and then will to add event to the FB page.

7. **Community Sausage Sizzle**

Date: 7th November (Election Day) 9.30am - 3.30pm
Emma has offered to William Pike students for community service. Is there anyone interested in helping organise? No one put their name forward. If anyone is keen please let Emma know.
St Martins School PTA: Community Sausage Sizzle

8. **Karma Keg**

Date: Saturday 17th November
Reminder that we have a Karma Keg at Moon Under Water on Saturday 17th October 3-5pm so would appreciate your support. All welcome.

9. **Term 4 Ice Block Friday**

Sarah and Amy offered to organise, thank you. Ensure it doesn't clash with Teacher for a Day as they will likely do ice blocks.

10. **Thank You Evening**

Date: 2 December (TBC)
As discussed following last year's event, the committee discussed returning to paper invitations. Teachers could hand these directly to parents to make the invitation feel more

personal and hopefully encourage greater attendance. A wider Hero notification could also be sent to let the wider school community know that everyone is welcome to attend.
The committee discussed whether an RSVP is necessary, as this may create additional administration for little gain.
Emma suggested that the wording of the invitation be changed to focus less on the PTA and more of a school thank you event, with the support of the PTA.
The proposed date is 2 December, subject to confirmation.
Action: Leanne to prepare the invitation.
Action: Erika to contact Protocol to book.

11. **Colour Run**

Given the number of events still to go this year and the PTA's healthy bank balance, Emma proposed we defer this initiative until Term 1, 2027. Everyone agreed that this was a good approach.

Emma will reach out to others who have previously participated to gather ideas and feedback on how best to approach the initiative. She will create a Google Doc for everyone to contribute comments and suggestions.

Action: Emma to create and distribute the Google Doc, please add ideas.

Other Business

It was suggested that it might be a good idea to put the money in the bank on a term deposit as it will make more interest there. Even just for 3 months.
Action: Christine to enquire about rates available and proceed for three months.

Brief discussion about the Beckenham Bingo Night which a few PTA members attended. Very good bingo hosts. Tom commented on the excellent projector and screen. There was discussion around our school projector, with Tom noting that it had been installed wonky when the hall was redone. The committee discussed whether an upgrade may be required.
Action: Leanne will let Emma know if this is something the PTA could replace.

Meeting concluded at 8.25pm.
Next Meeting: Monday 19th October, 7.30pm, Staff Room