St Martins School PTA Meeting Minutes

Monday 16th February 2026, Staff Room, 7.30pm

St Martins School
Parent Teacher Association

Welcome:

Emma opened the meeting, welcomed everyone back to the first meeting for 2026.

Committee Present:

Emma Riley (Chairperson), Joce Levett (Treasurer), Sarah Kitto (Secretary), Isaac Devine, Alison Poulter, Natalie Connor, Roberta Carpenter, Charlotte Bates (Staff Representative), Tom Norman, Amy Jones.

Apologies:

Erika Hampton, Richard Steven, Celia Hogan, Leanne Parnham (Deputy Principal), Louise Knewstubb, Dylan Walls.

Correspondence:

Mark Broughton wrote an email expressing heartfelt thanks to everyone who contributed to completing the Junior Playground project, acknowledging the collective effort of community members, professionals, volunteers, and school groups who provided vision, design expertise, funding, labour, materials, coordination, and ongoing support. It highlights how their combined time, generosity, and collaboration helped bring the playground to life and create a unique, lasting space for children to enjoy.

Committee Changes:

Shana has resigned from the committee. Sarah messaged her to thank you for her contribution.

Previous Minutes (01/12/25):

No corrections or amendments were made to the minutes from the 1st December 2025, moved by Emma, seconded by Isaac, accepted. All in favour, accepted.

Actions of previous minutes:

1. **Website**
   All tasks have been completed. Closed.

2. **Popcorn Machine**
   Emma attempted to sell the machine on trademe without any luck. Suggested trying FB marketplace. Roberta offered to sell the popcorn machine on FB. Emma to liaise with Roberta and forward images of the machine. Ongoing.

Treasurer's Report:

Update:

- Uniform sales for the year to date totalling $2712

- Paid $333 to renew the fundraising website hosting so please keep this in mind and make sure that we are using it during the year.

Requests:

- Garden to Table.
  We agreed to increase our donation to $4,000 a few years ago. Joce asked if everyone is still happy to contribute the increased amount and everyone agreed a very worthy cause.

Joce motioned that we make our annual donation of $4000 to the Garden to Table programme. Moved by Isaac, seconded by Alison, all accepted.

- Structured Literacy

Joce queried how much contribution the school will need. Emma advised the request is for $6000. Joce motioned that we increase the Garden to Table donation to $4000 and pay out immediately. Moved by Roberta, seconded by: Alison, all accepted.

Closing Balance as of 15.02.26

Account	Balance
12-3147-0420521-000	$19,822
12-3147-0420521-050	$188
12-3147-0420521-051	$9,138
Term Deposit	$0
Float	$500
Total	**$29,648**

Joce motioned for the Treasurers Report to be accepted, moved by Isaac, seconded by Alison, all accepted.

Agenda

1.Back to school BBQ

- Postponed until 20/02/26
- The police man that had been organised can't do this week so is asking if a colleague can come instead.
- The Year 8 have had prizes donated by a parent for the entertainment they are organising, very generous.
- Roberta has organised the potato man and Clare has got gelato.
- A couple of people have resigned from the sign up genius so need to do another push, Emma to organise a post on Hero.

- Emma has organised for a “new kids on the block zone” as suggested by Isaac at last meeting, and has had a corflute sign made.
- The weather is looking terrible at them moment, do we look to postpone again? Or do we cancel?
  Emma asked for feedback and mentioned that the kids are really excited about it. Roberta said it isn't much of a hassle to postpone again, 27th agreed as a second postponement date if required.

2. Uniform Sale Debrief

The sale was very successful making over $2700 in profit. There was a good amount of stock and Sarah was happy that she held out as the majority of the sales were made in the first 20 minutes. Because of this the 2 hour timeslot advertised was too long, Sarah said that next time we will only advertise an hour. There was discussion about the next sale, Sarah said that she felt that we need to wait for stock to increase again and will monitor. Possibly only doing 2 or 3 sales a year.
Roberta mentioned that there might be an increase in donations at the start of the year as kids try on old uniform and find it no longer fits. Sarah to message Kate to do a push for donations.

3. Karma Keg

We weren't sure if we emptied the keg, Emma seems to think that we got $525.
Tom said that he tried to book for scouts and they are already booked for June and suggested that we book soon.
Emma said that she will book it, and Alison mentioned that we should just take any date we can.
Action: Emma to book Karma Keg.

4. Teacher Wish list

- A lot of requests for technology related items and furniture, school will address these requests.
- Explorers wanted Maths resources
- There were a lot of sports equipment requests, Emma has asked Jarad if required.
- Junior teachers have requested jackets. Need to ensure departing teachers leave jackets behind.
- A number of requests for shade sails
- A house points board and coloured wristbands for house colours

Emma and Joce have met and spoke over the requests, we are still waiting on some costings back from staff.
They are keen to fund:

- Explorers for numicon resources for maths. Charlotte mentioned that Paige might have already resourced some
- STEM resources
- Junior jackets for teachers
- Art shirts
- Picnic tables
- Wristbands? People questioned the reasoning behind it. Will it just become rubbish?
- House points board.

- Music resources. Music teacher to be contacted and let us know.
- Shade sales, Tom asked if the cancer society helps to fund that type of thing?
  Roberta talked about an archgola and how useful they would be! Could get pricing? Something more permanent all weather to consider.

We need to use the website, do a give-a-little style like we did for the library a few years ago offering a variety of options to donate to:
One of the Head Librarians is dyslexic and wants to add more sensory/learning disability resources.
Music if required.
Sport if required.

Isaac mentioned that we need to give the web time heaps of time to get everything up before we go live.
Launch as soon as possible, run through March.
Action: Emma to confirm with Isaac and provide images for the website.

5. Year Ahead

Not having a huge fundraising year like last year, plan to have a quieter year than 2025.
Not having a month-long raffle this year, consider this every two-years.
Proposed activities:
Term 1

- **Working Bee** - Sunday 1st March proposed, waiting to hear from school, heaps to do for Garden To Table and good for the William Pike students.
- **Colour Run** - Joce has two options and is researching the best option. Could be great, kids would need sponsorship and would open to the public. Alison mentioned that they are beginning planting at the start of April. We could use funds to go towards the sun shade. Emma mentioned for our first one we should use a company, they do take a large amount but worth it to take the pressure off. Joce is going to look at dates, 29th March or the 19th April. Joce to confirm.
  Action: Joce to confirm Colour Run date and preferred company. Confirm with school where fundraising will go.
- **Give-A-Little**: Utilise website for sports, dyslexia and music gear.

Term 2
- **Move X**
- **Cookie Dough** - work on logistics to make it easier for distribution. Book sooner rather than later. **Action:** Emma to book date.
- **Uniform Sale -** pre winter
- **Fudge Sale** - June any order on the fudge cottage website and we get a rebate (so generous, thanks Alison!). Alison to confirm details.
- **Check Your Bits Fundraiser** - Not sure about the timing, Roberta suggested evening.
  Alison asked if we would need a liquor licence? Joce said no as we would be giving it away, included in the ticket price. Extend to wider community.
  Roberta said that we could also offer a donation to the breast cancer society.
  Action: Emma will discuss with the school parent that has offered to host.

Term 3

- **Disco**
- **Quiz Night** 8th August
- **Rogaine** in either term 3 or 4

Term 4

- **Touch**
- **Ice Block Sale** - Make the most of a hot day
- **Market Day**
- **Karma Keg**
- **Election Day sausage sizzle**. Tom suggested a sausage sizzle to capitalise on the voting foot traffic 7th November - everyone agreed this is a great idea.
- **Thank You Evening**

6. AGM - May

Keep an ear out for a new Treasurer as this is Joce's last year.
Possibly need some new additions to the PTA so will do a drive prior to AGM.
Emma can stay on another year as Chairperson and so can Sarah as Secretary.

Other Business

Sarah asked about the GAGA pit being re-installed, and Alison mentioned that she had heard that there were issues with drainage.

Meeting concluded at 8.35pm.

Next Meeting: Monday 23rd March 2026, 7.30pm, Staff Room.
Please email apologies to secretary@stmartinsschoolpta.org.nz