

Kelburn Normal School PTA Meeting Minutes

15 March 2016, 7:20 – 9:00 pm

Meeting called to order by Gwen Sturgeon, PTA president

Attendees: Gwen S (PTA President), Yigit S (PTA Treasurer), Ruby Q (PTA Secretary), Paivi G, Vikki G, Ayesha M, Susan H

Apologies: Andrew McFarlane (Principal), Lucy J, Poppy L

Approval of Minutes

The minutes were read from the 15 February 2016 meeting and approved by Gwen and seconded by Ayesha. Previous PTA minutes are available in the school app under Notices (note that documents are not in chronological order) and on the school website (in the left hand side of the home page under PTA Notices).

Financial Report

Our bank balances:

- \$7,122.97 - Cheque account
- \$24,564.60 - Saver account

At the Magpie Lawn picnic, we made a net revenue of \$2,194. Expenses were \$200 because everything was donated and we only had to pay for Magpie Lawn.

The other revenue was from last year's Talent Quest, which we made a net profit of \$460.60, and from the "For the Birds" light show, which we made a net amount of \$472 so far.

At the next PTA meeting, Yigit will go over the PTA Summary of Accounts for 2014-2016 and Income and Expenditure Balance Sheet.

Civil defence kit food

Food for the civil defence kit, which includes spaghetti, baked beans, peaches, fruit salad, muesli bars, rice cakes as well as ammonia tablets, was purchased at cost thanks to the local FourSquare and has arrived. There is enough food to last for two days. There was a suggestion to use civil defence kit food nearing their expiration date for school camps.

We can't include a line item in the school donation for people to pay for the civil defence kit food because it doesn't deal directly with education.

Families can pay \$5/child through online banking to the PTA account and reference civil defence; cash or EFTPOS at the office. Also, Susan has volunteered to work with the school to set up a civil defence activity sometime after Easter.

PTA whiteware

The chest freezer in the PTA shed has short-circuited and needs to be removed and disposed of. The two refrigerators in the shed should also be removed as those might be affecting the circuit load. There might be whiteware removal service might be willing to remove them. Or we might swap the refrigerator in the school hall with the one from the PTA shed.

We will ask families if they have a chest freezer to donate to the PTA.

School Directory

Gwen reported that the school directory is being worked on.

School Fair

The last school fair was on 24 November 2012 and started early in the day. We are considering having this year's fair on Saturday, 26 November at 2.30 – 6.30 p.m. There was discussion about attending other school fairs to not only check them out, but also support

them. For instance, there's a school fair coming up this Saturday, 19 March at Karori West Normal School.

Next PTA Meeting

We will discuss the following topics at the next PTA meeting:

- PTA Summary of Accounts for 2014-2016 and Income and Expenditure Balance Sheet
- Revising motion for ongoing arts & music fund; in Nov 2014, we moved to donate \$3,000 from the PTA for an annual general music fund for musical instruments, equipment and other music-related needs at the discretion of the principal
- Kapa Haka funding

Next meeting

The next PTA meeting will be Monday, 11 April 2016 at 7pm in the staff room. We will aim to have our meetings every second Monday of the month this year.

Appendix

“Starter for 10” PTA Activities Calendar

	2015	2016 - planned
February	Magpie Lawn Picnic	Magpie Lawn Picnic
March	Personal Challenge – reading School Disco	“For the Birds” light show Food for Civil Defence Kit Entertainment Books
April	Entertainment Books	
May		
June	Quiz Night Day at the Movies - Minions	Social evening & silent auction (TBD)
July		
August		
September	Calendar art orders	Personal Challenge – jump rope skipping (TBD)
October		
November	Movie Night - Spectre	School Fair (TBD)
December	Talent Quest Kelburn Village Christmas Shopping Event	

TBD:

Afternoon tea for new families, Calendar art orders, Talent Quest, movie days/nights, Teacher Appreciation (World Teachers' Day is 5 October), etc.