

Kelburn Normal School PTA Meeting Minutes

15 February 2016, 7:00 - 9:00 pm

Meeting called to order by Gwen Sturgeon, PTA president

Attendees: Gwen S (PTA President), Rob Kerr (UM Syndicate Leader/Room 5), Danielle Sanders (Deputy Principal), Tim Stewart (Board of Trustees), Yigit S (PTA Treasurer), Erica T, Poppy L, Andrew McFarlane (Principal), Ruby Q (PTA Treasurer), Paivi G, Vikki G, Brenna, Stephanie M, Lucy J, Ayesha M, Diana V

Apologies: Trina H, Lee-Anne D

Picnic at Magpie Lawn

Gwen will book Magpie Lawn and the toilets for the picnic on Friday, 19 February. Thanks to Diana V for donating sausages and to John S for doing the games. In the PTA newsletter going out on 16 February, Gwen will ask families to donate baked goods that could be sold at the picnic and mention that the picnic start time will be 4.30 p.m. with races starting at 5:30 p.m. Andrew has a handbell and school camera that could be used for the picnic. There was also a suggestion to have a sign for Ngaio parents to sit together if they'd like to do so. This was similar to last year. Also, parents will be notified by 11 a.m. on Friday if the picnic is cancelled due to rain.

Financial Report

Our bank balances:

- \$1,725 - Cheque account
- \$26,766 - Saver account

The PTA donated about \$51,100 to the school last year, which included Chromebooks, school camp, Kapa Haka, performing arts, road patrol and other school needs.

Here is the amount of money the PTA has raised the past three years:

2013 - \$38,000

2014 - \$46,000

2015 - \$28,000

Otari-Wilton's Bush Light Show

An organizer has offered Gwen the opportunity to have the PTA sell tickets for the light show called "For the Birds" at Otari-Wilton's Bush in March 2016. The light show is done by the same people who did Power Plant light as part of the New Zealand Festival at the Wellington Botanic Garden in 2014. This would be a PTA fundraiser in that the PTA would purchase the tickets at cost and would make \$5/ticket after selling the tickets at the retail price. If we sell 150 tickets, this could mean raising \$750.

As the PTA would need to pre-purchase tickets, one concern is whether we'd be able to sell all the "For the Bird" tickets especially if families have already purchased theirs. At the same time, tickets are currently selling out. Gwen will check to see if there is interest for tickets in the next PTA newsletter.

School Fair

Initial thinking is to do a school fair as the major fundraiser this year. Current ideas are to: have a Christmas or Spring theme; host it sometime in November/early December (note key events that might conflict like the Toast of Martinborough on 20 Nov); and to sell art in addition to having games, food, clothing and book stalls, etc. like the last school fair, which was on 24 November 2012. There will be a separate meeting to start planning the school fair.

Other fundraisers

Anna W is planning to do a fundraiser to sell dumplings this Friday.

Attendees suggested to heavily promote that school-branded clothing is available for purchase each term.

Other ideas:

- Jump rope skipping personal challenge around the end of term three. We made \$6,000 last year with the reading personal challenge.
- An adult social where alcohol can be sold and do a silent auction. Potentially do this event in the winter.
- Movie nights. We raised about \$2,500 last year hosting two movie nights, one for kids (Minions) and another for adults (Spectre).
- Paivi suggested that we look into VK's Comedy & Blues Bar as they do fundraisers for groups. Paivi will send Gwen the contact info.

A starter-for-10 planning calendar of PTA activities is included in the Appendix section.

Civil Defence Kits

For the last two years, we've had poor response from families to provide canned foods and muesli bars for the school civil defence kits for students to use in case of an emergency. Danielle suggested that the PTA pay for the food in the civil defence kits. She estimates that \$800 would be needed to help pay for barley sugars, 150 cans of food (creamed rice, spaghetti, baked beans) and 100 boxes of muesli bars.

Idea was raised to have the PTA parent class reps remind families to help stock the civil defence kits as well as ask for parent help with road patrol.

PTA Parent Class Representatives

We will be looking for PTA Parent Class Reps, which Gwen will mention in the upcoming newsletter. Here's last year's description of what parent reps do:

Purpose:	<ul style="list-style-type: none"> • To communicate through email, phone and conversations, the PTA events and fundraising information to class parents. • To support PTA events and meeting where possible.
Roles and responsibilities:	<ul style="list-style-type: none"> • To send out emails to class parents to inform or to enlist help for PTA events. • To be a contact person for parents of that class for PTA events and to redirect any parent enquiries that are not related to this role to the correct people. • To encourage and get different people involved in PTA events. • Support the class teacher when organising PTA events. • To attend PTA meetings during the year. • To be a point of contact if people would like ideas taken to PTA but can't come to meetings, or want a friendly face to support at the meeting.
Time requirement:	<ul style="list-style-type: none"> • 2 parents for each half year, 4 in total.
Possible examples, ideas and recommendations:	Send out emails to class parents to remind them about events such as sausage sizzles, Magpie Lawn, House and garden support and security, parent morning teas, social evenings for class parents, personal challenge fundraising, charity fundraising etc.

Parent survey

Attendees would like to request the Board to send a survey to parents to share their thoughts about the school. A parent suggested including a question to gauge interest about school uniforms.

Gwen will submit a request for a parent survey to the board before the agenda is set for the next board meeting on Monday, 22 February. As a group we would like to give forward (well thought out input) ideas and thoughts about topics we'd like to have discussed and are happy to support the Board with the offer of help from a selected few to make the survey.

Also while topics can be divisive and difficult, it doesn't mean they can't be discussed.

Property update

Tim reported that the Ministry of Education will inform the school on Thursday on when all and/or most of the prefabs will be removed. We will need to get permission from the Ministry of Education to re-use the wood from the prefab fencing, palings, etc. for the Gully and get a "working bee," or group of volunteers, set up to help make this happen.

Tim has also asked that if there any plans that require digging any large holes in the Gully to check to make sure we don't run into any problems from a health and safety perspective such as inadvertently disturbing asbestos, etc.

Approval of Minutes

The minutes were read from the 18 November 2015 meeting and approved by Gwen and seconded by Paivi. 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).

Next meeting

The next PTA meeting will be Monday, 21 March 2016 at 7pm in the staff room.

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 (TBD)
April	Entertainment Books	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.