

# Kelburn Normal School PTA Meeting Minutes

6 May 2019, 7:00 – 8:46 pm

Meeting called to order by Rebecca G and Erica T, PTA co-presidents

**Attendees:** Rebecca G (PTA co-president); Erica T (PTA co-president); Amy H (PTA Treasurer); Grace C (PTA Secretary); Rob Kerr (Whanui Syndicate teacher); Susie Brown (Tupu Syndicate teacher); Warwick; Simon H; Anna M; (Land and Buildings sub-committee); Rachel F (Land and Buildings sub-committee); Anneke H; Juliet K; Georgie T; Fiona M; Nickie B; Diana V

**Apologies:** Nichola H

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## 1) Welcome

Rebecca and Erica welcomed new and returning parents to the PTA meeting.

## 2) Business arising from minutes

All action points raised from the previous meeting have been completed.

Motion: Fund approval for the road patrol outing in late 2019. Moved by Amy H, seconded by Diana V.

## 3) Presidents Report

It was acknowledged that the PTA committee members were elected in the AGM held on the 4<sup>th</sup> March 2019. Several events toward the end of school Term 1 were held, including a Welcome Coffee Morning, Magpie Lawn/School picnic and the Lego Movie 2 Fundraiser. Rebecca and Erica acknowledged the turnout of the community at the school picnic and thanked students and parents who helped in food stalls, games and supervision at the bouncing castle.

With the absence of Mr Bird, a card (signed by the children) and flowers were arranged. Rebecca thanked Danielle for her leadership and all the teachers who stepped up when Danielle was visiting China.

A number of events have been planned for Term 2; these include another Welcome Coffee Morning prior to the junior assembly and a Board of Trustees Information and Nominee evening. Information on collecting Yummy Fruit Company apple stickers will be released to all students - stickers can be collected in Term 2 and 3 for an application of a share of \$200K based on the proportion of stickers collected among schools in NZ.

### Action points:

- Erica to send out information regarding the Yummy Fruit Company apple stickers collection
- Update of Term 2 events and PTA newsletter to be sent out to school community (in week 2)

## 4) Treasurer's Report

PTA bank balances as of 30 April:

- \$33,397 - Cheque account
- \$5,021 - Saver account

Main fundraising/income, to date, in 2019 resulted from the School Picnic and The Lego Movie 2 event.

Expenditure in Term 1 was \$8,548 which included payments of \$3,907 for 2018 costs, Movie Night (\$1,096), Magpie Lawn picnic (\$2,171), Welcome coffee morning (\$345), road safety patrol (\$784) and flowers to Mr Bird.

Balance Sheet shows a \$1 discrepancy which is attributed to rounding error.

The Treasurer confirmed \$547 was collected from the Movie Night, combined with \$75 outstanding from school, a profit of \$622 was made. A profit of \$666 was made from the School Picnic.

PTA discussed possible fundraising efforts to include future Movie Nights, such as Lion King and Toy Story. However The Penthouse has limited movie options for fundraising, and perhaps options at the Embassy should be explored. It was suggested another Movie Night should be arranged in Term 3.

Fiona asked the purpose of \$42K carried forward from last year. It was confirmed \$25,116 was raised from the one wild night event and these funds were to be used towards outdoor facilities. It was noted that any work in the bottom court, or other outdoor areas, can easily cost \$20K. It was suggested that a record of the use of these funds be maintained to show what has been used and what remains for the outdoor areas.

## **5) Report from Land and Buildings sub-committee**

### **Working Bee budget**

Working Bee day is a great event for the community to get together and this will be held on Sunday 26<sup>th</sup> May. Work scope includes pruning, weeding, digging holes, planting with compost and covering with thick newspapers and mulch. The sub-committee completed extensive research on plant options and potential suppliers. It is confident the cost will not exceed \$2,000 based on the expenditure of the last planting event. The sub-committee still requires a trailer and newspapers.

#### **Action points:**

- Rachel to send working bee details to Rebecca
- Rebecca and Erica to create flyers and insert a notice in Birdseye newsletter.

**Motion:** Fund approval of up to \$2000 (120 plants of \$8 each) to purchase plants and compost. Moved by Amy H, seconded by Fiona M.

### **Present outdoor space strategy and next steps**

The request of sunshade in the playground was declined and the Board of Trustees asked for information about a strategy for the entire school outdoor space. The sub-committee has since completed a consultation with the students, families and teachers (e.g., at the 2018 working bee, school picnic), and considered suggestions by previous generations of parents regarding the Gully. A draft strategy with goals, initiatives and priority was developed and introduced in the meeting. Feedback and comments on the draft strategy was requested from the PTA.

#### **Action points:**

- Anna to send the draft Strategy to Rebecca and Erica, who will circulate amongst the PTA attendants and mention the draft strategy in the PTA news update.
- PTA members to provide feedback directly to the L&B sub-committee
- L&B Sub-committee to incorporate feedback and discuss the draft Strategy with Mr Bird

### **Disabled Park**

There needs to be another sign of disabled park on the substation on Boundary Road. Discussions held around the best way to remind parents not to park by the entrance to the school on Boundary Road..

#### **Action point:**

- Rachel to make another sign

## **6) New Business**

### **Cost and use of school App**

The status of the school App and and PTA payment responsibility was tabled for follow up.

### **Request for funding for Lyrica t-shirts**

The teacher requested to fund 20 t-shirts (\$14 each) as more than half of the t-shirts were lost last year.

**Motion:** Fund approval for the purchase of 20 t-shirts. Moved by Diana V, seconded by Juliet K.

## **7) Upcoming PTA Events**

**Musical Futures event - Sunday 12<sup>th</sup> May**

PTA will provide an afternoon tea. A request for baking will be sent to the orchestra and Lyrica families.

### **Board of Trustees Nominee Evening – Monday 27<sup>th</sup> May**

Nominees will be invited to join the Evening to introduce themselves to the community, followed by an informal question time with wine and cheese. We will invite a representative from the NZ School Trustees Association to speak about the role of the Board of Trustees.

### **Matariki Community Evening – Thursday 27<sup>th</sup> June**

PTA will be involved in providing food and help for the Matariki evening. Diana suggested having a roster on stations.

### **PTA morning tea – Friday 7<sup>th</sup> June, Tupu Assembly**

PTA will order a coffee cart prior to the beginning of the Junior Tupu Assembly.

### **Dumpling Day**

It was suggested to offer a dumpling day fundraiser, as an alternative option for students' lunch.

#### **Action point:**

- Juliet K to enquire with a catering business that does dumplings in mass.

## **8) Other**

### **Future meeting dates for 2019**

Rebecca and Erica announced that PTA will meet Week 2 and 8 each term in order to make timely decisions.

### **Focus ideas for Term 2**

- PTA constitution amendment to be updated and posted on the school website
- Parent reps and group champions encouraged
- Supporting purchase of new Kapa Haka uniform and options for fundraising (e.g., family pie fundraiser)
- Start to develop a wish list for items the school would benefit from, and work on this list with the Principal/Teachers and Board of Trustees, and discuss how the funds may be obtained.
- Discuss opportunities for a PTA rep to attend Board of Trustees meetings, and vice-versa.
- Lunch orders for Wednesday – different options to be investigated by PTA
- Ideas for upcoming fundraiser opportunities - please contact Rebecca and Erica. Ideas discussed in the meeting included House and Garden, Christmas themed school fair, Bingo Evening, one wild night type event

## **9) Close**

Meeting closed at 8.46pm.

## PTA Motions / Approvals

<b>Funds provided for school</b>	<b>Amount Approved</b>	<b>Date</b>	<b>Motion/Approval</b>	<b>Notes</b>
Road patrol	~\$1,500	04/03/19	To fund an end-of-year outing to the H2O pool in Upper Hutt (estimated cost \$1,000), and cover the costs for attendance at the annual Road Patrol Orange Day Parade (estimated costs \$450)	Moved by Gwen, seconded by Erica
Lyrca t-shirts	\$280	06/05/19	To purchase of 20 t-shirts (\$14 each)	Moved by Diana, seconded by Juliet
Working Bee	~\$2,000	06/05/19	To fund 120 plants (\$8 each), compost and mulch, for the Working Bee day in May 2019	Moved by Amy, seconded by Fiona