



Arthur Street School

Dunedin's First School Est 1848

PTA MINUTES

Date: 28th August 2018

Attendees: Garry Charters (President), Bruce Pettitt (Vice President), Mel Millier (Treasurer), Alice Frame (Teacher), Jamie Milford, Martin Seier, Jenni Muir, Jen Pettitt (Secretary)

Apologies: Andrea Samson

Started - 7.20pm

1. Minutes of Last Meeting read by Gary, accepted by Bruce, seconded by Jamie.

- a. Sausage sizzle – Mel suggested that we need all orders handed in to office by Thursday afternoon for Friday. Michelle was still sorting out orders on Friday, making it difficult to decide how many sausages need to be taken out for sizzle. PTA need to assist with cooking and office just collecting cash/stamping and helping with delivery to rooms only. Suggest PTA meet a couple of days prior to organise the sizzle. 150 sausages were sold at the last sizzle and some of the parents assisted with it – PTA extend their sincere thanks to parents who assisted. One option to ensure we have enough to cover late orders would be take out 200 sausages and order it via Leckies on Thursday for delivery to school on Friday morning.

Action: Martin to liaise with Leckies to see if they can deliver to school on Friday morning.

Action: Mel will approach Couplands to see if they can donate bread.

Action: Jen to amend poster to state orders to be in and paid for by Thursday.

Action: Jenni to liaise with contact at Kaans for onions.

Action: PTA can meet couple of days prior to sausage sizzle to see who all can help out on the day.

Helpers can come in at 11.30am and start cooking sausages ahead of time and keep them warm in the oven in the treehouse.

- b. Board Games – Jamie advised that the Warehouse has its own charitable organisation and distribute games accordingly. PTA to approach Arthur Street School families to see if they would be willing to purchase and donate game for the school from the wish list or if they have complete games in good condition that they would like to donate.

Action: Jamie to email wish list to Jen and put bulletin together to send to all families.

2. No Presidents report for this meeting, will update in next meeting.

3. Teachers Report:

- Term 4 swimming starts, PTA will carry on donating \$1000.00 towards lessons
- If PTA meetings can be moved to Thursdays?

4. Treasurer's Report:

- Signatories for account almost sorted.
- Currently Cheque account has \$2458.80 and saving Account - \$27,10 giving us a total of \$5,769.90 in the bank
- Mel to deposit money from sausage sizzle - \$258.00
- PTA to reimburse school \$3176.00 for payment made on behalf of PTA.
- Swimming classes – school to advise if swimming fees have gone up and confirm if \$1000.00 will be enough - school roll is currently sitting at approx. 190.

5. General Business

- **Action:** Jen to follow up on Hellers Bacon for next terms fund raiser.
- First Aid kits – Mel has received information from supplier. Each kit to be sold for \$39.95, PTA receives \$12.00 per each kit sold. Sample of first aid kit available in the office. Forms and info to be sent out to all school families. All orders to be in and paid for by 28th September. **Action:** Jen to update forms and email to school to send out. Mel to look into software apps that we can possibly use to ease payment and allocations. Few options possible but need to find out more about merchant fees and other costs associated with app – is it going to be viable?
- Baking Paper/Gladwrap/Catering Foil – Jamie advised prices are as follows: Gladwrap - \$19.95/Baking paper - \$18.20/Foil - \$13.25. Intention to sell these for fundraising in the first term of school year. To be discussed further at next meeting.
- Gary suggested having audits before AGM to provide treasurer a clean slate to take over or carry on. **Action:** Garry to check constitution re audit and advise at next meeting
- Account signatories – Garry suggested we need to have a checklist for signatories – in case one signatory leaves, we can get new ones added and get old ones removed in a timely manner. Currently we have 4 signatories. Jen suggested that any 2 signatories authorise payment but not the secretary and Vice president together to avoid conflict of interest.
- Contact List – **Action:** Jen to send the list out to everyone again.
- Summer markets – summer market starts in term 4, possible slots for PTA to hold BBQ/sausage sizzle. **Action:** Jen to get dates of summer market from school – discuss at next meeting.
- Next sausage sizzle - Gary proposed that PTA members (those who are available) meet on Tuesday 25th Sept to discuss who all can help and see if we can get other parents to assist.

Next PTA meeting scheduled for 7.00pm on Tuesday 16th October at Coffee Couture. Please send all agenda item to Jen prior to meeting.

Meeting closed at 8.40pm.