



Arthur Street School

Dunedin's First School Est 1848

PTA MINUTES

Date: 16th October 2018

Attendees: Gary Charters (President), Mel Millier (Treasurer), Alice frame (Teacher Rep), Jen Pettitt (Secretary), Bruce Pettitt (Vice President), Martin Seier.

Apologies: Andrea Samson, Jenni Muir, Jamie Milford, Naomi Poole.

1. Minutes of Last Meeting: read by Gary

- Minutes of the last meeting read by Gary, approved by Mel and seconded by Martin. Matters arising to be discussed in General business.

2. Treasurers Report – Presented by Mel

- Mel presented final accounts from 1 April 2017 to 31st March 2018. Detailed account of financial report attached. Currently we have \$3155.61 – this comprises of \$1,324.20 in cheque account, \$1,731.41 in saving and \$100.00 petty cash. Still to pay \$1000.00 for term 4 swimming. Accounts have been audited by Sally Trow for Charities commission.
- Signatories for account now setup – current signatories are Gary/Mel and Jen.
- Fundraising summary from April as follows:
 - o Easter Raffle - \$843.70
 - o Sausage sizzle - \$282.00
 - o First aid - \$841.40
- Approved by Jen, seconded by Bruce.

3. Principal/Teachers report:

- 2 Board games donated to school to date.
- Current school role is 190 students.
- Swimming donation from PTA – it costs approximately \$5,000.00 per term. PTA donates \$1,000.00 per term and Kim approaches Bendigo. Balance left after PTA and Bendigo donation is divided among all students. Last term it cost each child \$7.50 for the term.
- Year 5/6 camp is scheduled in the first term of next year. Students are fundraising to subsidise costs for camp. PTA to ensure we don't hold fundraising at the same time or have same or similar fundraiser as students.
- Student council have decided they are keen to design posters for discos and decorate the hall but all other work to be organised and managed by PTA. Student Council to decide theme for this year's concert.

4. **Presidents report**

- Checking if everyone is getting minutes and information relating to PTA meetings/fundraiser.
- Upload all information on to google docs and members can add/amend to agenda prior to meeting. Jen to email all members password for google docs.

5. **General Business**

- a. First Aid kits – we have made \$841.00 from this fundraiser. We will run this fundraiser every 2 years.
- b. Summer Market – Summer Market organisers have offered us a BBQ stall for the market on 2nd December. **Action:** Put a notice in school newsletter asking for parent help – 45 minute slots. Gary will be there of the duration of the market, we would welcome if other PTA can help also. We will tentatively book the stall and confirm depending on number of helpers available.
- c. Hellers Bacon – information now available, all orders to be placed before end of November. **Action:** Jen to prepare forms asap and send to feedback. Once approved, send it out with next weekly newsletter. Please ensure the covering letter states that it is not compulsory and students are exempted on cultural and religious grounds. **Action:** Alice to confirm dates Year 5/6 are holding their fundraiser to ensure PTA does not clash with it.
- d. Disco – last year we hired DJ Woody for the school disco and donated \$150.00 towards covering his cost. **Action:** Alice to check with DJ Woody dates he is available for the disco. **Action:** once date is confirmed, Student Council can decide theme and design posters. PTA to organise BBQ. Leckies can supply sausages for \$0.45 per sausage and will be halal. Suggest we sell popcorn in paper cups (\$0.50), sausages (\$2.00), water (\$1.00) and glow sticks. **Action:** Jen to ask Kaans cost of onions. **Action:** once date for disco is confirmed, PTA to meet Tuesday before disco to discuss tasks/things that need to be done by PTA.
- e. Monthly sausage sizzle – this will be put on hold due to lack of assistance. Most parents are working full time and are unable to assist with this. **Action:** notice in next newsletter to advise all parents that monthly sausage sizzle will no longer be available.
- f. Board Games – 2 board games donated to school so far. **Action:** PTA to proceed and purchase games. **Action:** Alice to email wish list to Mel/Gary/Jen. We can look at what specials are coming up and order in bulk.
- g. AGM – going forward hold AGM prior to audit, Gary has checked constitution and we need to hold AGM in second term. Propose the next AGM be held after first term holidays.
- h. Baking Paper/Tin Foil – look at holding baking paper fundraiser in Term 1, as we are encouraging student to reduce waste and reduce plastic use, cling wrap will be excluded from this fundraiser, option would be to look at re-useable wraps.

Next meeting to be held on Tuesday prior to Disco (TBC) at Coffee Culture.

Meeting closed at 8.00pm.