

## **Halcombe School PTA Minutes 25<sup>th</sup> May 2016**

**The meeting was opened at 7 pm.**

**Present:** Michela Fox, Andrew Managh, Sue Simpson, Kirstine Lehany, Lucinda Dodunski, Gary Dundass, Chris Monk, Annie OFee, Richard Waugh, Cam Waugh.

**Apologies:** Nil

**Previous Minutes:** Minutes of the 23<sup>rd</sup> March 2016 meeting were passed as true and correct and moved by Andrew Managh and seconded by Lucinda Dodunski.

**Issues arising from the previous minutes:** Nil

**Finance Report:** Tabled by Andrew Managh; a copy was placed in the Finance section of the PTA minutes' folder, and read as:

For the month of March - verbal report- a donation of \$400 was received and a transfer of \$20 occurred for the Serious Saver Account. Written report to follow shortly.

A written report was received for April 2016. There was no income for this month, a school request was paid of \$1750, the accountant were paid \$230, and a \$20 transfer to the serious saver occurred. Balance as at 30/04/16 was \$ 14,917.44.

These financial records were moved by Andrew Managh as a true and correct record and seconded by Michela Fox.

**Correspondence In:**

1. An email link for a copy of the PTA news from the New Zealand Parent Teachers Association Issue 4, 2016.
2. An email was also received from the New Zealand PTA, saying the conference for May 2016 was cancelled.

**Principals Report:**

The only request was that the PTA donate the \$1500 which goes to the end of year camp be not used this year but added to 2017 \$1500 donation. Therefore \$3000 would be received in 2017 from the PTA. Everybody present agreed to this proposal. Sue Simpson moved the report and Kirstine seconded the report.

**General Business**

**1. Fundraising target for the rest of the year.**

A decision was made that the remaining monies in the PTA account be held onto at the moment for a big project.

Everyone present agreed on a reserve threshold of \$5000 to be held in the account and we would not go below this amount.

Kirstine was keen to increase the target to \$5000 fundraising for the year excluding the quiz night.

**2. Nil teacher's requests.**

### **3. Improving the PTA presence**

Kirstine suggested a PTA newsletter be published once a term, saying what the PTA had achieved, what the PTA was planning to buy, information about extra fundraising activities, with the purpose of increasing the PTA profile, and for the PTA to have a brand that is linked to the school. So it would be how we do, what we do, stories and puts a face to the PTA. Kirstine was happy to lead this project. Also Friends of the PTA could be mentioned.

### **4. Upcoming fundraising**

School disco was suggested, once a year for the PTA to run. The plan is for the first term of 2017, as the teachers hold one usually in the 3<sup>rd</sup> term and we don't want to interfere with their plans.

Quiz night is planned for the 26<sup>th</sup> August, the goal is to raise \$6000, with 35 teams paying \$12 a table, plus the auction of bottles, drinks available for sale, raffles etc. The PTA need to organise the liquor licence and Gary Dundass agreed to do this. A list of sponsors for the previous auction needs to be sent out via email from Kirstine as it is preferable to identify specific sponsors rather than approaching a large number of businesses. In the Principals report it identifies that roles of the PTA and the teacher/staff for the quiz night. PTA will organise the bar, glasses, drinks, barmen, supper, tidying up afterwards, and some sponsorship. The staff/teachers to organise the questions, do the marking, set up the tables and the hall, auctioneer, raffle items, selling raffle tickets, bottle auction and prizes, some sponsorship.

Family photographs - Lucinda discussed this and it was agreed that this will go ahead with Lucinda leading this fundraiser. It will be in Term 3 week 7 or 8, on Saturday morning so the hall can be used. The PTA earns \$20 from each family sitting.

Other ideas - garden ramble (but that is a large scale project to organise); a hypnotist evening; "It's in the Bag".

Please consider other fundraising ideas and bring to the next meeting which is four weeks' time.

### **5. Ideas for large projects-**

After the next PTA meeting in June, a survey will be sent out to parents to identify their priorities - for example the pool to be heated, all weather turf and any other ideas and room for comments will be included on the form.

**The next meeting will be the 29<sup>th</sup> June at 7pm.**

Meeting closed at 8.15pm

Minutes written by Michela Fox and forwarded to school on the 27<sup>th</sup> May 2016.

**All families please remember if you can't attend the PTA meeting forward your ideas and thoughts to Kirstine, Sue or anyone else on the PTA.**