



ST JOHN'S SCHOOL

— Te Kura o Hato Hoani —

MAIRANGI BAY, AUCKLAND

Parents Teachers and Friends Association (PTFA) Annual General Meeting
Meeting held on 4th of April at St Johns School Hall

Chaired by Amanda Dixon-Mclver

Members Present: Rebekah Saxon (RS), Rachel McQueen (RMQ), Rachael O'Brien (ROB), Amanda Dixon-Mclver (ADM), Jill Marsh (JM), Marina Binns (MB), Mary O'Neill-Field (MOF), Laura Mudford (LM), Hannah Woods (HW), Brendon Murphy (BM)
Virtual attendance:
Francine Gilchrist (FG)

Meeting commenced at 7:04h with our school karakia.

Apologies: Tracy Eksteen (TE), Maria Ugarte (MU), Anne-Marie Percy (AP) Rachael McKewen (RMK), Emma Simpson (ES)

Correspondence:

From the Board – Invitation to meet prior to next PTFA meeting at the Bays Club.
Kelly Cullum (KC), Carmel College

- ROB received correspondence from KC in regards to notification of upcoming events. RS provided KC with the proposed PTFA annual plan.
- ADM to notify KC of change in dates of Disco and Casino.

Minutes of Previous Annual General Meeting Accepted:

Proposed by: AMD

Seconded by: ROB

Matters arising from previous minutes (Actions)

- ADM responded, on behalf of the PTFA, to Andrew Chrystall's email about the joint gala with the parish.
- ADM recently spoke with Barry Rodgers, Chair of Finance, and encouraged open lines of communication between Parish and school.

Principal's Update

- Year 6 camping trip was a huge success thanks to the leadership of JM and the parent helpers who were all fantastic.
- School swimming sports was a success
- Garden to Table has restarted with the support of parent helpers and the students are engaged and loving it.
- Year 6 are doing the Liturgy on 6th of April and all parents are invited.
- Teacher Only Day (TOD) on Monday 24th of April to focus on the new curriculum.
- As part of the Strategic Plan Review process, community focus groups will be set up to get community voice about the direction that they want to take the school in the future. Start in June.

Board Update (ADM on behalf of ES/AMP)

- Discussion around the structure of the senior leadership team etc moving from 1x Deputy Principal to 2x deputies
- Initial discussion about the strategic plan for the school which has to be submitted by 01/01/24. We talked about how to consult with the school community, what feedback we would like and how we might achieve that.
- Financial statements are out with the auditors and draft budget is being prepared / tweaked
- Positive feedback Catholic Schools office to the proprietors report prepared for the Bishop by Lyn Ryan and Laura Baddeley.



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Treasurer's Update Current balance: \$25,000

BM to continue as Treasurer as appointed by the PTFA Executive

- PTFA bank accounts are in surplus
- 2 camp payments made for 2022 and 2023. General expenses are paid and everything is up to date.
- Second hand uniforms: \$420
- Think about how to organise the long term/mid term/short goals in bank accounts to get maximum interest.

PTFA Annual Plan: (See Appendix 5)

Frozen Friday (review)

- Positive feedback from students
- Organisation went smoothly and it was easy to run.
- Possible to do it once a month in the summer months.
- Try Frozen Friday event again next term and see what the response is like.
- Profit of \$400 approx.

Fun Run

- RS organising
- Draft letter is ready for the start of Term 2.
- Prizes are still to be decided. Random and small prizes are more popular with the students. Handballs, frisbees and sports related items are popular prizes.
- As part of COLA fundraising.
- RS/TE/RMC are organising it.
- School will run the event on the day.

Childrens Disco

- Dates for children's disco to be changed to 21st of July due to DJ Ray's availability.

Casino Night

- Date changed to 22nd of July.
- Organisation to include 3 tables for Black Jack.
- More lucrative with sponsorship.

AOB:

Retrospective declaration of interest

- BM declared that when voting occurred with regards to whether the PTFA should cover costs for Year 6 Camp Parent Helpers at the end of 2022 he was did not know he was going on Camp. However, he was subsequently selected as a Parent Helper. He would retrospectively like to declare a conflict of interest.
- NB: The decision by the PTFA to fund the Year 6 Camp Parent Helpers was unanimous.
- In future PTFA parents whose children would be attending Year 6 camp the following year should abstain

Subway

- BM will be the liaison officer in regards to Subway orders for payment.

Students' Published Artwork



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- ROB to register for the artwork in Term 3 and liaise with JM to work out the logistics.

National Mini Storage Community sponsorships

- HW suggested putting an application for the National Mini Storage Community Sponsorship offers 1x \$10K cash grant and one year of free storage (up to 2x units)
- HW, ADM and MB to meet at the start of the term to discuss further and put a proposal together.

CLP

- To be invited to the next PTFA meeting which will be held at the Bays' Club on 2nd of May 2023 with Board.

Next PTFA Newsletter

- ADM is writing end of term PTFA newsletter informing the school community of events for 2023 and how much was raised from Term 1 PTFA fundraising events.

Closing of Meeting with a karakia by ADM.

Meeting closed at 7:56h



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Appendix 5:

Fundraising Target \$40,000

Term	Month	Event	Link to PTFA aims/purpose
Term 1	3 rd March	PTFA Annual Picnic	Community
	31 st March	Iceblock Friday	Fundraising/Children
7 th April – 23 rd April: SCHOOL HOLIDAYS			
Term 2	26 th May	Fun-run (RS, RMK, RMQ and TE)	Fundraising/Children
	23 rd or 26 th June 2023	St John the Baptist day - Sausages/Ice-Blocks	Children/Catholic spirit
1 st July – 16 th July: SCHOOL HOLIDAYS			
Term 3	21 st July	Disco	Fundraising/Children
	22 nd July	Casino	Fundraising/Community
	18 th August	Nearest and Dearest	Children/Catholic Spirit
23 rd September – 8 th October: SCHOOL HOLIDAYS			
Term 4	21 October	Mission Fair – Sausage Sizzle	Children/Catholic Spirit
	10 November	Gala	Fundraising/Community
	December (TBC)	PTFA end of year drinks	Community