



Parents Teachers and Friends Association (PTFA) Meeting

Meeting held on 1st of August at St John's School Hall

Chaired by Amanda Dixon-McIver

Members Present: Rebekah Saxon (RS), Amanda Dixon-McIver (ADM), Jill Marsh (JM), Mary O'Neill-Field (MOF), Laura Mudford (LM), Tracy Eskeen (TE), Rachael McKewen (RMK), Anne-Marie Percy (AP), Helen Perry (HP), Francine Gilchrist (FG), Marina Binns (MB), Rachel McQueen (RMQ), Rachael O'Brien (ROB), Ashley Shearer (AS), Lucy Kim (LK), Rachele Treeby (RT), Becky Buckley (BB), Brendon Murphy (BM), Hannah Woods* (HW), Sarah Abbott* (SA), Sheryn Angus* (SAN), Ziad Burjony* (ZB), Mena Burjony* (MBU), Dong Hyun (John) Cho* (DHC)

* Attended virtually

Apologies: Emma Simpson (ES)

Meeting commenced at 7:01h with our school karakia.

ADM welcomed the new faces who were present both in-person and virtually and thanked them for coming.

Actions

Correspondence:

- ADM has responded to emails received from parents in regards to the cancellation of the Casino Night.
- ADM forwarded an email to ROB in regards to a food stall at the Gala.

Minutes of Previous Annual General Meeting Accepted:

Proposed by: ADM

Seconded by: TE

Matters arising from previous minutes (Actions)

Access to PTFA bank account

- MB is looking into the issue and will discuss in with ADM.

Magical Lights Evening

- MOF looked into the possible fundraising event with the business "[It's My Party](#)". The cost is approx \$1000 which includes set-up, lightning, labour, safety plan and music. Tickets would cost between \$8.00-\$10.00 for a 30 minute session. There would be 4 sessions in the event.
- Target audience could include the community as well as the students.
- The theme can be based on a Winter Wonderland with food trucks.
- The fundraising event can be considered in 2024.

MOF can follow it up in 2024.

Nearest and Dearest

- School responded to the feedback from last PTFA meeting. Every student will now be allocated with their siblings in their Houses with their "nearest & dearest". Every student has been allocated a classroom for the event which is printed on their invitations.
- Invites have been sent home. Communication about the event is in the newsletter.

Principal's Update

- It is going to a busy term with many events including "Nearest and Dearest".
- Room 10 just opened with 6 new entrants. Ms McGregor is the new teacher. Many new families and younger siblings joining St John's community.
- Opportunities for families to come on site e.g. speeches, liturgies.



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<ul style="list-style-type: none"> ➤ The children's disco was a great event that was greatly enjoyed by the students. Feedback was extremely positive and the students absolutely loved it. It was a fabulous night organised by the PTFA. 	
<p>Board Update</p> <ul style="list-style-type: none"> ➤ The focus for the Board will be the strategic review plan. ➤ Turnout for the Strategic Review plan session on the 25th July was okay. Many parents used the digital survey form in lieu of attending in person. ➤ This information is now being reviewed and collated, with further contributions to be made by staff and students, before finalising the strategic plan for the next three years. ➤ Everyone is welcome to come to a Board Meeting. 	
<p>Treasurer's Update Current balance:</p> <ul style="list-style-type: none"> ➤ Fun Run raised \$12,600 which is a great result. ➤ Sausage Sizzle and selling glow sticks at the Disco raised \$1000 	
<p>Children's Disco Review</p> <ul style="list-style-type: none"> ➤ The students and teachers had a fabulous evening. The DJ was entertaining ➤ Students loved the event with some of them "didn't want to leave" ➤ Decorations were fantastic and even the DJ commented about how awesome the hall looked. The Year 6 students love participating in creating the decorations for event. This has set a precedence for the following years as the younger students are looking forward to creating the decorations. ➤ The fundraising aspect of the sausages and glowsticks was very successful. <p>Considerations for next year</p> <ul style="list-style-type: none"> ➤ Ensure that communication is clear between the school and the parent community so parents know the expectations that it is just a "drop-off" especially for Year 0-2 parents who are new to the school. ➤ If parents do wish to wait around, the staffroom/or a classroom can be open to them. Parents can get to know or meet other parents while they wait. Tea and coffee can be offered for a donation for the fundraising. ➤ If Carmel girls are volunteering, their parents need to be there too. ➤ Having a roster for the volunteers will ensure that they know their roles at the fundraising event with an experienced PTFA member supervising (especially for Year 1/2 disco). ➤ Having a photo booth or photos taken so parents can purchase their child's photo as a memorabilia of the event (especially for Year 0/1 students going to their first school disco) was a suggestion for next year. ➤ RS has a Disco Template which she will complete so that information such as DJ contact details; things that need to be purchased in advance are all known and documented 	<p>RS to complete the Disco template</p>
<p>Adult Quiz Night – ADM Lead</p> <ul style="list-style-type: none"> ➤ The night is an event for the parents to meet/get to know other parents and build a strong inclusive community spirit. ➤ Everyone is welcome especially individuals. ➤ CLPs will need to assist with the creation of teams for those who wish to come but do not have a group to belong to. ➤ Donations to be sought for prizes for each of the rounds – Picture, Food, Sport, History, Music and Current Affairs. 	<p>Donations for prizes - ALL</p>



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<ul style="list-style-type: none"> ➤ Paper dart competition and rolling the coin towards the wine bottle to be run in the breaks to assist with fundraising ➤ Dress up will be optional. ➤ Hall will be available after school only (no access prior due to Year 6 performance). ➤ Point raised about marketing by MBU for the event. ADM welcomed any new ideas especially from parents who are involved in marketing to promote our fundraising events. 	
<p>AOB:</p>	
<p>PTFA Survey Results</p> <ul style="list-style-type: none"> ➤ ADM went through the results of the survey and discussion was had with regards to them. ➤ ADM will send a summary of the survey to the parents and highlight any changes that will be implemented as a result of the survey ➤ 61 responses with many positive feedback comments. ➤ 2 comments in particular required further understanding. ADM will make direct contact with the individuals to explore further the comments made. ➤ The survey affirmed that the PTFA are in line with the community thoughts with regards to cost of events. ➤ We will take on board the comments that have been made and where appropriate make changes/suggested improvements 	<p>ADM to send out summary response to the school community ADM to make contact with 2 individuals to explore and better understand their comments</p>
<p>Gala</p> <ul style="list-style-type: none"> ➤ PTFA will need to look for a volunteer to shadow ROB who is the Gala Coordinator leading up to the Gala event. ➤ ROB will not be able to present on the day. ➤ Some discussion as to whether it would be better to have the Gala areas broken down into groups so that the load can be shared between a group of individuals rather than one person. ➤ ADM suggested that ROB put together a “job description” so that those volunteering have a good idea of what the current role entails 	<p>Volunteer/s to assist ROB with the coordination of the Gala</p> <p>Job description for the Gala Coordinator role - ROB</p>
<p>Special alcohol licence</p> <ul style="list-style-type: none"> ➤ MB/ADM investigated the requirements to have alcohol on site for adult nights. The Council have clarified that the school does not need a licence because they are not selling alcohol to make a profit. ➤ BYO is acceptable for the Quiz Night. 	
<p>Christmas Trees</p> <ul style="list-style-type: none"> ➤ LM raised the idea of selling Christmas Trees at Christmas. ➤ All trees to be pre-ordered so there is no financial risk for the PTFA. ➤ A minimum of 20 trees will need to be sold ➤ Two tree sizes available – medium and large ➤ Selling price of trees to be determined by the PTFA ➤ Trees can be picked up from the school or delivered (by PTFA) for a fee ➤ SA volunteered to assist LM ➤ All PTFA members thought that this was a great idea and we intend to do this as a fundraiser at the end of the year. 	<p>LM to lead; with support from SA (initially)</p>



ST JOHN'S SCHOOL

— Te Kura o Hato Hoani —

MAIRANGI BAY, AUCKLAND

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ADM thanked those that were attending for the first time, Closing of Meeting with a karakia by ADM.	
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Meeting closed at 8.24 p.m.