





**Parents Teachers and Friends Association (PTFA) Meeting**

<ul style="list-style-type: none"><li>➤ 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.</li></ul>	
<p><b>Board Update</b></p> <ul style="list-style-type: none"><li>➤ The focus for the Board will be the strategic review plan.</li><li>➤ Turnout for the Strategic Review plan session on the 25<sup>th</sup> July was okay. Many parents used the digital survey form in lieu of attending in person.</li><li>➤ 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.</li><li>➤ Everyone is welcome to come to a Board Meeting.</li></ul>	
<p><b>Treasurer's Update</b> <span style="float: right;"><b>Current balance:</b></span></p> <ul style="list-style-type: none"><li>➤ Fun Run raised \$12,600 which is a great result.</li><li>➤ Sausage Sizzle and selling glow sticks at the Disco raised \$1000</li></ul>	
<p><b>Children's Disco Review</b></p> <ul style="list-style-type: none"><li>➤ The students and teachers had a fabulous evening. The DJ was entertaining</li><li>➤ Students loved the event with some of them "didn't want to leave"</li><li>➤ 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.</li><li>➤ The fundraising aspect of the sausages and glowsticks was very successful.</li></ul> <p><b>Considerations for next year</b></p> <ul style="list-style-type: none"><li>➤ 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.</li><li>➤ 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.</li><li>➤ If Carmel girls are volunteering, their parents need to be there too.</li><li>➤ 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).</li><li>➤ 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.</li><li>➤ 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</li></ul>	RS to complete the Disco template
<p><b>Adult Quiz Night – ADM Lead</b></p> <ul style="list-style-type: none"><li>➤ The night is an event for the parents to meet/get to know other parents and build a strong inclusive community spirit.</li><li>➤ Everyone is welcome especially individuals.</li><li>➤ 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.</li><li>➤ Donations to be sought for prizes for each of the rounds – Picture, Food, Sport, History, Music and Current Affairs.</li></ul>	Donations for prizes - ALL



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<ul style="list-style-type: none"> <li>➤ Paper dart competition and rolling the coin towards the wine bottle to be run in the breaks to assist with fundraising</li> <li>➤ Dress up will be optional.</li> <li>➤ Hall will be available after school only (no access prior due to Year 6 performance).</li> <li>➤ 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.</li> </ul>	
<p><b>AOB:</b></p>	
<p><b>PTFA Survey Results</b></p> <ul style="list-style-type: none"> <li>➤ ADM went through the results of the survey and discussion was had with regards to them.</li> <li>➤ 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</li> <li>➤ 61 responses with many positive feedback comments.</li> <li>➤ 2 comments in particular required further understanding. ADM will make direct contact with the individuals to explore further the comments made.</li> <li>➤ The survey affirmed that the PTFA are in line with the community thoughts with regards to cost of events.</li> <li>➤ We will take on board the comments that have been made and where appropriate make changes/suggested improvements</li> </ul>	<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><b>Gala</b></p> <ul style="list-style-type: none"> <li>➤ PTFA will need to look for a volunteer to shadow ROB who is the Gala Coordinator leading up to the Gala event.</li> <li>➤ ROB will not be able to present on the day.</li> <li>➤ 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.</li> <li>➤ ADM suggested that ROB put together a “job description” so that those volunteering have a good idea of what the current role entails</li> </ul>	<p>Volunteer/s to assist ROB with the coordination of the Gala</p> <p>Job description for the Gala Coordinator role - ROB</p>
<p><b>Special alcohol licence</b></p> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ BYO is acceptable for the Quiz Night.</li> </ul>	
<p><b>Christmas Trees</b></p> <ul style="list-style-type: none"> <li>➤ LM raised the idea of selling Christmas Trees at Christmas.</li> <li>➤ All trees to be pre-ordered so there is no financial risk for the PTFA.</li> <li>➤ A minimum of 20 trees will need to be sold</li> <li>➤ Two tree sizes available – medium and large</li> <li>➤ Selling price of trees to be determined by the PTFA</li> <li>➤ Trees can be picked up from the school or delivered (by PTFA) for a fee</li> <li>➤ SA volunteered to assist LM</li> <li>➤ 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.</li> </ul>	<p>LM to lead; with support from SA (initially)</p>



# ST JOHN'S SCHOOL

— Te Kura o Hato Hoani —

MAIRANGI BAY, AUCKLAND

## Parents Teachers and Friends Association (PTFA) Meeting

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.**