



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

Meeting held on 5th of August in Room 6 at St John's School

Chaired by Amanda Dixon-Mclver

**Members Present:** Rebekah Saxon (RS), Amanda Dixon-Mclver (ADM), Jill Marsh (JM), Mary O'Neill-Field (MOF), Laura Mudford (LM), Tracy Eskeen (TE), Rachael McKewen (RMK), Anne-Marie Percy (AP), Francine Gilchrist (FG), Marina Binns (MB), Rachel McQueen (RMQ), Rachael O'Brien (ROB), Becky Buckley (BB), Brendon Murphy (BM), Emma Simpson (ES)\*

\* Attended virtually

**Apologies:** Helen Perry (HP), Ashley Shearer (AS), Hannah Woods (HW)

**Meeting commenced at 7:05h with our school karakia.**

	<b>Actions</b>
<p><b>Correspondence:</b></p> <ul style="list-style-type: none"><li>➤ ADM has responded to emails from Katie George from Wardrobes Direct who is the main sponsor for the Quiz Night.</li><li>➤ ADM also sent an email to those who had indicated willingness to work with the school on applying for grants to assist with our long term COLA project.</li></ul>	
<p><b>Minutes of Previous Annual General Meeting Accepted:</b> Proposed by: BM                                      Seconded by: MB</p>	
<p><b>Matters arising from previous minutes (Actions)</b></p> <p><b>Feedback from the PTFA survey</b></p> <ul style="list-style-type: none"><li>➤ ADM sent a summary of the PTFA survey results to the community after the previous meeting.</li><li>➤ Two specific comments were followed up to get a better understanding of them. One individual met with ADM and the contents of the discussion were passed on to the Deputy Principal for further discussion at a Senior Management meeting. The other individual was unable to meet and was given the opportunity to discuss further over the phone. Despite an initial response, there has been no further communication received.</li></ul>	
<p><b>Principal's Update</b></p> <ul style="list-style-type: none"><li>➤ It has been a busy term with many events including "Nearest and Dearest" which was a great success.</li><li>➤ Students did extremely well at the student-led conferences and demonstrated their learning with confidence to their parents</li><li>➤ The Book fair was also a great success.</li><li>➤ Shine TV recorded last Sunday's Mass at St John's church and the Years 4 and 5 were in the congregation (with parental consent) and was shown on Sunday via their website.</li><li>➤ A Social Outreach initiative for the Year 5 students to contribute to the local community went very well. 353 trees were planted at Bayside Reserve and 2 local daycares were attended. This will be shared in the next school newsletter.</li></ul>	



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<p>Year 6 will be going to Long Bay as part of this initiative to perform a beach clean up.</p> <ul style="list-style-type: none"><li>➤ This initiative will become an annual event as the students really enjoyed it.</li><li>➤ ESOL afternoon with parents was a success.</li></ul>	
<p><b>Board Update</b></p> <ul style="list-style-type: none"><li>➤ The Board is still seeking to employ a caretaker. Currently David Harper is temporarily fulfilling the position.</li><li>➤ There is an Acting DRS, Cara Mountjoy, until the school fulfills the position for 2024.</li><li>➤ Liz Hames has taken up a position as Dean of International Students at Epsom Girls.</li><li>➤ The focus for the Board is to continue to work on the strategic review plan. MB and AP are going through the process of collating the data from the surveys to consider the next steps forward.</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>➤ The money from Kindo for the Disco has come through. \$1800 was deposited however this seems to be more than the actual number of tickets sold. BM to investigate.</li><li>➤ Larissa is the account owner for the PTFA bank accounts. This needs corrected BM to sort.</li><li>➤ Approximately \$40,000 in the PTFA bank accounts.</li><li>➤ \$546 was raised from juicies sale on 1st of September</li></ul>	<p>BM looking into the Kindo deposited funds. BM to change the name of the account owner to the school.</p>
<p><b>Review of Events</b></p> <ul style="list-style-type: none"><li>➤ Selling of juicies was a great success for 1st Day of Spring.</li><li>➤ Countdown in Mairangi Bay kindly donated many of the juicies. They charged only \$60 for 700 juicies</li><li>➤ On the day of the juicies, the Subway delivery was late which meant that children were having to eat their juicies PRIOR to their lunch. A suggestion made by one of the teachers that it might be easier to have the juicies at Morning Tea rather than at Lunch.</li><li>➤ Another "Frozen Friday" to be held before the gala to clear the freezer for the Sausage donation. <b>Friday 27<sup>th</sup> October</b></li></ul>	<p>JM to arrange for a thank you card to Mairangi Countdown</p> <p>Next Frozen Friday – 27<sup>th</sup> October</p>
<p><b>Adult Quiz Night – ADM Lead</b></p> <ul style="list-style-type: none"><li>➤ 40 tickets have been sold so far.</li><li>➤ Main Sponsor Wardrobes Direct (originally booked a table for Casino but happily transferred to Quiz night)</li><li>➤ Bianca Fallon has kindly donated \$100 for her make-up service as a prize.</li><li>➤ BFT gym in Browns Bay/Constellation and Bushman's Grill are also sponsors and donating vouchers. Currently prizes for each round.</li><li>➤ Doors will open at 7pm and Quiz to start 7:30pm. Aim to finish ~10pm.</li><li>➤ ADM asked for volunteers to set up: TE, RMQ and RK have kindly volunteered their time to set up the event from 2.30 onwards on the day.</li><li>➤ CLPs to be reminded to send a message to their class to bring \$2 coins for the paper dart event, BYO drinks and a plate to share.</li></ul>	<p>CLP to send a message to their classes reminders.</p>
<p><b>AOB:</b></p>	
<p><b>Update on Christmas trees sale</b></p>	<p>LM to contact</p>



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<ul style="list-style-type: none"><li>➤ Regular Christmas tree will be \$45.00</li><li>➤ Large Christmas tree will be \$75.00</li><li>➤ \$15.00 for delivery on the shore</li><li>➤ You can use Kindo to input your delivery address.</li><li>➤ 10 volunteers are needed for both dates (Sun 3rd and 10th of December to collect the Christmas trees from the school). These volunteers will be on a rotation.</li><li>➤ Trees will be advertised to the parish and the school community for 2023.</li><li>➤ Direct Credit and Banking will be used.</li></ul>	Bunnings and Mitre to donations of buckets for the trees.
<p><b>Students Artwork</b></p> <ul style="list-style-type: none"><li>➤ \$14.00 calendars</li><li>➤ \$14.00 for cards</li><li>➤ \$17.00 for diaries</li><li>➤ \$15.00 sketchpads</li></ul> <p>PTFA unanimously voted for a \$3.00 profit from each sale.</p>	
<p><b>Virtual Experience</b></p> <ul style="list-style-type: none"><li>➤ HP/ADM investigating options to buy speakers and camera to assist with virtual attendance of PTFA virtual meetings.</li><li>➤ \$600-\$1000 is the price range for the equipment.</li><li>➤ The school will be able to use it as well.</li></ul>	HP/ADM to continue to look at options.
<p><b>Second Hand Uniform</b></p> <ul style="list-style-type: none"><li>➤ FG is seeking someone to take over her role at the second-hand uniform stall from 2024.</li><li>➤ She would like someone to shadow her in Term 4. The person will need to be flexible due to parents' work commitments. Sometimes people can't make the times when the stall is open. It requires an hour of time per week.</li><li>➤ One of the biggest advantages for this role is that the volunteer gets first dips on the uniforms for their own children. This can be cost- effective.</li><li>➤ FG has a system for the pricing and storing that she would like to go through with the person.</li><li>➤ It is ideally a role for a person who has a young family so they can continue the role for a few years.</li><li>➤ Some uniforms are donated, whilst others are given to the PTFA to sell on their behalf.</li><li>➤ When the PTFA sells on the behalf of someone they receive 10% commission ie. A dress selling for \$20, the PTFA received \$2; a shirt selling for \$10, the PTFA received \$1.</li><li>➤ FG proposed that the PTFA considers purchasing the uniforms it currently has in stock from the sellers. This would cost ~\$1700. From that point onwards they would then buy the garments from the seller and the buyer would pay the PTFA. This was suggested because sometimes it can take a few years to sell a garment and then you have to locate the person to return the money.</li><li>➤ All transactions are now electronic.</li><li>➤ PTFA members did not realise that the items were not donated. FG said that some are donated and the PTFA received all the money, but others were not.</li><li>➤ Suggestion that instead of buying the clothes, that the PTFA receive ONLY donated items and if people want to sell them themselves, the PTFA could facilitate a Buy/Sell page.</li></ul>	<p>A volunteer required for Second Hand Uniforms – ALL</p> <p>To consider : PTFA purchasing all uniforms in stock (~\$1700) and then going forward for a set price and selling – ALL</p> <p>PTFA facilitating a uniform buy/sell page - ALL</p>
<p><b>Gala</b></p> <ul style="list-style-type: none"><li>➤ Used clothes stall to be consider in this year's Gala. Volunteer required.</li><li>➤ Stalls to be outside (using the footprint plan from 2021).</li><li>➤ Plate smash – the donated container was arranged through a pupil who has now left. May not be possible.</li></ul>	<ul style="list-style-type: none"><li>➤ ROB to put a post on Facebook page for a volunteer for the clothes stall.</li></ul>



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<ul style="list-style-type: none"> <li>➤ BM to book the generators and inflatables.</li> <li>➤ ROB is now available to be on site for the event. She has a detailed plan for the organisation and will liaise with the</li> <li>➤ Signage can be done by Daniel.</li> </ul>	<ul style="list-style-type: none"> <li>➤ ADM will put information about the Gala in the next newsletter (end of the term). However the first newsletter in Term 4 will be Gala focused..</li> </ul>
<p><b>Family Financial Situations</b></p> <ul style="list-style-type: none"> <li>➤ MOF raised the point that some families are starting to struggle financially with the school expenses especially when they all come at once. This may have had an impact on the ability of some families to attend the Quiz night.</li> <li>➤ MB reminded the group that there is a principal fund for families who are struggling. They need to speak to MB. No child should miss out on school-related activities..</li> <li>➤ The options for the Year 6 Leavers' Dinner are being considered and the PTFA may be asked to assist with financial support.</li> </ul>	<p>Families encouraged to speak with MB if struggling financially – ALL</p> <p>MOF will attach the PTFA events calendar to the minutes so that families are aware of timelines</p>
<p><b>Next PTFA Newsletter (ADM) end of term</b></p> <ul style="list-style-type: none"> <li>➤ Children's artwork</li> <li>➤ Gala</li> <li>➤ Quiz Night</li> </ul>	<p>ADM to produce for end of Term</p>
<p><b>Meeting closed at 8.12 p.m with a karakia by ADM.</b></p>	

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



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	December (TBC)	PTFA end of year drinks	Community
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