



ST JOHN'S SCHOOL

— Te Kura o Hato Hoani —

MAIRANGI BAY, AUCKLAND

St John's Parents, Teachers and Friends Association

"Nāku te rourou nāu te rourou ka ora ai te iwi."

With your basket and my basket, together we will thrive.

Parents Teachers and Friends Association (PTFA) Annual General Meeting

Meeting held on Tuesday 12th March at 1911h, St John's Staffroom

Chaired by Amanda Dixon-McIver

Members Present: Amanda Dixon-McIver (ADM), Jill Marsh (JM), Helen Perry (HP), Marina Binns (MB), Rachael McKewen (RMK), Mary O'Neill-Field (MOF), Brendon Murphy (BM), Laura Mudford (LM), Kerry Nam (KM), Caren Casey (CC), Michelle Burdett (MHB), Sheryn Angus (SAN)

Meeting commenced at 1911h with our school karakia.

Apologies: Tracey Eksteen (TE), Rachael McQueen (RMQ), Rachael O'Brien (ROB), Hannah Woods (HW), Maria Ugarte (MU).

Correspondence: Annual report provided by MOF (Appendix 6).

Minutes of Previous Annual General Meeting Accepted:

Proposed by: ADM

Seconded by: BM

Chairperson's Annual report

ADM provided Chairperson's annual report (Appendix 1)

Principal's Annual report

MB provided Principal's annual report (Appendix 2)

Treasurer's Annual Report

BM provided the Treasurer's Report (Appendix 3).

Presentation of financial statements

Financial statement presented by BM

Proposed by: MB that we accept the financial statements

Seconded by: BM

Proposed by: ADM that we do not pursue an external auditor at this time.

Seconded by: MB

Voted: Unanimous support

BM expressed gratitude towards the office staff, Michelle Nash and Annelise Bridges, for their continuous assistance. Fran Gilchrist was thanked for her support with the second-hand uniforms, along with all the helpers and volunteers, notably Brianna Hill, ROB, ADM, Vicky Trainor, and Marina Binns, for their contributions to PTFA fundraising events and support to the Executive Committee. Their efforts are sincerely appreciated.

At the start of 2024 \$1805 had been raised from the PTFA family picnic and 2nd uniform sales.

BM proposed that the PTFA continue to support the Year 5/6 camp, the Principal discretionary fund and subsidise Maths Buddy/Mathletics for as long as PTFA funds will allow us to do so.

Seconded by ADM

Voted: Unanimous support



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Election of Executive Committee

One nomination had been received ahead of the meeting.

Election commenced for following roles:

Chairperson: ADM nominated by RMK; seconded MHB; Elected unopposed

Secretary: Michelle Burdett nominated by ADM; seconded RMK; Elected unopposed

Treasurer: Ziad Burjony (ZB) nominated by MOF; seconded HP; Elected unopposed

Social media manager: MOF nominated by ADM: seconded by LM. Elected unopposed.

BM will continue as a back up signatory for the PTFA accounts and will provide support to ZB in his new role as Treasurer.

PTFA Teacher representative: Ashley Shearer

Board of Trustees Report: Presented by HP

The theme for this year at St John's is Citizenship-Whakawhanaungatanga, emphasizing the importance of caring for oneself and others, fostering empathy, and actively contributing to the community both locally and globally. Students are encouraged to understand the impact of their actions on society and the environment and to recognize their ability to make positive changes. This focus emerged from a strong input from both parents and students during the strategic planning process, reflecting a genuine desire among the students to do more for their community and those in need.

New RE Curriculum is being rolled out to Year 3 and 4 this year and the teachers are undertaking significant professional development to support this implementation

In regards to the school property;

- Moved into administration block over the holidays
- New Wi-Fi network wiring
- New toilets in the girls bathroom
- New basketball hoops being installed on Friday (15th of March)



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<p>PTFA Annual Plan: (See Appendix 5) Reflection was made over last year's successes and not so successful ventures so as to make a plan for this year.</p> <p>To raise funds for our short-term and long-term goals, but more particularly for the COLA, it is going to be necessary to put more effort into our fundraising endeavours. Little and often events such as the Frozen Fridays, enable us to keep adding to our PTFA funds. Frozen Fridays are a success and will be held more regularly especially during the summer months.</p> <p>A visual representation (e.g. fundraising thermometer) showcasing the PTFA's long-term fundraising target for the Covered Outdoor Learning Area (COLA) and progress tracking will be displayed prominently within the school premises.</p> <p>Events such as the Fun Run and Knowledge-a-thon generate good returns with minimal hands on effort. This year, in consultation with the teaching staff, we will hold a "Mini-Olympics". This will consist of a number of "stations" which will need to be undertaken within a given time-frame. These stations could be shooting as many hoops as your team can in 4 minutes or completing an age-appropriate maths question. The stations will be varied so that everyone is catered for and will be run via the Raise It platform. This will be held in mid-June.</p> <p>A "Calendar Raffle" will be held in September. Tickets will be sold in August, and throughout the month of September, daily draws will be held to award prizes.</p> <p>2 Parent events will be held in keeping with the feedback of cheap and cheerful - a Bingo night and a Quiz night. Both will be held in the school hall and run by PTFA volunteers.</p> <p>Childrens disco to be held on Friday 23rd August with DJ Ray.</p>	<p>SAN to look into quotes for the fundraising goal thermometer. SAN and BM to look into sponsorship for the monthly raffle.</p> <p>ADM to check availability and book DJ Ray for the 23rd August</p>
AOB:	
<p>Christmas Trees Sales (LM): LM would like to continue to do the Christmas trees sales in 2024.</p>	<p>LM to discuss how to increase the Christmas tree sales with the tree company and what other schools do to promote it</p>



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	All members
<p>The PTFA Constitution (ADM/BM): It was last reviewed in 2018, so it is a good time to review it again and to ensure that it is fit for purpose.</p> <p>We ask that the PTFA review the constitution and come prepared to discuss it and to share their views at the next meeting.</p> <p>Any changes will need to be presented to the membership at least 15 days prior to the next PTFA meeting and to be voted upon (there won't be sufficient time for the April meeting, but could be something that we look to for the May or June meetings.</p> <p>ADM thought that for succession planning that we should look to include a Vice Chair in the Executive.</p>	All members
<p>Job description for Chairperson, Secretary and Treasurer (ADM) We do not have documented the job description of the various posts. It would be helpful to have these written down so that those who are interested in the positions are able to see what would be expected and what talents might be required.</p>	ADM to write Chair and Secretary. BM to write Treasurer
<p>Closing of Meeting with a karakia by ADM.</p>	
<p>Meeting closed at 20:31h</p>	



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Appendix 1 – Interim Chairperson's report - PTFA Annual General Meeting

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Chairperson's Report 2023 – Amanda Dixon-McIver

It has been my pleasure to lead a group of wonderful, diverse like-minded parents and teachers this past year to fulfil the obligations of the PTFA as per our constitution.

That is to:

- a) provide an effective communication link between the students, parents, caregivers, Principal, teachers, staff and the Board of Trustees;
- b) advance education by supporting the school through fundraising to improve and provide opportunities and facilities;
- c) support the school in providing for the students' educational, social, cultural, religious and sporting activities; and advance the special Catholic character of the school by encouraging new families to integrate into the school's supportive Catholic environment

These aims, again as per our constitution, are fulfilled by:

- a) regular engagement and communication with the Principal, teachers, staff and the Board of Trustees;
- b) appointment of a parent representative for each class to provide a communication link between teachers, staff and the PTFA;
- c) regular communication with the school community through maintenance of the PTFA Facebook site, PTFA newsletter and utilisation other communication channels;
- d)) promotion of the PTFA within the school community with a view to increase members and their active involvement;
- e) development and presentation of an annual PTFA plan and set of fundraising targets, following liaison with the St John's School Board of Trustees in relation to specific funding requirements;
- f) co-ordination and execution of the annual plan to meet fundraising targets through engaging and innovative fundraising initiatives;;



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Parents Teachers and Friends Association (PTFA) Annual General Meeting

- g) building community spirit and supporting the integration of new families into the school environment;
- h) annual review of the workings of the PTFA and the role of elected officers against the PTFA Constitution.

Improved communication to the school community was a focus for 2023. This started with a welcome letter at the beginning of the school year and continued throughout with a PTFA newsletter at the beginning and end of each school term, summarising what had been achieved and what was planned next. These newsletters have been well received by the school community and the intention is that this will continue throughout 2024.

In addition to our newsletters, we also conducted a survey asking parents a number of questions to help assist the PTFA with its planning of events and meetings. Questions covered areas such as barriers to attendance, preferred social events, ticket pricing. We had a good number of people complete the survey and were able to obtain valuable information from it. There were a few comments made that required further investigation and attempts were made to contact individuals to do so.

Changes as a result of the survey, include the ability to attend virtually (with the exception of the AGM which is to remain solely in person) and a move towards in-house run social events (Quiz night) with a BYO food and drink element. Better communication around events with clear dates for ticket purchase and if we are fundraising to indicate to where possible, what we are fundraising for was also implemented.

All bread for our sausage sizzles was kindly donated by the various supermarkets within our school catchment area and we were lucky enough to receive a "sausages for school" donation of sausages for the school gala from Hellers. Their generous donation will ensure that we have sufficient sausages available for a number of our sausage sizzles in 2024 too. A special thank you to the parents and PTFA members who assisted with the cooking of the various sizzles throughout the year.

We also introduced for the first time Frozen Friday where children have the opportunity to purchase a juicie at lunchtime. These Fridays have been well-supported and require minimum time and preparation. They are a quick and easy fundraiser which again we will continue in 2024. Special mention to Wayne and his team at Woolworths, Mairangi Bay who supply us with these juicies, often at a discounted rate.

Our big fundraisers the Fun Run and Gala were both very successful both bringing in \$12,481 and \$17,861 respectively. Our smaller fundraisers such as the Calendar Art and Christmas Tree sales were also successful. This was the first year for our Christmas Tree sales and we hope that we will see an even better uptake in 2024.



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This year we said farewell to a number of integral members of the PTFA who, along with their families, have given so freely of their time and energy over a number of years. A big thank you to Fran Gilchrist, Anne-Marie Percy, Rebekah Saxon and Emma Simpson for their many years of service. Their presence will all be missed at our monthly meetings and at our PTFA events.

Thank you to the members of the Executive Team – Marina Binns, Mary O'Neill-Field and Brendon Murphy. Thank you for all your support both to the PTFA and to me. In particular a special thank you to Brendon who has been our Treasurer for the past 7 years and to Mary who found herself voted into the role of Secretary last year at her first AGM! On behalf of the PTFA I thank you for all your hard work, time and effort.

Finally, a thank you to all the members of the PTFA who attend the monthly meetings, help with the sausage sizzles, prepare the juicies, decorate the hall for the disco, prepare for the parents' nights, help with the family picnic and all the other one hundred and one things that you all do for the benefit of our tamariki. It has been my pleasure to lead you in 2023 and we go into 2024 with a healthier bank balance than we started and with an invigorated fundraising enthusiasm to inch us even closer to that Covered Outdoor Learning Area that remains our long-term goal.

I leave you with our whakatoki: "Nāku te rourou nāu te rourou ka ora ai te iwi."

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Ngā mihi nui

Amanda Amanda Dixon-McIver,

Chair St John's PTFA



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Appendix 2 – Principal's report - PTFA Annual General Meeting

Principal's report – PTFA Annual General Meeting 2024

Tēnā koutou e te whānau whānui o Hato Hoani.

I would like to acknowledge the continual hard work and efforts of all our longstanding members of our PTFA at St John's. Thank you to Amanda for your dedicated leadership, to Brendon for your diligent work as treasurer, to Mary for your conscientious secretarial duties and thank you to those individuals who have coordinated activities throughout the year. I would also like to thank Jill for her commitment to the PTFA as a staff representative.

At the end of 2023 we farewelled several families who had played a very active role in the PTFA committee and its work over many years. I would like to acknowledge and thank them for their contribution to the life of the school over their years of service and wish them well as they continue their educational journey at their new schools. I would also like to welcome and thank those parents who joined this group in 2023 to continue to build community and raise funds for the school. The school is very appreciative of the support from the PTA and encourages any parent or whānau member to come along to the meetings, in person or virtually and join our chat about the events which are happening this year.

I would like to acknowledge the PTFA's commitment to long term goals over the past few years such as playgrounds and technology and the current goal of a covered outdoor learning area which have and continue to provide significant benefit to the school as well as the support for the current community through shorter term goals and ongoing financial and community support. The school appreciates the continued financial support to the school budget through your contribution to the Principal's discretionary fund, providing subsidies for all students for online Mathematic platforms, and the financial support of school events, including Year 5 and 6 camps, to ensure that finances are never a barrier to access educational opportunities and resources for any of our students. With a number of families facing increased financial pressures, I wish to acknowledge the hard work of the PTFA is supporting the provision and sale of second hand uniforms. This facility is valued and well used by our community.

Last year was an interesting year at school, working out of makeshift spaces and places, and yet, the PTFA still managed to successfully run events that brought life and fun to the school community such as parent evenings and student discos as well as bring new initiatives to fruition. It was lovely seeing the return of whanau and student social gatherings in 2023 and this year has started off well, with many families coming along to the family



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picnic. It was a fabulous evening that saw families catching up with each and meeting new families. I would like to acknowledge those who raised and ran with a number of new initiatives undertaken by the PTFA last year. One of particular impact for the children was Frozen Fridays, which give the children joy (as well as raising money for the fundraising goals). Responding to the needs to the community and instigating the ability to attend meetings virtually has opened up opportunities for a wider group of whānau to attend. The provision for teacher nominated class resources last year was a thoughtful and well received initiative and purchasing has begun for this equipment. The Christmas Trees were a lovely addition to the fundraising programme and well received by a number of families.

Thank you for your continued support in working for the common good and I ask God's continued blessing upon all the members of our PTFA.

Marina Binns

Tumuaki/Principal

St John's School



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Appendix 4:

Fundraising Target \$40,000

Term	Month	Event	Link to PTFA aims/purpose
Term 1	23 rd February	PTFA Annual Picnic	Community
	15 th March	Frozen Friday	Fundraising/Children
13 th April – 28 ^h April: SCHOOL HOLIDAYS			
Term 2	TBC	Frozen Friday	Fundraising/Children
	17 th of May	Adult Bingo Night	Fundraising/Community
	14 th June	Mini Olympics	Fundraising/Children
	18 th June	St John the Baptist day – support with sausages/ice-blocks	Children/Catholic spirit/Fundraising
	TBC	Frozen Friday	Fundraising/Children
6 th July – 21 st July: SCHOOL HOLIDAYS			
Term 3	TBC	Frozen Friday	Fundraising/Children
	23 rd August	Disco	Fundraising/Children
	All month of August	Month Raffle (Raffle draw every day in Sept)	Fundraising/Children
	6 th Sept	Quiz Parents' Night	Fundraising/Community
	TBC	Nearest and Dearest	Children/Catholic Spirit
	TBC	Frozen Friday	Fundraising/Children
28 th September – 13 th October: SCHOOL HOLIDAYS			
Term 4	TBC	Frozen Friday	Fundraising/Children
	18 th October	Mission Fair – sausage sizzle	Children/Catholic Spirit
	8 th November	Gala	Fundraising/Community
	December (TBC)	PTFA end of year drinks	Community
	TBC	Frozen Friday	Fundraising/Children



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Appendix 5: Correspondence Annual Report provided by MOF

C01	<p>An email received from Andrew Chrystall to be discussed under AOBs</p> <ul style="list-style-type: none">• ADM responded to the email after consultation with the PTFA members in regards to the Gala and the Parish's partnership with PTFA.
C02 8th March-7th of April	<p>From the Board – Invitation to meet prior to next PTFA meeting at the Bays Club.</p> <p>Kelly Cullum (KC), Carmel College</p> <ul style="list-style-type: none">• 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.
C03 8th of April- 2nd of May	<p>Kelly Cullum (KC), Carmel College</p> <ul style="list-style-type: none">• Shared the 2023 Combined North Shore Catholic Schools PTFA Events Calendar with PTFA which was discussed in the meeting. .
C04 2nd of May- 5th of June	<p>Michelle Leonard</p> <ul style="list-style-type: none">• Sponsorship for the Parent's Night (which was rescheduled).• ADM actioned it.



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C05 6th of June- 17th of July	<ul style="list-style-type: none">• ADM will email the next PTFA newsletter in Week 2 of Term 3 after the disco event.• She will discuss the Kids Artwork that will be one of the fundraising events.• She will also ask for the parent community to come and join the PTFA and try to recruit new members especially the junior years.• ADM actioned it.
C06 18th of July- 17th of August	<ul style="list-style-type: none">• 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.
C07 18th Aug- 4th of Sept	<ul style="list-style-type: none">• ADM has responded to emails from Katie George from Wardrobes Direct who is the main sponsor for the Quiz Night.• 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.
C08 5th of Sept- 9th of Oct	<ul style="list-style-type: none">• Thank you letters were issued by ADM to all of the sponsors for the Adult Quiz Night. Response from the companies were positive and they were happy to support a school night.• Adam Leonard and family removed from PTFA email list due to their move to Christchurch.
C09 10th of Oct- 5th of Nov	<ul style="list-style-type: none">• ADM contacted Pak n'Save in Albany in regards to bread donations. They have kindly offered 32x loaves for the School Gala. 900 sausages were also given for the sausage sizzle in 2024.• ADM liaised with the ECB parish to put an advert into the newsletter informing the community about the school's Gala and the selling of Christmas trees.