



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.

St John's Primary School PTFA meeting Minutes
 Date: Tuesday 2 July
 Time: 7:00pm
 Held in St Johns Staffroom

<p>Chair: Amanda Dixon-Mclver Secretary: Michelle Burdett Treasurer: Ziad Burjony</p> <p>Apologies: Kerry Nam (KN), Rachel O'Brien (Ro'B)</p> <p>Members Present: Michelle Burdett (MHB), Tayler McGregor (TMCG), Rachael McKewen (RMK), Amanda Dixon-Mclver (ADM), Laura Mudford (LM), Ashley Shearer (AS), Ziad Burjony (ZB), Anne-Marie Percy (AMP)*, Marina Binns (MB), Mary Field (MF)* Clare Austin (CA), Shelley and Sam Kingston (S&SK), Helen Perry (HP), Simon Ward (SW), Jamie Russell (JR), Maria Ugarte (MU), Sara Hewitt (SH), Caren Casey (CC), Alice Lellman (AL)*, Laura Baddley (LB), Becky Buckley (BB), Sheryn Angus (SAN), Ramy Burjony (RB)* <i>*Virtually</i></p>	
<p>Meeting was opened at 19:01 with a karakia</p>	
<p>Minutes from previous meeting</p>	<p>Proposed: TMCG Seconded: ZB</p>
<p>Matters arising from previous minutes (Actions)</p>	
<p>1. COLA:</p> <ul style="list-style-type: none"> a. One quote still TBC + follow up re request to quote from parent. b. Looking for 2 more people to join the sub-committee preferably with appropriate industry experience. <p>2. Calendar Raffle</p> <ul style="list-style-type: none"> a. SA to continue to seek sponsorship - CLPs to ask classes if any parent has a business that would consider a donation. <p>3. Gala</p>	<p><i>Covered in Cola update – see below</i></p> <p><i>Covered in Raffle update – see below</i></p>



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<p>a. MHB to invite stallholders from previous years to attend the meeting (excluding food stalls) and to circulate the list of Gala stalls with the takings from the previous 2 years to help with decisions.</p>	<p>Done</p>
<p>Chair's Update (ADM): Tabled and read as pre-read</p>	
<p>Principal's Update (MB): School Newsletter tabled and read as pre-read</p>	
<p>Board Report (AMP): Jill Marsh's farewell was discussed with the Board pleased with the event. The Board were satisfied with the recent catholic character report (draft) with no objections to the findings and felt it was overall a positive report and good reflection on the school. A letter has been drafted for families re Board donations for fixtures & fittings (which has also been updated to include Cola contribution), and is set for release early next term.</p>	
<p>Treasurer's update (ZB): Two main events in June:</p> <ol style="list-style-type: none"> 1. Mini Olympics which raised an outstanding \$31,506. With 10% going to Raise-it fees. That with the money raised from the ice creams (thanks to helpers) saw a healthy profit of \$29K. Once all funds come to PTFA, this will go in to a term deposit (total \$70K on 1 year term). 2. Movie night – made a profit of \$1,071. <p>Current account balance is: \$63,150</p>	
<p>COLA update (ADM/ ZB/ SAN):</p> <ul style="list-style-type: none"> - Still waiting on one final quote; will move forward once received - Sam K agreed to join subcommittee - Action to colour thermometer with new fundraising totals (to \$80K). Agreed teachers to action with children. 	
<p>PTFA Annual Plan: See below - Appendix 1</p> <p>Mini Olympics Post Implementation Review (PIR)</p> <p><i>Fantastic community effort which was reflected in totals raised. Within the first 24 hrs, \$10K was raised! Huge thanks to Marina and all teachers who got involved for their support as this made all the difference! Letter of thanks from the PTFA has been sent to Marina and the staff. Overall the PTFA were thrilled with outcome and success of the event.</i></p> <p>Feedback:</p> <ul style="list-style-type: none"> - HP provided positive feedback on great prizes. PTFA will list sponsors for external recognition. - Great having pics of the COLA in the comms / this made it more engaging (especially for those based overseas). 	<p>ACTIONS</p>



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<ul style="list-style-type: none"> - Suggestion for next year is to close the Raise It fundraising in time for final assembly, in order to give out all prizes to students at once. - ZB called out great communication throughout the campaign - huge thanks to Mary! - Suggestion to "sell a brick" with family name/ business logo on it/ create tiles with artwork on them for further fundraiser. Action with school to advise appetite for this, and if interested, where this could feature within the school. 	
<p>Movie Night</p> <p>Successful event with the kids having lots of fun! ADM shared learnings for future events:</p> <ul style="list-style-type: none"> - Consider movie length = 1 hour for Y1-2, 90 mins 3-6. Chose movies with more pace/ action. Y5/6 could be together for future events although the Y6 did enjoy being on their own. - Greater control over items brought into the hall - a lot of sugar/ soft drinks. Investigate options to sell \$1 lolly mixture bags - More supervision is advisable, particularly with greater teacher involvement - Need larger screen and better sound quality - Y6 had pizzas; options to utilise this further for future events. - MB - suggestion re looking into booking a theatre in future, cost dependent. 	
<p>Monthly Raffle</p> <p>SAN advised</p> <ul style="list-style-type: none"> - \$4K prizes donated already from local businesses which is a great outcome. Predominately from family entertainment and restaurants. ADM shared thanks to Sheryn for the great work so far in sourcing all prizes. - Next step is design work for tickets and to get raffle online (FB or web page) to share with wider audience and promote sponsors. - T&Cs to be printed on each ticket - End of school holiday packaging activity - helpers needed. Distribution to students will be in Term 3. - Unsold tickets returned to schools and will be sold at New Worlds (BB and LB). Also to be sold after Mass – 5:30pm mass (ADM); 10:30am mass (BB); 9am mass (RO'B – TBC) - Tickets were previously \$10 for 6 tickets per families. This year due to current economic climate tickets will be \$5 each but each family gets 12 to sell. - Admin requirements: Logging tickets and packaging. 	<p>Packing volunteer activity during holidays – Caren, Clare, Laura, Rachael, Michelle, Sara.</p>
<p>Disco</p> <ul style="list-style-type: none"> - DJ booked and it is a 'Blue' theme - PTFA to fundraise from ticket sales, Sausage sizzle and glow sticks - Discussion re glow sticks and using reusable LED ones – higher price point but more sustainable. ADM to investigate. - Year 6 to assist with decorations 	<p>ADM to investigate reusable LED glo stick options.</p>



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<ul style="list-style-type: none"> - Event volunteers will be called for. ADM will share numbers of vols needed with CLPS for management. 	
<p>GALA UPDATE</p> <p>Robust discussion held re which stalls were profitable/ popular over past two years, and should be included in the 2024 gala.</p> <ul style="list-style-type: none"> - Face painting - Decision to do this via volunteers and order stencils/ paints ourselves. Options to get Carmel girls involved in this stall - Jaimie happy to again help coordinate food stalls. Suggestions for new options included little hot doughnuts and an Iraq kebab stall. Agreement hot chips are great to have but look for external vendor to provide these. - Suggestion re serving alcohol at the event for wider appeal. Simon to investigate if licensing is possible before further discussion/agreement to pursue this further. - RB raised question re moving the event to a Saturday - ADM advised sport clashes and potential clashes with other school's gala events. To be considered for discussion next year. - Used clothing – recommendation to call for children's clothing only (due to large amounts of adults clothing left over last year that needed to be packed up and re-donated) - Silent auction: Ramy Burjony volunteered to lead on this. SAN offered to update re businesses already supporting with raffle prizes so they aren't approached again - Class allotments – Discussion was had with regards to stalls and it was felt that where CLPs were involved in a particular stall that it would be easier for them and their class if they were allocated the same stall. <ul style="list-style-type: none"> o Toy stall - Laura Mudfod class o Plant stall - Room 9. o Second hand books - Rooms 10 and 11. o Cake Stall – Rooms 5 and 6 o Sausage sizzle – Room 1 (Sam Kingston to lead) o Second hand uniforms (Shelley Kingston to lead) o Dunk a teacher stall & Smash a plate – to be investigated further o Rahmy follow up Scrunchy Millers with contact 	<p>Jaimie to provide update for next time. MHB to send food stall contact details.</p> <p>Simon to action</p> <p>RB to provide update at next meeting</p> <p>RB to update re Scrunchy Millers</p> <p>HP to investigate possibility of CR creating a dunking platform</p>
<p>Any other business</p> <p>No Frozen Friday on last day of term – there was already so much on with other PTFA activities earlier and Matariki</p>	
<p>Closing of meeting</p>	<p>08.30pm</p>



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APPENDIX: 2024 Annual PTFA Plan

Fundraising Target (\$50,000)

Term	Month	Event	Link to PTFA aims/purpose
Term 1	23 rd February	PTFA Annual Picnic	Community
	15 th March	Frozen Friday	Fundraising/Children
	12 April	Sausage sizzle	Fundraising/Children
13 th April – 28 ^h April: SCHOOL HOLIDAYS			
Term 2	Fri 10 May	Frozen Friday	Fundraising/Children
	Fri 17 May	Adult Bingo Night	Fundraising/Community
	Fri 14 June	Mini-Olympics	Fundraising/Children
	Monday 24 June	St John the Baptist day — Liturgy of the Word — Cake	No PTFA support required
	Fri 21 June	Children's movie night	Fundraising/Children
	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

Meeting Dates 2024

- **Tuesday 6 August 2024**
- Tuesday 3 September 2024
- Tuesday 15 October 2024
- Tuesday 5 November 2024
- December meeting to be advised