



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 4 March

Time: 7:00pm

Held in St Johns Staffroom

Current Chair: Amanda Dixon-McIver

Current Secretary: Michelle Burdett

Current Treasurer: Ziad Burjony

Apologies: Tracy Eksteen (TE), Ricky Curtis (RC), Tayler McGregor (TMCG)

Members Present: Michelle Burdett (MHB), Laura Mudford (LM), Maria Ugarta (MU), Shelley Kingston (SK), Ashley Shearer (AS), Caren Casey (CC), Patricia de Waal (PdW), Sheryn Angus (SAN), Ziad Burjony (ZB), Marina Binns (MB), Anne-Maire Percy (AP), Alice Lellman (AL), Henrietta Sinclair (HS), Kerry Nam (KN), Shawna Meredith (SM), Sara Hewitt (SH), Helen Perry (HP), Richard Acol (RA), Edward Guanco (EG), Jade Guanco (JG), Christina Bengzon (CB), Sarah Abbott

Meeting was opened at 19:02 with a Karakia

ADM

Minutes from previous meeting

Proposed: ZB
Seconded: MB

Minutes from previous AGM meeting (March 2024)

Proposed: ADM
Seconded: HP

**Matters arising from previous minutes
(Actions)**

1. Funding subcommittee action - to roll over to April meeting
2. EZlunch trial - continuing in Term 1 with extended menu items

MHB

Chair's Annual Report (ADM): Tabled - see Appendix 1. ADM also acknowledged the active PTFA members from last year for their dedication and hours of work put into ensuring the success of the PTFA events calendar in 2024. Also acknowledged the support of ZB, MHB and MB for their work in 2024.

Principal's Annual Report (MB): Tabled - see Appendix 1. MB expressed thanks and appreciation for the Gala as a fundraiser and as an important driver of community engagement. Thanked everyone for their amazing efforts and especially ADM for leading the PTFA in 2024..

Treasurer's update (ZB): Tabled - see separate report. Ziad presented the financial statements and confirmed they are ready for the Charities Commission. Ziad noted he was pleased with how his first year as Treasurer went, and the financial position the PTFA is currently in.

- Acceptance of Statements. Proposed - SAN; Seconded ADM
- Vote re External Auditor; Proposed No - ADM; Seconded MHB. Vote passed unopposed.
- There was a suggestion of a peer review of the statements, and Sara Abbott volunteered to undertake this review.



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<p>Election of Executive Committee</p> <p><i>JD's were circulated ahead of the meeting</i></p> <ul style="list-style-type: none"> - Chairperson: Nomination received for ADM to be reelected as Chairperson. Proposed MB; Seconded HP; Passed by all unopposed - Treasurer: Nomination received for ZB to be reelected as Treasurer. Proposed MB; Seconded HP; Passed by all unopposed. - Secretary: Not appointed at the meeting. - Social media coordinator: Nominations for job share - Shawna Meredith and Sara Hewitt. Proposed by MU; Seconded HS. Passed by all unopposed. 	<p>ADM & MHB</p>
<p>Board of Trustees Update (AMP)</p> <p>Board had their first meeting of the year last week, and approved the annual budget. Board member elections will be held in September and they will be seeking new members.</p>	<p>AMP</p>
<p>PTFA fundraising goals for 2025</p> <p>Short term:</p> <ol style="list-style-type: none"> 1. Fundraise \$3K for classroom resources, specifically those relating to science and the Arts. Resources to be shared around the classrooms as a set, but aimed predominantly at the younger classes. 2. Fundraise to purchase a standing freezer to store perishable and frozen food items in bulk to take advantage of better pricing, such as sausages and bread (freezer price TBA but together with resources not to exceed \$17.5K) (Note: chest not an option as no where to store in onsite). <p>PTFA members to follow up with freezer supplier contacts.</p> <p>Medium term: No medium term for 2025</p> <p>Long term: Successfully purchasing the COLA for the school as an integral covered outdoor space offering learning and sporting opportunities outdoors, especially when wet and to offer sun protection through the summer months.</p> <p>Notes: PTFA members wish to look at the Maths contribution later this year, before committing to this for 2026.</p>	<p>ALL</p>
<p>PTFA Event Calendar</p>	<p>ALL</p>



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ADM summarised the activity carried out in 2025, with the Mini olympics via the Raise It platform and the Gala as major fundraisers. ADM also highlighted the large amount of work that falls to a few select members regularly to deliver these activities each term. Consideration needs to be given in 2025 as to what can realistically be delivered by the committee without more support.

- Discussion re holding a Colour Run as one of the major fundraisers for the year. Subcommittee formed to investigate and come back to the PTFA committee at the next meeting with recommendations with respect to format, time, day and potential dates. (Subcommittee members - HP, AS, TMcG, SK, PdW)
- Gala - robust discussions held regarding the gala event, and if it should continue in its current form. Decision re Gala is on hold until the Colour Run committee reports back, which may inform what form/timing the Gala takes.
- Decision to hold a children's fundraising event each term as per previous years. Term 1 Disco to be held on 4 April, pending DJ availability.
- Raffle - option discussed to possibly hold every other year. To revisit once the other calendar events have been confirmed. Recommendation is next one is not calendar based, but a standalone raffle with possibly one large, significant prize to be raffled.
- Parents events - suggestion re karaoke night suggestion was not supported. 'Comedy for a cause' was supported, with suggestion of babysitting services offered in the library with pizzas/movie - for further investigation. Suggestion re hiring movie theatre for movie + platters - for further investigation.
- Other fundraising options were discussed including winter wonderland ice skating rink, low cost sports day, product and food sales. For further consideration. CLPs to ask classes for feedback on likelihood of support for food/product sale fundraisers.

Christmas Tree Sales 2024

- 50 trees were sold but only 15 pre ordered, which made sales more difficult and community support was lacking. \$1,100 profit. Again, a significant amount of work went into this fundraiser by a small group of volunteers.

Recommendation is to revisit this as a fundraiser, but not in 2025.

LM

Other business

- Suggestion to call out for volunteers at the start of the year to create a volunteer register. Regularly asking for helpers takes time/ more work for CLPs so the recommendation was made to send a form out to the school community to capture those interested, and create a database that can be contacted when there is a need.



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Closing of meeting - by reappointed Chairperson, ADM	09.25pm
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APPENDIX 1:

Chair's Report

It has been my pleasure to once again lead a team of wonderful parents and teachers who have so willingly given of their time and effort in supporting the PTFA endeavours during the past year. Thank you and your families for all that you have done – all the blood, sweat and tears – for the benefit of all of our children and for the children that will come in the future. I am trying to keep this succinct and to avoid mentioning names for fear of missing someone out – but there have been some of you who have gone above and beyond what anyone would have expected and through your exceptional efforts we have achieved so much. You know who you are and I thank and applaud you.

We were truly blessed to also be supported by many local businesses in our fundraising efforts and we are very thankful for their kindness and generosity in their donations. Not only were we able to fulfil our ongoing financial commitments to the school but through our fundraising in 2024 we are now over half-way to achieving our contribution to the covered outdoor learning area (COLA). A long-term goal that is currently on target to be achieved in 2026/2027.

A massive thank you to the parents, teachers and CLPs, who along with the active members of the PTFA, assisted in so many ways at the PTFA-led events throughout the year – Frozen Fridays, Sausage Sizzles, the Disco, Movie night, selling raffle tickets, the mini-Olympics and of course the Gala. Our events would not be possible without your generosity of time and effort. Thank you.

We bid farewell to a number of families who have contributed to our events over many years as their youngest child now leaves St John's. Thank you and special mention to the McKewen, Deuchrass/Reid and Palacin/Mena families for the many, many hours that you have given to our school. Your support and enthusiasm will be greatly missed.

Finally, thank you to my fantastic support crew in the PTFA Executive. Massive thanks to Michelle for her awesome minutes and for taking the reins on those occasions that I found myself overseas and unable to attend the meetings and for keeping Ziad and I in check. Thank you to Ziad who took on the Treasurer role this year and has been a great sounding board at all times of the day and night and for the many laughs that we have had, sometimes at Michelle's expense! Thanks also to Marina for her advice and support and assisting in many ways – often unseen.

I look forward to the year ahead – new people, new goals and new ideas.

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Ngā mihi nui

Amanda Dixon-McIver

Chair, St John's PTFA



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Principal's Report to the PTFA – March 2025

Kia ora koutou,

It is my pleasure to present this annual report to the PTFA, acknowledging the dedication, generosity, and tireless efforts of this incredible group of parents and supporters. The work you do is invaluable in fostering a strong school community and providing opportunities that enhance the learning and well-being of our students.

Acknowledgements & Gratitude

First and foremost, I extend my heartfelt thanks to the PTFA committee members, volunteers, and all parents who have contributed their time, energy, and resources throughout the year. Your support has made a tangible difference in our school, and I am truly grateful. A special mention must go to Amanda, Ziad and Michelle for their leadership as our committee office bearers.

Key Achievements Last Year

Last year, the PTFA has once again played a vital role in enriching our school community. Some highlights include:

- **Fundraising Success:** Thanks to your hard work and the generosity of our school community, we have raised significant funds through events such as the Gala, Parent Nights, Raffles, Christmas Trees, Sausage Sizzles, Frozen Fridays etc. These funds have been instrumental in providing a wealth of classroom resources, supporting school experiences as well as getting us significantly closer to our long term goal (COLA).
- **Community Building:** The PTFA has helped strengthen connections among families through events like the family picnic, movie nights, quiz nights and, of course, the Gala. These initiatives create a sense of belonging and contribute to the welcoming atmosphere that makes our school special.
- **Support for Learning & Well-being:** Your contributions have directly benefited our current students through subsidising school trips and programmes, funding learning resources and provision of support through the Principal's Discretionary fund. These efforts ensure that all children have access to rich learning experiences. Through your financial support, we can ensure that finance is not a barrier to education for our tamariki and that the students benefit from valuable and exciting opportunities.

As we move into 2025, I look forward to continuing our strong partnership with the PTFA. To all those returning to the PTFA this year, on behalf of our staff and students, I sincerely thank you for your commitment to our school. Your generosity, enthusiasm, and unwavering support truly make a difference in the lives of our children. I look forward to another fantastic year ahead, welcoming new members and fresh ideas to help us build on last year's successes and continuing to work together to make our school the best it can be.

Ngā mihi nui,

Marina Binns

Principal



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APPENDIX 2:

Meetings Dates for 2025

Note - these are now back to being held on the first Tuesday of the month.

~~Tuesday 4 March 2025 - AGM~~

Tuesday 1 April 2025

Tuesday 6 May 2025

Tuesday 3 June 2025

July meeting TBC

Tuesday 5 August 2025

Tuesday 2 September 2025

Tuesday 7 October 2025

Tuesday 4 November 2025

December meeting - TBC