

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 8 April
Time: 7pm
Held in St Johns Staffroom

Chair: Amanda Dixon-McIver

Secretary: TBD

Treasurer: Ziad Burjony

Apologies: Michelle Burdett, Alice Lellman, Sarah Abbott, Laura Mudford, Caren Connor, Tracy Eksteen

Members Present: Amanda Dixon-McIver (ADM), Ashley Shearer (AS), Tayler McGregor (TMCG), Sheryn Haughey (SH), Ziad Burjony (ZB), Anne-Marie Percy* (AMP), Marina Binns (MB), Shawna Meredith* (SM), Trish de Waal (TdW), Sara Hewitt (SH), Henrietta Sinclair (HS), Laura Baddley, (LB) Janet Blind (JB), Helen Perry (HP), Jamie Russel* (JR).

*=Virtual

Meeting was opened at 19:05 with a karakia	Action	Timeline
Minutes from previous meeting	Proposed: ADM Seconded: MB	
Matters arising from previous minutes 1. Election of vacant secretary position Nomination received for SH in the Secretary position. Proposed ADM; Seconded MB; Passed by all unopposed		
Chairperson's update The Chairperson report was briefly discussed with most matters to be covered under other business items. ADM noted that the Freezer as agreed in the prior meeting had been purchased and thanked Save Barn Otahuhu for their support.	ADM	
Principal's update MB tabled the last school newsletter as her report which was accepted.	MB	
Board update AMP noted that the focus was on succession planning with the upcoming election and related retirement of several members. School budgets for 2025 were also discussed and finalised. AMP reaffirmed the Board's commitment to supporting the COLA projects and noted that the Boards funds were in place for the project.	AMP	
Treasurer's update		



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ZB tabled a summary of YTD profit resulting from uniforms, interest and events (picnic/frozen Friday/ disco), and a balance sheet update reflecting ~\$130k of funds held.		
Actions required:	ZB	Next meeting
Subway annual contribution has not been received for 2024. ZB to follow up.	25	
Ezi-lunch contribution for Term 4 2024 has not been received. As related to Kindo, to confirm if this was paid to the School instead of PTFA in the first		Next meeting
instance. MB to confirm.	МВ	
	70	
Fundraising Target ZB led a discussion on fundraising and donation activity across 2022 – 2025. ZB provided a projection forward to a target of \$200k on the balance sheet.	ZB	
PTFA have committed up to \$18k to the School in 2025 being the commitments made last year (Mathletics contribution, Y6 event, Y5/6 Camp parent cost, and the Principals fund) plus the new freezer.		
There was a discussion about what the 2025 goal should be that would allow for the committed donations, and the moving towards the COLA target of \$200k, alongside what was considered reasonable from the planned events.		
It was agreed that: The 2025 goal will be to raise \$67k and make donations of up to \$18k (as already committed to).		
Proposed ZB; Seconded ADM; Passed by all unopposed.		
COLA	ADM	
ADM provided an update that the quote obtained from the COLA was still	7.277	
valid and was expected to be held for the next 6 months.		
The preferred supplier recommended a lead in ~8 months from signing		
contracts to completion. Based on this it is feasible that if \$200k achieved this		
year, Summer of 2026 could be possible for construction.		
Calendar of Events	SH	
	HP	
HP led a discussion on the calendar for 2025.		
- Colour Run	HP/AS	October
Due to weather risk it was preferable to hold a colour run either in	7.1. // (0	2025
late term 3, term 1 or 4. As for 2025 this left only late term 3 or term		
4 there was discussion on the potential impact to the School Fair/		
Gala event if the two major events were close to each other. It was		
decided to postpone a colour run until 2026 with a preference to hold		



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Disco Review	ADM	
 Other fundraisers suggested School to consider a "buy a plaque" fundraiser. HP to provide suggestions on a space that could be used. ADM to look into options. Discussion on the possibility of a Matariki event. To revisit when considering the 2026 calendar. The potential for a Childrens event was discussed. To be revisited at the next meeting. Options discussed include an offsite Movie, a talent show, or another disco (noting this was not preferred). 	ADM/HP ADM	Next meeting Next meeting
Date proposed for the Gala is 21 November 2025. This is one week after the Carmel Fair. Proposed to accept revised plan ADM; Seconded SH; Passed by all		
ADM provided an update to planning. The proposal is to focus the Gala on food stalls, games and external vendors with a heavy emphasis on sponsorship to try and ensure that the revenue was not too dissimilar from previous years despite the proposed changes.		
SH provided an update that ADM/SH have looked at venues to hold an event outside the School grounds. Continuing to develop the proposal with the possibility of a Comedy night through Comedy for a cause. Suggest it would replace the parent bingo/quiz night for 2025 and be held early Term 3 (Winter). To report back further at the next meeting. - Gala	ADM/SH	
Proposed to accept revised plan HP; Seconded SH; Passed by all unopposed. - Community Event		Next meeting
 In place of a color run an Adventure run was proposed for 13 June 2025 (Term 2). HP and school staff to lead planning/ organisation of the event day. HP to advise PTFA of support and resources required. ZB to liaise with Raiseit to set up a site. ADM/SH to look at prizes and sponsorship. 	HP HP ZB ADM/SH	Next meeting
it in term 1. This will require planning in Term 4 2025. HP/AS to pick this up later in 2025.		



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ADM provided a review of the Disco. It was noted that 1.5 hours for the Y1-3 and 2 hrs for the Y4 - 6 was a little too long. The extended length was due to a change back to two sessions instead of three (which was the result of Covid restriction). It is recommended that next year these are reverted back to 1 hour for the Y1-3 and 1.5 hrs for the Y4 - 6. ADM thanked all the parents and staff that provided support with setting up and supervising the disco.	
and supervising the disco.	
Any other business	
N/A	

APPENDIX: 2025 Annual PTFA Plan

Fundraising Target (\$67,000)

Term	Month	Event	Link to PTFA aims/purpose		
Term 1	21 st February	Frozen Friday	Children		
	28 th March	PTFA Picnic	Community		
	4 th April	Disco	Children		
12 th April	12 th April – 27 th April: SCHOOL HOLIDAYS				
Term 2	Fri 16 th May	Frozen Friday	Children		
	Fri 13th June	Adventure run	Children/ fundraising		
	TBC	Frozen/ Hot Choc Friday - TBC	Children		
28 th June – 13 th July: SCHOOL HOLIDAYS					
Term 3	Fri 1st August	Frozen/ Hot Choc Friday - TBC	Children		
	TBC	Community evening event	Fundraising/ Community		
	TBC	Children's event	Children		
	Fri 12th Sept	Frozen Friday	Children		
20 th September – 5 th October: SCHOOL HOLIDAYS					
Term 4	Fri 31st Oct	Frozen Friday	Children		
	Fri 21st Nov	SJMB Fair	Community/ Fundraising		
	Fri 5th Dec	Frozen Friday	Children		

Meeting Dates 2025

- Tuesday 4 March 2025- AGM
- Tuesday 8 April 2025
- Tuesday 6 May 2025
- Tuesday 3 June 2025
- July meeting TBC



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- Tuesday 5 August 2025
- Tuesday 2 September 2025
- Tuesday 7 October 2025
- Tuesday 4 November 2025
- December meeting TBC