



## Minutes

Ilam School PTA Meeting, Tuesday 13<sup>th</sup> September 2022 at 7.30pm

### 1. Welcome / Attendees

Tenika Wikatene, Kirsty Clarke, Belinda Kennedy, Danielle McEnaney, Kate Miyazaki, Vicki Teesdale, Rebecca Latimer

### 2. Apologies

Laura Mihaere, Peter MacGibbon, Karla Epiha, Brigit Baker

### 3. Approval of minutes of the previous meeting held Tuesday 9<sup>th</sup> August 2022

First: Vicki Teesdale

Second: Tenika Wikatene

### 4. Correspondence

Vicki Teesdale – none to report

### 5. Finance/treasurer's Report

From Kate Miyazaki:

- Receipts in August have been from second hand uniforms, hot chocolate and interest
- Surplus of \$3911.73 year to date
- Committed funds (for wish list) are \$7417.21, leaving \$12702.52 uncommitted funds

Moved: Kate Miyazaki

Seconded: Becks

### Receipts and record keeping

Kate Miyazaki – has followed up with IRD and we are not required to keep paper copies of receipts or invoices. A clear scan or photograph (scan preferred) containing all of the information is sufficient.

### Fundraising targets

Kate Miyazaki – looking back at the funds raised by the PTA over the last 4 years, we can possibly set a fund raising target of \$6000 - \$8000.

Funds raised in previous years as follows:

2019 \$17867.41 (\$7690.94 excluding food festival)

2020 \$1592.92 (covid impacted, several events run at a loss)

2021 \$5841.20

2020 \$4833.22 (to date, excludes calendar art and events still to run)

### 6. Agenda items

## Hot chocolate debrief

Main debrief to wait until Brigit Baker is present at next meeting. Comments from those present:

- Kirsty Clarke - Not enough hot chocolate made, so the decision was made to limit seconds, money was lost doing this!
- Kate Miyazaki - Next time add \$1 for 2x marshmallows (idea from James!)  
Belinda also suggests vegan marshmallows

## Next term events

### Disco

- Kirsty Clarke – we have discussed the possibility of a disco in term 4 on Friday 18 or Friday 25 November. Kirsty Clarke and Kate Miyazaki to follow up with Arana and Clinton to see which date might work and let Belinda know.

### Uniform sale

- Kirsty Clarke – next sale on Friday 21 October.
- Small float (\$200 - \$300, mainly coins) needed, Kate Miyazaki to organise
- Ideas from Rebecca Latimer
  - Add a bargain table
  - Include donated winter jackets
  - Include decent donated shoes (sprayed with anti-fungal spray)
- Belinda Kennedy – shoes have already been donated and given away this year through the office. The school has been unable to get KidsCan involved as we are ineligible.
- Kate Miyazaki to put Belinda Kennedy in touch with a Give Gear Get Good contact for donated football boots
- Kirsty Clarke – there is a 'free' bin already, so a bargain table is not needed. Kirsty can drop the price at the time of sale if the items are poor quality or the family doesn't have enough to cover the full cost.  
Start with adding Jackets to sale, priced \$10 - \$20.  
Belinda can give Kirsty a bin to store these in, and check for a rack  
Polyprop donations (navy only) are also welcome

### Term 4 school event – Sharing of Learning/Whanaungatanga

- Belinda Kennedy – This is now a smaller event. Parents would prefer to start small, ie classroom level. This is also a good way to link parents to the PTA. Classes may work together for this, then scale up next year to teams or whole school.
- Belinda Kennedy – the bake sale under control. Wig Wednesday happening first.

## Calendar Art update

### Update from Rebecca Latimer

- The next round of orders is booked in to open 17/10, close 31/10
- Could senior kids hand out flyers, and could we have a 'station' at the front gate and/or Kirkwood gate to promote a sample of products? – agreed this is a good idea.
- Belinda will ask Sue-Ellen about designing flyers, Rebecca Latimer happy to help if needed.
- Sue-Ellen has been helping parents to order online, particularly families where English is a second language.
- Profit of \$1354 less \$168 for sorting/packaging from first round of orders
- Agreed to pay for pre-packaging for the next round of orders also

## 7. Rolling agenda items

Vicki Teesdale talked the committee through a Forecast of 2023 PTA events

Month	Event	
February	Uniform sale (week 1)	Te r m 1
February	Family Fun Night	
February	Order paper for calendar art	
May	Uniform sale (week 1)	Te r m 2
June	Disco	
July	Uniform sale (week 1)	Te r m 3
July	Calendar art completed	
August	Movie night and/or disco	
August	Thank you morning tea for staff	
September	Hot chocolate morning	
October	Uniform sale (week 1)	Te r m 4
November	Sharking of learning/Whanaungatanga event	

- This is an outline – not set in stone
- Nothing planned for March/April – what could we do here?
- Ice skating? Jelly wobbles?

## 8. Dates for your diary - upcoming events

27/10/22 Uniform sale  
 Term 4 Bake sale  
 Term 4 School community event – sharing of learning/whanaungatanga  
 18 or 25/11 Possible disco

### Supper roster

## 9. Next Meeting - Tuesday 8 November 2022, 7.30pm

Meeting closed at 8.23pm