

**MINUTES of the Ilam School PTA, Held Tuesday 14 February 2017,
Ilam Primary School Staffroom, 66 Ilam Road, Christchurch**

The meeting commenced at 7.15pm.

1. PRESENT

Parent reps: Rachel Baggaley (Co-Chair), Rebecca Foulds (Co-Chair), Inna Podolian (Treasurer), Nancy Godwin, Greg Ryan, Catherine Woods, Bernadette Sanders, Nanette Trewinnard (Secretary), Rebecca Kavanagh, Kaori Lindeman, Kirsten Aaron, Shantha S.G., Annabel Brodie

School reps: Paul Dolan, Jo Dudley

BoT reps: Liz Martyn, Kate Mitchell

2. APOLOGIES

Al Stewart, Rochelle Graham, Murray Wood, Zansie Maye, Alix Scoble, Anne Marie Robinson

3. MINUTES FROM THE PREVIOUS MEETING

The Minutes of the meeting held on 13 December 2016 were accepted as a true and accurate record.

Greg Ryan/Rachel Baggaley

4. APPOINTMENT OF 2017 OFFICERS

Resignation of 2016 officers

Inna Podolian (Treasurer), Bernadette Sanders (Secretary), Rachel Baggaley (Co-Chair), Rebecca Foulds (Co-Chair) resigned their positions.

Rebecca Foulds thanked Bernadette on behalf of the PTA for her commitment and hard work in the role of Secretary for the last 6 years.

Election of 2017 officers

Rebecca Foulds and Rachel Baggaley were nominated as Co-Chairs by Kate Mitchell.

Inna Podolian was nominated as Treasurer by Catherine Woods.

Nanette Trewinnard was nominated as Secretary by Rebecca Foulds.

5. CORRESPONDENCE

- Rebecca Foulds reported that the PTA email account has been hacked and is currently being fixed. E-mail correspondence for this month will be brought to the next meeting.
- Invitations to sell chocolate and sunblock have been received. The Committee agreed to decline selling chocolate and to discuss details of the sunblock fundraiser at the next meeting.

6. FINANCE/TREASURER'S REPORT

Inna Podolian presented the accounts for the period to the end of December 2016.

- Receipts totalled \$634.18
- Payments totalled \$594.09
- Committed funds at 31 January 2017 total \$1456.34
- Uncommitted funds as at 31 January 2017 total \$12534.90
- Accounts for approval total \$1456.34 including:
 - Ilam School for BBQ & gas cylinder
 - Hellers Ltd for sausages for FFN
 - Adam Allsorts for FFN entertainment

- Inna Podolian for FFN float.
- Rochelle Graham for FFN supermarket costs

Accounts for the period were approved.

Rebecca Foulds/Bernadette Sanders

7. FUNDRAISING AND PTA EVENTS

Family Fun Night

- A fantastic night. The Committee would like to thank Rochelle Graham for all the organising and the volunteers for all their help.
- Inna Podolian reported total cost approx. \$1400 and so 'made' about \$400 loss.
- Catherine Woods noted that the presence at Mihi Whakatau and promotion there may have led to increased attendance, particularly new families.
- Rachel Baggaley noted that promotions on Facebook that include images reach many more people.
- Bernadette Sanders suggested that given it's a new year we should put out a reminder for people to prioritise their feed. Rachel Baggaley to do this.
- Rochelle Graham's report noted the excellent volunteers, including BBQ helpers doing a longer shift. The popcorn and fruit skewers sold well. Sausages and most of the ice creams sold out. Murray Wood did a super job of the games. Bouncy castle operator praised llam children's behaviour. Napkins are running low. It was agreed to purchase more as a stock is useful for the range of events. Tea towels and aprons could not be located. Kirsten said there are spares in the ESOL room the PTA can have. Hellers gave two new aprons.
- The clown was popular but Rochelle Graham suggested we consider another option at some point since families attend for several years in a row.
- New BBQ worked well but it was noted that surface appears to be peeling off. Concern about food safety. The side shelves of the BBQ became so hot Berny's BBQ tool was melted. It was agreed to pay for a replacement. The safety of this around children was queried. Rachel Baggaley to ask Al Stewart to pick up these two safety concerns about the BBQ. Kaori Lindeman has photos and will forward to Rachel Baggaley.
- Need to renew ice-cream containers and bank bags. Rebecca asked if people could donate some containers. It was agreed to put in the newsletter to ask for donations (Rachel Baggaley).
- A child vomited at the event and there were no supplies for cleaning. Rebecca Foulds suggested purchase of bucket, gloves, Dettol, etc. to be labelled for vomit clean up to have on hand for discos, other events, etc. Request for \$50 for this was approved.

Second Hand Uniforms

- Catherine Woods noted this was the first sale of only new logo uniforms and was a big change.
- Good turnout and many buying in bulk.
- Plenty of donations of new logo things.
- Rachel Baggaley suggested putting a notice in the newsletter that donations are welcome to the office. Agreed.
- Still stock is comparatively low.
- Old uniforms were cut up into rags but no takers and so volunteers are required to take a trailer-load to the Ecostore. Kirsten Aaron offered to use her trailer and do this job. Kirsten to let Inna Podolian know of any associated charges.
- Next sale is the first Friday of next term. Questions to office.

New Families' Morning Tea

- Paul Dolan and Rebecca Foulds hosted this.
- Four new families and seemed to get a lot out of it.

- Kate Mitchell suggested and Rachel Baggaley agreed to review wording of advertising to see if we can increase turnout and to make sure teachers have all the information they need.

Disco

- Next disco will be on Friday 7 April, week before Easter, second last of term.
- No known school or University events that may clash.
- Space theme with a twist for girls. Rachel Baggaley reported that Beck and Caul will sponsor it by doing creative design for posters, leaflet.

8. FUTURE EVENTS

- Fundraising 2017 - Agreed to park till next month to give it a full and thorough discussion.
- Rochelle Graham is keen to take on Entertainment books again. Usually generates around \$800 profit. It was agreed to go ahead this year. The Committee thanks Rochelle for taking this on. The publishers can have the flyer printed in other languages if they have details from the school and we can add a payment link to our web page to make the process easier. The publishers also suggested including some llam children in a video. This idea was rejected.
- Nancy Godwin reported that Ice Skating will take place on 11 June 4.30-6.30pm. The the current timeline for paying falls in school holidays, Nancy will highlight this with Alpine Ice.
- Bernadette Sanders reported on Art calendars. The pricing from Kids Creations is in now. Three items have increased by a small amount (50c). Bernadette suggested slightly increasing the price of our popular items, perhaps rounding up. A minimal price increase for the families. This was approved. The art work is being done in T2, then kept till T3 when it will be displayed ready for ordering in time for Christmas presents. They always send extra to account for any new New Entrant classes. Bernadette has briefed Nanette Trewinnard regarding handing this over. It was noted that Julia is the lead teacher for art.

9. GENERAL/NEW BUSINESS

- BBQ purchase- Al Stewart purchased from Bunnings
- PTA vacancies for 2017 - to go on next month's agenda.
- Catherine Woods requires a second person to assist with SHU
- Communications to the community- all communications digital from now on. Rachel Baggaley is the contact for all communications to go out for FB, newsletter etc
- Good in the Hood-fundraising at Z stations - Rebecca Foulds to investigate.
- Baking Roster- Rebecca Foulds suggested a roster from committee and PTA friends to provide baking for PTA events or school events where baking is appreciated to prevent it falling on same few people. Agreed. Nancy Godwin asked if we need to be allergy aware. Agreed that it is nice to provide a choice if possible e.g. fruit platters.
- Supper Roster- a list for PTA mtgs
- School pool update - 25 keys sold. Feedback positive. Gordon wants to get more solar powered heating - aim for next summer and hoping for a further 8deg.
- Some issues with parking now that term has started and this will be picked up in future communication.
- Updated wish list from the school - Paul Dolan to bring next month.

10. NEXT PTA MEETING

The next PTA meeting will be held on Tuesday 14 March 2017.

There being no further business, the meeting closed at 8.06pm.