

**MINUTES of the Ilam School PTA, Held Tuesday 12 December 2017,
Ilam Primary School Staffroom, 66 Ilam Road, Christchurch**

The meeting commenced at 7.00 pm.

1. PRESENT

Parent reps:

Rachel Baggaley (Co-Chair), Dean Coburn, Rebecca Foulds (Co-Chair), Rebecca Kavanagh, Zansie Maye, Kate Mitchell, Inna Podolian (Treasurer), Greg Ryan, Alix Scoble, Al Stewart, Nanette Trewinnard (Secretary)

School reps:

Paul Dolan

2. APOLOGIES

Nancy Godwin, Jo Dudley, Catherine Woods

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting held on 14 November 2017 were accepted as a true and accurate record.

Alix/Greg

4. CORRESPONDENCE

Emails: Spam, update from Nancy on Family Fun Night, email from Rachel regarding drink bottles, communication on sunscreen, uniform sorting for the sale, foodbank donations and tonight's PTA dinner.

Paper: Nil

5. FINANCE/TREASURER'S REPORT

Treasurer's Report

Inna Podolian provided the accounts for November 2017.

Total receipts for November: \$213.44

Total payments for November:\$4,805.83

Uncommitted funds at 30 November 2017 \$13,955.71

Approval of financial statement:

Berny/Liz

Invoice/receipt approval – just one payment to approve (mistaken again – same parent who has been communicated with).

Request to approve funding for prizegiving cups approximately \$500.

Approved by Zansie/Alix

6. FUNDRAISING AND PTA EVENTS

- Second-hand uniform sale (25/1/18) – Catherine has in hand.
- Family Fun Night (23/2/18) – Nancy has reported to Rebecca that all is in hand.

- Christmas tree – AI will be delivering the donations to the City Mission. Donations fewer than previous years and so decision made to extend until Friday.
- Sunscreen – Zansie reported only 4 orders so far. Zansie has kindly donated these sunscreens to the PTA.

7. FUTURE EVENTS

- Keep cups/Water bottles – Rachel reported that drink bottles come in crates of 192, working out at 6.90 each. Can be in blue with the Ilam logo and 2 colours on it. Rachel to progress this. Could be sold via Google ordering form and also at the FFN. Rachel to progress with Marlene. AI suggested having a Sharpie on hand when people pick them up for naming.
- AGM – reminder this will be on 13/2/18 at 7.00pm. Nanette to email PTA friends to notify. Also a good time to update the PTA contact lists.

8. GENERAL/NEW BUSINESS

- PTA vacancies – Chair/Co-Chairs required!
- AI asked can we fund umbrellas for shade at the school pool. Discussion about managing security/safety of this.
- Rebecca thanked Berny very much for all her service to the PTA over the years. We presented a card and wish her all the very best for the future.
- It was also Greg Ryan's final meeting and the Committee would like to acknowledge the contribution he has made to the Ilam community, in particular the quiz nights!

9. PARKED ITEMS

- Photo fundraiser – Hannah
- Rubbish Whisperer – Sean
- Wishlist purchases – Paul

10. NEXT PTA MEETING

The next PTA meeting will be held on Tuesday 13 February 2017 at 7.30pm.
There being no further business, the meeting closed at 7.30pm.