

**MINUTES of the Ilam School PTA, Held Tuesday 13 June 2017,
Ilam Primary School Staffroom, 66 Ilam Road, Christchurch**

The meeting commenced at 7.30 pm.

1. PRESENT

Parent reps: Rachel Baggaley (Co-Chair), Nanette Trewinnard (Secretary), Nancy Godwin, Inna Podolian (Treasurer), Dean Coburn, Rebecca Kavanagh, Al Stewart, Alix Scoble, Rochelle Graham, Kaori Lindeman, Sara Yousry Moussa, Kirsten Aaron, Annabel Brodie, Dean Coburn

School reps: Paul Dolan, Gordon Pike, Ruth Davies, Julia Hinman

BoT reps: Liz Martyn

2. APOLOGIES

Catherine Woods, Bernadette Sanders, Kate Mitchell, Jo Dudley, Murray Wood, Rebecca Foulds (Co-Chair), Greg Ryan

3. MINUTES FROM THE PREVIOUS MEETING

The Minutes of the meeting held on May 9 2017 were accepted as a true and accurate record.

Nancy Godwin/Al Stewart

4. CORRESPONDENCE

Emails: Burnside High regarding upcoming production and a fundraising opportunity. Rachel to follow-up to gain details.

Paper: Nil

5. FINANCE/TREASURER'S REPORT

Invoice/receipt approval

Inna Podolian provided the accounts for the period to the end of May 2017.

- Receipts totalled \$1233.31
- Payments totalled \$nil
- Uncommitted funds as at 31 May 2017 total \$15,910.88

Invoice/receipt approval for ice skating and sausage sizzle, for school wish list items, final disco and for hot chocolate items. Total \$3134.44

Alix Scoble/Al Stewart

Inna and Rochelle worked together to complete the Annual Return. The Committee noted this is a huge job and thanked them both.

Inna spoke with Auditor, invoice to come.

Items to be added for upcoming sausage sizzle- \$57.93

6. FUNDRAISING AND PTA EVENTS

Ice Skating (report attached)

Nancy reported on a very successful event. Lots of fun, laughter, spot prizes and face painting. Total of 133 skaters on the night and initial estimate of approximately \$700. Nancy noted that there was great teamwork behind the success of the event and the attached report lists the amazing volunteers.

The Committee thanked Nancy for all her hard work managing the event and the volunteers for their contributions. Liz acknowledged the speedy thanks Nancy gave to volunteers.

Nancy suggested the creation of a communal PTA space, e.g Google drive where we can collect data on events to assist in planning and execution. This was agreed. *Nancy and Nanette to work with Marlene* to set up and then those with knowledge of events can add information.

Entertainment books

Rochelle reported a total of \$507 raised with 26 more physical books to sell. Rachel to promote further on Facebook, highlighting discounted school holiday activities.

7. FUTURE EVENTS

Fundraising 2017 – Food event

Rachel reported that the Facebook poll had a good response but that only the first 40 responses can be accessed for free. The response from the community was positive. There is currently no lead person and given that time is marching on it was agreed to postpone till next year and go ahead with longer lead in time.

Hot chocolate day

Rochelle has this on track and has ordered extra supplies with the Matariki hot chocolate event in mind.

Matariki organisers – please ensure sufficient supplies of chocolate and 300 cups are left for the PTA hot chocolate on 30th June.

Further volunteers required. *Sara Yousry Moussa volunteered.*

General call for help for volunteers to go out. *Nanette to email.*

Run a Km for Charity-

Kaori running the sausage sizzle. High demand for sausages. Request for roasting tins for the sausages. Gordon to investigate.

Art Calendars – Julia Hinman reported calendar art happening now. Bernie has a great timeline and all going well.

Matariki celebration

Hot chocolate and home baking required. Couple of volunteers required to work with Richard Oakley. *Nanette to email out. Dean Coburn volunteered.*

8. GENERAL/NEW BUSINESS

Updated wish list from school

Ruth and Julia thanked the Committee on behalf of the teachers for the \$100 per classroom for wet weather games.

Joceyln sending receipts as they work through list up to agreed amounts.

Traffic behaviour Kirkwood ave

Very frustrating but not much school can do. Reminders going out in the next newsletter. All happy to raise with Council.

Parked items

Gordon provided a quote for lighting, fittings and labour. Approximately \$400 for one, plus labour etc. so approx. \$1000. Approval requested.

Rebecca Kavanagh/Nanette Trewinnard

9. NEXT PTA MEETING

The next PTA meeting will be held on Tuesday 25 July 2017 at 7.30pm.
There being no further business, the meeting closed at 8.20pm.

Ice Skating Fundraiser 2017

Date held: Sunday 11 June 2017

Report by: N. Godwin

We had a total of 133 skaters on the night. Initial rough estimates suggest a profit of approximately \$700.

It was a great night, with lots of fun, laughter, spot prizes and face painting.

The numbers were slightly down from last year, where there were 153 skaters, with a profit of \$1,017.

What went well:

1. Great teamwork:
 - a. Berny left some excellent and exhaustive notes which were extremely helpful.
 - b. Marlene helped with sending out the information via LINC-ED, and setting up the google form to receive the bookings. This was a great and easy way to record who was interested so we could get a numbers count.
 - c. Renata helped with the posters.
 - d. Rebecca Foulds checked the bank accounts and sent out all the confirmations.
 - e. Rachel Baggaley handled the social media, creating a great Facebook post.
 - f. Inna Podolian also checked for payments, and provided the float and banked the money.
 - g. There were many volunteers, and all of them were great (Pip Lotter, Sarah Campbell, Meagan Puckett, Tony Bridger, Anthony Butler and Liz Ryan)
 - h. Paul and Kirsten made sure the spot prizes were handed out (on the ice too!)
 - i. Alpine Ice were easy to deal with, and the staff were very helpful and professional.

Thanks to all of them for their contributions.

Challenges:

1. Berny used to start advertising earlier – I missed the boat on that one and think a 'Save the Date' sent out at the end of Term 1 would have been good.
2. It felt like a particularly busy May/June to me with the Scholastic Book Fair & Pirate Pizza Day (last week of May), Ice Skating on the 11th, and Run a Km for Charity on the 15th June.
3. Because I didn't have access to the bank a lot of the work doing the confirmations was outsourced to Bec.

Suggestion:

I would suggest that even for straightforward events we set up a team or committee to run them, especially when the person running them is fairly new.

It would be great to have and use a communal PTA space (eg, a google drive) where we can collect data on the events to assist in planning, execution and providing a history. I had a brief chat with Marlene and it would be quite straightforward to set up a PTA portal with folders for events (eg, Ice Skating, Discos, and Family Fun Night etc). This would mean we have a centralized store of all documents.