

**MINUTES of the Ilam School PTA, Held Tuesday 17 October 2017,
Ilam Primary School Staffroom, 66 Ilam Road, Christchurch**

The meeting commenced at 7.30 pm.

1. PRESENT

Parent reps: Annabel Brodie, Sarah Campbell, Dean Coburn, Rebecca Foulds (Co-Chair), Nancy Godwin, Rebecca Kavanagh, Liz Martyn, Inna Podolian (Treasurer), Greg Ryan, Alix Scoble, Al Stewart, Katie Symons, Nanette Trewinnard (Secretary).

School reps: Paul Dolan.

2. APOLOGIES

Kate Mitchell, Jo Dudley, Rachel Baggaley (Co-Chair), Catherine Woods, Bernadette Sanders

3. MINUTES FROM THE PREVIOUS MEETING

The Minutes of the meeting held on 12 September 2017 were accepted as a true and accurate record.

Dean Coburn/Liz Martyn

4. CORRESPONDENCE

Emails: Jo Dudley has requested the PTA support the purchase of swim caps for competitions. Approx. \$200. Approved by the Committee.

Fundraiser by company that provides name stickers, labels and stamps. Committee interested and Nancy agreed to find further details.

A few spam emails.

Paper: Auditor's review report.

5. FINANCE/TREASURER'S REPORT

Treasurer's Report

Inna Podolian provided the accounts for September 2017.

Very large statement this month because of all the art calendar payments. It was challenging for Inna because so many payments weren't labelled by the parents.

- Receipts totalled \$19,707.24
- Payments totalled \$6,062.34
- Uncommitted funds as at 30 September 2017 total \$17,568.29

Approval of financial statement:

Rebecca Kavanagh/ Sarah Campbell.

Invoice/receipt approval

Requests for approval to pay: auditor for report, Sean Tomlinson for disco DJ services, Mish Limited for disco glow products, disco food items. Total \$1225.17.

Approved by Alix Scoble and Dean Coburn

6. FUNDRAISING AND PTA EVENTS

- Disco – 22/9 A big success, thank you to the disco team.
- Art calendar – report emailed from Berny (discussed at meeting and available on request). Renata provided a lot of help because of the need to chase up orders and payments. The Committee really appreciates her help on this. Estimated profit this year is \$2,360.30 (\$335.30 more than 2015).
- This is the last year that Berny will be working on the Art Calendar fundraiser and the Committee would like to thank her for the huge amount of work she has done over the last few years leading this really successful and well-loved event.
- SHU sale 22/10 A large number of volunteers this time which is excellent.

7. FUTURE EVENTS

- Xmas tree – Liz and Greg are happy to supply and arrange the tree again and the Committee appreciates this. Aiming for the 1st of December. Donations under the tree will be requested again. Decision on charity to be made next meeting.
- Supper at Ilam Showcase? May be difficult to get parent volunteers. Decided to ask the Coffee Cart to come instead.

8. GENERAL/NEW BUSINESS

- Photo fundraiser – Rebecca to ask last year's photographer if she is interested in doing it again and to contact the new photographer who is keen to do the work for details of pricing, etc.
- Toothpaste/sunscreen – Postpone till Zansie can come.
- Rubbish Whisperer – Sean and Jo working on this. Update next meeting.
- Update on wishlist purchases – We need a poster or other way to communicate to the community what the PTA has spent fundraising on this year. Paul to look into updating the fundraising thermometer.
Next to be purchased from the wishlist: picnic tables. Paul to progress with Gordon. Concrete painting after that.
- PTA vacancies – Chair or Co-Chairs required. Lead for Family Fun Night required.
- Family Fun Night: probably 23rd February. Paul to check camp dates. Committee members Dean, Nancy so far. Nanette to email friends of the PTA for more volunteers. Nanette to email Rochelle's instructions to Dean and Nancy.
- Xmas event for PTA – December meeting is 12th. This year we will get caterers and gather in the staffroom.

9. NEXT PTA MEETING

The next PTA meeting will be held on Tuesday 14 November 2017 at 7.30pm.
There being no further business, the meeting closed at 8.30pm.