

**MINUTES of the Ilam School PTA, Held Tuesday 10 April 2018,
Ilam Primary School Staffroom, 66 Ilam Road, Christchurch**

1. PRESENT

The meeting commenced at 7.30 pm.

Parent reps: Kate McLeod (Chair), Inna Podolian (Treasurer), Nanette Trewinnard (Secretary), Annabel Brodie, Dean Coburn (Deputy Co-Chair), Alix Scoble, Rebecca Kavanagh (Deputy Co-Chair), Katie Symons, Kerry Bird

School reps: Paul Dolan, Jo Dudley, Nigel Marsh

2. APOLOGIES

Nancy Godwin, Catherine Woods, Farah Khosravi, Rebecca Foulds, Kaori Lindeman, Rachel Baggaley, Liz Martyn (Ilam School Board Member), Kate Mitchell, Julia Hinman

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting held on 13 March 2017 were accepted as a true and accurate record.

Dean/Nanette

4. CORRESPONDENCE

Emails: Communication re. volunteering at the disco and with the second hand uniform sale, persistent requests from Entertainment books plus one confirmed order (agreed not to continue with this fundraiser). 'Give Socially' website fundraising information - to be considered at a future date.

Paper: Nil

5. FINANCE/TREASURER'S REPORT

Financial Report

Inna Podolian provided the accounts for March 2018.

Total receipts \$621.69

Total payments \$614.21

Uncommitted funds \$5,558.12

Invoice/receipt approval

Approval was requested for payments totalling \$4,122.51 comprising items from the school wishlist (agreed at the previous meeting), costs associated with the disco plus the Alpine Ice deposit.

Approval of payments and of the financial statement: *Alix/Dean*

6. FUNDRAISING AND PTA EVENTS

- Disco report: Alix and Rebecca reported the disco went really well. Minor changes suggested for next time: having children go out for a drink was a little problematic so we need to advertise for children to bring drink bottles and also for people to bring small change. Nose bleed - need ice pack next time not spray. Having volunteers rostered to do the clean up would be useful in future. The lanyards need updating for next time (maybe not naming). Disco light is not working. Dean has communicated with Gordon about fixing this. Well done disco team - a very successful event!
- Drink bottles: Rachel emailed an update which noted that sales are continuing and the suppliers have swapped the broken bottles. Paul suggested we put advice about pressing the valve down to prevent leaks on the PTA update in the newsletter.
- Second-hand uniform sale - volunteers still needed (4/5/18 for sale and day before for set-up) and more donations would be very welcome.
- Wraps - 127 sold in total. Profit to be confirmed. \$300 Approval requested for invoice when it comes in and give by Kate/Alix. Marlene has ordered and delivery will be early term 2.

7. FUTURE EVENTS

- Fundraising 2018 - Kate is keen for the Committee to begin thinking now for 2019. A discussion on core PTA values to happen first and then possibly a meeting devoted solely to shaping the fundraising vision for 2019 and beyond. It would make sense at that point to consider the need for future sub-committees such as a grant application committee, gardening committee and possibly a parent social group and health promotion group. In terms of gardening, Nigel highlighted that Rooms 1&4 garden Friday mornings 9.30-10.30 and parent help would be much appreciated at this time.
- Ice Skating - Nancy emailed an update reporting that the deposit has now been paid to secure our booking on 19/8/18 at 4.30-6.30pm.
- Hot chocolate mornings - this will be held on 30 May (Term 2) and 29 August (Term 3) and will be run by Rebecca Foulds and Kate Mitchell. Kate to liaise with Rebecca and Kate.

8. GENERAL/NEW BUSINESS

Core PTA values - discussion held at the end of the meeting. The group settled on the key values of community, having fun and making a meaningful contribution. These values will form the basis of all the PTA activities moving forward.

Rebecca Kavanagh suggested we set the next disco date now. Friday 21 September (week 9, Term 3) suggested.

9. PARKED ITEMS

Wishlist - no changes this month.

10. NEXT PTA MEETING

The next PTA meeting will be held on Tuesday 8 May 2018 at 7.30pm. Nanette noted she will be absent (at school camp) and Katie agreed to take the May minutes. Thank you, Katie.

There being no further business, the meeting closed at 8.20pm and was followed by a group discussion on the core values.