

**MINUTES of the Ilam School PTA, Held Tuesday 12 June 2018,
Ilam Primary School Staffroom, 66 Ilam Road, Christchurch**

1. PRESENT

The meeting commenced at 7.30 pm.

Parent representatives: Kate McLeod (Chair), Inna Podolian (Treasurer), Nanette Trewinnard (Secretary), Alix Scoble, Dean Coburn (Deputy Co-Chair), Rebecca Kavanagh (Deputy Co-Chair), Zansie Maye, Nancy Godwin, Rebecca Foulds, Katie Symons

School representatives: Paul Dolan, Jo Dudley, Kate Mitchell (Ilam School Board Member)

2. APOLOGIES

Catherine Woods, Kaori Lindeman, Kerry Bird, Annabel Brodie

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting held on 8 May 2017 were accepted as a true and accurate record.

Jo/Dean

4. CORRESPONDENCE

Emails: A few emails from the school community with positive feedback about the coffee morning and SWOT.

Paper: Nil

5. FINANCE/TREASURER'S REPORT

Financial Report

Inna Podolian provided the accounts for May 2018.

- Total receipts \$589.97, mainly generated from the successful second-hand uniform sale. Thanks go to Catherine for her continued hard work on this.
- Total payments \$161.07, mainly relating to hot chocolate day set-up costs.
- Uncommitted funds as at 31 May 2018 \$6,742.38

Invoice/receipt approval

Approval was requested for hot chocolate expenses, annual return fees, mistaken payment and disco expenses.

Approval of payments and of the financial statement: *Alix/Rebecca Foulds*

Annual return

Inna has prepared this and it is ready to submit, thank you Inna.

6. PAST EVENTS

Hot chocolate

- Event went very smoothly. Well done Kate Mitchell and Rebecca Foulds for organising and a big thank you to all the volunteers. It was great to see so many new people helping. The Committee would like to acknowledge Gordon's help with the set-up too. Approximately a quarter of the children brought keep cups and the rubbish was managed better this time. Kate Mitchell would like to thank Rochelle Graham for leaving such detailed instructions; this was super helpful in terms of smooth operation.
- In preparation for the hot chocolate day, Kate Mitchell and Dean approached several organisations for donations. The PTA is very grateful to New World Ilam for a voucher and to Countdown Avonhead and Countdown Church Corner for milk donations. Ilam parent, Mr Naresh, liaised with Anchor Canterbury on our behalf and they have kindly agreed to provide all the milk required for future events. An Anchor sign will be displayed at future events. Dean agreed to prepare a letter on behalf of the PTA to thank the donors and Naresh's dairy and to explain use of PTA funds. We now have sufficient milk to run a third event which will take place on Friday 3 August.

Monthly coffee drop in.

- The first coffee morning was held on 6 June and was a fun gathering. This is purely a social gathering and a chance to get to know other parents. Thank you to those who volunteered to help set up, serve, bake and mingle.
- Future dates for the year are: 4 July, 1, 15 & 29 August, 12 & 26 September, 24 October, 7 & 21 November, 5 December.

7. PRESENT INITIATIVES

Drink bottles

- The PTA has received several complaints about cracked and broken bottles. Kate McLeod will contact the manufacturer regarding returning the remainder.

Wraps

- This sale is complete now.

Website update and PTA brochure content.

- A new photo has been taken ready for the website and Kate shared a draft of the new brochure which was positively received.

8. FUTURE EVENTS

Ice skating

- Nancy reported that the advertising needs to go out soon so people can save the date. The date has been in the PTA section of the newsletter and Kate will now begin the adverts on Facebook.
- Nancy raised the issue that reconciling bookings and payments last year was problematic. Kate suggested the PTA uses Kindo and briefly outlined pros and cons. The Committee agreed this appears to be a well-thought out solution to managing fundraising orders, tickets and event planning. Agreed to trial for ice-skating event.
- Nancy agreed to have a sub-committee meet because there is no July PTA meeting. Nanette and Kate McLeod will attend. Planning going well.

Gardening sub-committee

- At the last meeting, Nigel Marsh (R1 teacher) mentioned the Friday morning gardening group. Kate McLeod suggested the PTA supports this and gets more actively involved

in gardening. Jo mentioned there are several other gardening/enviro groups. Jo to pass days/times to Kate.

PTA initiatives brainstorming session

- Parked until next meeting.

9. GENERAL/NEW BUSINESS

Kindo/online ordering system

- Covered earlier in the meeting.

Fundraising conference

- Kate McLeod attended the Exult not-for-profit conference which focused on sustainable funding and is motivated to connect into other revenue streams. Key points covered included:
 - Enterprise, building connections with business
 - Encouraging donations
 - Grants, e.g. working with the Board on joint applications
 - Sponsorship, such as milk for the hot choc sale that is in place.
 - Fundraising.

Art calendars

- Nanette is now studying as well as working and can no longer carry this. Rebecca F has agreed to take this on with a second person. Possibly Rebecca K.

Chess tables

- Nanette requested the PTA considers funding new trestle tables for the Chess Club (approximately \$40-50 each). The old wooden ones in the hall are broken and unsafe to use and the Chess Club is extremely popular with approximately 75 children attending. The Committee approved and Paul agreed to progress.

New suggestions

- Katie Symons - told the group about a previous fundraiser with which she had been involved called an auction of promises. This raised a significant amount of money. The group was interested. Zansie noted that she has observed auction 'fatigue' at a few recent fundraising events. It was highlighted that we could have a wide range of items/experiences at different price points to ensure all parents can enjoy being involved. Experiences seem to be of more interest than objects at auctions at the moment.
- The group discussed options around having an event like this but incorporating food. How can we include/represent the international community better?

10. NEXT PTA MEETING

The next PTA meeting will be held on Tuesday 14 August 2018 at 7.30pm.

There being no further business, the meeting closed at 8.50pm.