

**MINUTES of the Ilam School PTA, Held Tuesday 13 March 2018,
Ilam Primary School Staffroom, 66 Ilam Road, Christchurch**

1. PRESENT

The meeting commenced at 7.30 pm and was chaired by Paul Dolan.

Parent reps: Kate McLeod, Rebecca Foulds, Dean Coburn, Alix van Amelsfort, Nancy Godwin, Nanette Trewinnard (Secretary), Inna Podolian (Treasurer), Rebecca Kavanagh

School reps: Paul Dolan, Jo Dudley, Liz Martyn (Ilam School Board Member)

2. APOLOGIES

Kaori Lindeman, Annabel Brodie, Farah Khosravi, Rachel Baggaley, Catherine Woods, Kate Mitchell, Nicky Frisby

3. MINUTES FROM THE PREVIOUS MEETING

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

Rebecca Foulds/Dean Coburn

4. PTA CHAIR VACANCY

Rebecca Foulds nominated Kate McLeod.

Move that Kate is appointed Chairperson.

Approved by the Committee

Kate introduced herself to the Committee and was welcomed aboard. Committee members noted how much we are looking forward to getting to know Kate and how appreciative we are of her time and commitment to the PTA.

The Committee has decided to create a Deputy Chair role to support Kate in her role as Chair.

Alix nominated Rebecca Kavanagh and Dean Coburn as Co-Deputy Chairs.

Approved by the Committee

The group noted its appreciation of the contribution Rebecca and Dean have already given and look forward to having them on board in these new roles.

5. CORRESPONDENCE

Emails: Lots of email communication regarding Gerry's wraps and fundraising requests, including Entertainment Books.

Paper: Fundraising request from portrait photographer, advertising from an audit company and several beautiful cards handmade by Ilam children for the volunteers at the Family Fun Night. The Committee really enjoyed reading the children's messages. Thank you to Belinda Kennedy for arranging this.

6. FINANCE/TREASURER'S REPORT

Financial Report

Inna Podolian provided the accounts for February 2018.

Total receipts \$2,729.72

Total payments \$4,005.42

Uncommitted funds at 28 February 2018 \$12,464.83

Invoice/receipt approval

Approval was requested for payments totalling \$4,097.19, relating mainly to the Family Fun Night.

Approval of payments and of the financial statement:

Jo Dudley/Nanette Trewinnard

Bank signatories

It was agreed that Kate McLeod (Chairperson), Dean Coburn and Rebecca Kavanagh (Co-Deputy Chairs) be added as bank signatories and that Rebecca Foulds, Kate Mitchell and Catherine Woods be removed. Inna will arrange an appointment at the bank.

7. FUNDRAISING AND PTA EVENTS

- Family Fun Night Review
Nancy organised reflection and comments from people involved, collated responses and provided a detailed report. Overall, it was a great success. Nancy will update the Google Drive with recommendations/suggestions. Paul noted that it's important to bear in mind the informal nature of the night when considering changes.
- Second hand uniform sales - nothing to report this month.
- New families morning tea - often only a handful of parents come and Rebecca Foulds asked whether this needs to be reviewed. What are the best ways to welcome new parents and let them know about the PTA? Kate has been reflecting on some alternatives. Paul noted that the new entrant party is well-attended and perhaps the morning tea could be promoted then. A work in progress.
Kate noted that when events are published it would be helpful to add a sentence about who is invited/welcome to particular events like assemblies, Board meetings, etc.
- Disco - Rebecca Kavanagh reported that the sub-committee has met and the hall is booked for 6 April. Theme is *Sparkle and Glow* and next meeting is on 19 March. Sean is booked again as DJ. Being mindful of the environmental care goals, the Committee would prefer not to provide water and plastic cups this year. Children could use the middle school drinking fountain (in sight of hall) and drink bottles will be sold. Children could bring own named drink bottles. The freezer is currently full and some room would be useful. Paul to investigate and Liz might be able to help with freezer space on a temporary basis.
- Drink Bottles - Rachel emailed a report noting that 87 bottles have been sold, 3 have been returned cracked and one smashed. Rachel exploring with company. If this is a larger

problem, then we will need to address this with the supplier. To be further discussed next month. Any problems with leaks, press the little valve down.

- Gerry's wraps - Rebecca Foulds reported about 20 orders to date with more advertising about to happen.
- Entertainment books - do we want to continue this year? Committee decided not this year.

8. FUTURE EVENTS

- Fundraising 2018 - bring ideas for key fundraiser to next meeting please. And/or a mini meeting beforehand - Kate, Nanette and Rebecca keen - others welcome.
- Ice Skating - Nancy reported that this has been booked for 19/8/18 at 4.30-6.30pm. This will be the first time in 3rd term. Jo asked can Renata please be given these details to go on school events calendar. Nancy to do.
- Hot chocolate mornings - potential dates discussed. Paul to get back to Rebecca re dates. Agreed to go for two mornings again. Rebecca Foulds and Kate Mitchell to lead.
- Possibility of PTA/Board working together to investigate alternative sources of funding such as grants suggested.

9. GENERAL/NEW BUSINESS

- Baking roster - not needed
- Supper roster- please email Nanette at pta@ilam.school.nz to volunteer
- Updated wishlist from school - Paul gave out the updated list. This was discussed and the Committee approved the following purchases:

STEAM science resources,

Guillotine for administration

House captain T-shirts

Laptops/iPads

Bean bag chairs and class mats for 4 junior classes

Total: \$6,899 To go in Newsletter (Paul)

10. NEXT PTA MEETING

The next PTA meeting will be held on Tuesday 10 April 2018 at 7.30pm.

There being no further business, the meeting closed at 9.00pm.