

**Minutes of the Ilam School PTA, Held Tuesday 9 April 2019
Ilam Primary School Staffroom, 66 Ilam Road, Christchurch**

1. PRESENT

The meeting commenced at 7.30 pm.

Parent representatives: Dean Coburn (Co-Deputy Chair), Nancy Godwin, Rebecca Kavanagh (Co-Deputy Chair), Zansie Maye (Chair for this meeting) Katie Symons, Digby Symons (Treasurer), Parisa Tadi, Nanette Trewinnard (Secretary).

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

2. APOLOGIES

Rebecca Foulds, Kate McLeod.

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting held on 12 March 2019 were accepted as a true and accurate record.

Jo Dudley/Kate Mitchell

Matters arising: Nil

4. PTA CHAIR VACANCY/COMMUNICATIONS

- Zansie did a wonderful job last month and will brief the next rolling chair.
- Zansie noted that it would be really helpful to have a Communications Officer role on the committee.
- Paul suggested that the PTA section of the newsletter this week should have an appeal for someone to volunteer as a Communications Officer. Rebecca K suggested noting the time commitment involved (1- 2 hours/week maximum). Parisa offered to be the back-up if no new people come forward.
- Katie S agreed to be rolling chair for next month.

5. CORRESPONDENCE

Emails: Kindo needs to be looked at/renewed. Nancy agreed to look at this. Information from Kidscan about a fun run, email from Mick Withers thanking everyone for their response in March, volunteering emails for the disco.

Paper: Sample art calendar.

6. FINANCE/TREASURER'S REPORT

Financial Report

Digby Symons provided the accounts for March 2019.

- Total receipts for March 2019 \$0.97

- Total payments for March 2019 \$406.26
- Uncommitted funds as at 31 March 2019 \$11,527.64

Financial details of the disco will be included in next month's report but the projected profit is approximately \$1800.

Rebecca K asked Digby to write a cheque for glow bling refund.

Approval of financial statement:

Nanette Trewinnard/Kate Mitchell

Invoices/receipts for approval

- Koha for disco DJ \$50. Thank you to Lizzie who did a great job on the night.

Approval of payments:

Nancy Godwin/Zansie Maye

7. CURRENT FUNDRAISING AND PTA EVENTS:

Disco

- Alix has prepared a report (to be attached to the minutes) of the event. It was a great success. Thank you to Alix, Rebecca K, Dean and all the disco volunteers for all their hard work making this disco such a fun event for the children. For future discos, we need to ensure two people share the responsibility for counting the money.
- Any behaviour-related incidents at PTA events need to be notified to the school and the perpetrator must be asked to leave with parents. Jo noted this should be included in the future RAMS.
- Jo agreed to send us a RAMS form in advance of ice-skating.
- Digby asked about whether we should re-consider selling glow-bling because of the environmental impact. Zansie agreed and shared that some parents also highlighted this at the disco. The PTA is open to other ideas - any parents with alternative suggestions, please email us at pta@ilam.school.nz.
- Next disco - Halloween was suggested as a theme but parent feedback indicated this may not be appropriate. Perhaps it could be called Scary Night Disco or Freaky Friday or similar - disco sub-committee to discuss further.
- The next disco will be the final one organised by Alix, Dean and Rebecca. We need volunteers to be on the disco sub-committee going forward. Ideal to have people coming forward now to learn 'on the job' for the September event which will be held on Friday 13 September.

Second-hand uniforms

- The next sale will take place on Friday 3 May, 8.30-9.00am
- Uniform sort out - Dean to co-ordinate the lost property and Paul to highlight in the newsletter.

- After this uniform sale, we will have the first coffee morning of the year (see more details below).

Art Calendars

- Nanette reported that Rebecca Foulds has this in hand and is working with Julia Hinman. We looked at a sample - all good.

Ilam's World Famous International food festival

- Zansie reported that Kate Mitchell and Marlene worked on a Google survey to go out to families giving information about the event and options for volunteering/supporting the event.
- Parisa highlighted that it might be beneficial to get the form translated into different languages. Zansie and Kate noted that they plan to discuss with Kirsten as a next step. Jo suggested that initially the newsletter component could be translated and Katie suggested the title could be translated. Paul suggested Zansie attends the next school meeting with the Chinese community and the Korean community for a face-to-face discussion.

8. FUTURE EVENTS

Ice-skating 16/6/19

- Sub-committee required - Nancy, Nanette and at least one other person needed. If you are interested, please email pta@ilam.school.nz.
- Deposit already paid, thanks Digby.
- Kate McLeod has kindly offered to do the advertising posters for this or other events, with a week's advance notice.

Coffee mornings

- Annabel will lead this with Katie and another Ilam parent. Dates have been set and are advertised on the PTA noticeboards. Paul offered the school's coffee and milk - Annabel/Katie to please let the office staff know beforehand.

9. GENERAL/NEW BUSINESS

- School wishlist. Paul presented the draft wishlist for consideration. The priority items are:
 - Netball uniforms Y3/4
 - Representative jackets
 - Warm jackets for staff coaching winter sports
- These are the top three items on the wishlist and the Committee felt that these can be approved now, leaving enough of a buffer to run future events.

Move that these items are approved: Zansie Maye

Seconded: Nanette Trewinnard

10. NEXT PTA MEETING

The next PTA meeting will be held on Tuesday 14 May 2019 at 7.30pm in the staffroom. Supper volunteer: Zansie Maye

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