

**Minutes of the Ilam School PTA, Held Tuesday 12 February 2019**  
**Ilam Primary School Staffroom, 66 Ilam Road, Christchurch**

**1. PRESENT**

The meeting commenced at 7.25 pm.

Parent representatives: Annabel Brodie, Dean Coburn (Co-Deputy Chair) and chair for this meeting, Nancy Godwin, Rebecca Kavanagh (Co-Deputy Chair), Kate McLeod, Zansie Maye, Kate Mitchell, Digby Symons (Treasurer), Parisa Tadi, Nanette Trewinnard (Secretary), Catherine Woods

School representatives: Paul Dolan, Jo Dudley

**2. APOLOGIES**

Inna Podolian, Katie Symons, Rebecca Foulds

**3. MINUTES FROM THE PREVIOUS MEETING**

The minutes of the meeting held on 12 December 2018 were accepted as a true and accurate record.

*Nanette Trewinnard/Zansie Maye*

**4. CORRESPONDENCE**

Emails: General PTA event volunteering emails, email from the Charities Commission (see below).

Paper: Letter from City Mission thanking us for the Christmas donations.

**5. FINANCE/TREASURER'S REPORT**

Financial Report

Digby Symons provided the accounts for January 2019.

- Total receipts for January \$675.97 (second-hand uniforms)
- Total payments for January \$0
- Uncommitted funds as at 31 January \$12,107.62

Digby has an invoice for the bouncy castles (Family Fun Night) and will check with Inna whether this has been paid.

*Approval of financial statement:*

*Dean Coburn/Kate Mitchell*

Invoices/receipts for approval

- Payment of cash float (up to \$300) for the Family Fun Night

*Approval of payments:*

Dean Coburn/Nanette Trewinnard

Kate McLeod noted receipt of an email from the Charities Commission informing us that the financial year for Ilam School PTA ended on 31 December 2018. The annual return is therefore due before 30 June 2019.

Digby and Kate to meet at the bank to add Digby as a signatory.

## 6. FUTURE EVENTS

### Family Fun Night

- *Date set for **Friday 22 February***

Sub-committee of Nancy, Kate McLeod, Dean and Nanette have been meeting and progressing. Nancy reported on organisation so far.

All entertainers booked, coffee cart booked, new Indian restaurant is talking to Nancy about potential buffet depending on numbers, Nancy to organise advertising. Food ordered -Hellers are supporting with sausages (thank you to Steve and Ginny Allison for this), we will buy veggie sausages. Picnics will still be promoted. Dean doing ice-creams. Tim Price donating fruit again -thank you, Tim.

- Volunteers required- on the night in various roles and the day before for fruit skewers (please email [pta@ilam.school.nz](mailto:pta@ilam.school.nz) if you can help).
- Another email to come out requesting volunteers (Kate McLeod, via Marlene).
- New station - the Ilam School Board will have a table set-up to give information about the school re-build.
- Need to mention cash only on advertising.
- Newsletter details to Marlene tomorrow (Kate McLeod).
- Facebook posts can go daily from now (Paul/Nancy, via Marlene).
- Thank you to Kate McLeod for the gorgeous event posters. Nancy to put them up around the school.

### Second-hand uniform sale

- Catherine has written up the instructions for this role now and they are saved in the PTA Google Drive. A second volunteer is need for this going forward. Please email [pta@ilam.school.nz](mailto:pta@ilam.school.nz) if you are interested in helping.

### Cultural week/Flagathon

- It was decided that the Flagathon might fit better with a future food/culture evening. Nanette noted that it's not a long enough time frame to manage the event given the workload of the family fun night and it is not ideal to ask the community for sponsorship in term 1.

### **Potential events for 2019:**

Dean reiterated that we need minimum 3 volunteers for each event to go ahead.

### Ilam Community Coffee Mornings

- Kate McLeod and Nanette can no longer run this. Annabel offered to continue this. Anyone keen to help please let us know.

### Disco

- Alix Scoble will lead the disco committee going forward, Rebecca and Dean will still be working on this event. Alix can no longer come to Ilam meetings because they clash with Cobham PTA. Dean suggested changing disco timing to fit with Halloween. Need to consider potential timing of the cultural food event but general agreement.

#### Art Calendars

- Rebecca Foulds and Rebecca Kavanagh doing this.

#### Ice-Skating

- Agreed to wait to see decision on dates for cultural food event before confirming this event.

#### Hot Chocolate Mornings

- Rebecca Foulds and Kate Mitchell to do this.

#### Quiz

- Agreed to consider doing every second year, alternating with the cultural food event.

#### School events the PTA usually supports

- Mihi Whakatau (thanks to those who baked and served last week). The next one will be in T3.
- New entrant party - information giving/awareness raising.
- Matariki - provision of food and serving of coffee/tea.

## **7. GENERAL/NEW BUSINESS**

Zansie suggested a cultural event such as an international food festival or fair would be a great opportunity. It could be the main fundraiser for the year. Zansie is offering to lead this. The Flagathon could be incorporated if desired. Concept is focusing on one larger fund-raising event rather than lots of small ones throughout the year.

- Parisa, Kate Mcleod, Kate Mitchell, Nanette to form a sub-committee to develop the idea. Anyone else interested is very welcome!
- Paul and Jo to look at a space in the school calendar that would suit, perhaps in September.

Parisa noted the PTA in other cultures can be quite different. The concept of the PTA being free and open to any parent and that volunteering is encouraged may not be really known among all cultures. How can we communicate this better?

## **8. NEXT PTA MEETING**

The next PTA meeting will be held on Tuesday 12th March 2019 at 7.30pm in the staffroom.

There being no further business, the meeting closed at 8.45pm.