

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

**1. PRESENT**

The meeting commenced at 7.30 pm.

Parent representatives: Annabel Brodie, Nancy Godwin, Rebecca Kavanagh (Co-Deputy Chair) and chair for this meeting, Zansie Maye, Kate Mitchell, Digby Symons (Treasurer), Katie Symons, Nanette Trewinnard (Secretary)

School representatives: Jo Dudley

**2. APOLOGIES**

Rebecca Foulds, Dean Coburn, Paul Dolan

**3. MINUTES FROM THE PREVIOUS MEETING**

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

*Kate Mitchell/Jo Dudley*

**4. MATTERS ARISING**

Bank account - Nick O'Neill is the PTA's Business Banking Manager. A copy of his card has been filed in the finance folder in the PTA Google Drive.

Digby reported that all the banking processes such as signatories are now up-to-date.

**5. PTA CHAIR VACANCY/COMMUNICATIONS**

There have been no nominations for Chair. Nanette and Nancy prepared a list of some of the Chair's key roles that we need to address going forward. The following was agreed:

- Chairing the meeting, preparing the agenda, answering emails and newsletter - it was agreed to have a rotating chair until a permanent Chair is found. Zansie Maye agreed to be the first to try this. Nanette will meet with Zansie to give passwords, etc and a 'tour' of the PTA Google drive.
- Calendar - We need a physical calendar of scheduled events. Katie agreed to look at this.
- Newsletter - The lead people for each event need to prepare the 'blurb' that they wish to be included in the school newsletter and add to the google file <https://drive.google.com/drive/folders/1aInNWG4WZEr-oGG7fYUKzDsli8JsWOB?usp=sharing> in time for it to go to Marlene. The newsletter is every second Thursday and Marlene would need it a couple of days before.
- New parent morning tea - Katie to connect with Anna about how our input could happen. Brochure or sign up sheet would be helpful.

## **5. CORRESPONDENCE**

Emails: organisation and thanks relating to the Family Fun Night, newsletter from the Charities Commission (Nanette to forward to Digby), funding request from Cholmondeley House (passed to Jo to consider for the School Council), information from Alix regarding the disco to go in the newsletter, Nancy regarding organising ice-skating and contact from the Kindo representative looking for a new PTA person to connect with.

Paper: Nil

## **6. FINANCE/TREASURER'S REPORT**

### Financial Report

Digby Symons provided the accounts for February 2019.

- Total receipts for February 2019 \$1,378.38 (mainly Family Fun Night)
- Total payments for February 2019 \$1,609.33
- Uncommitted funds as at 28 February 2019 \$11,876.67

Approval of financial statement:

*Kate Mitchell/Rebecca Kavanagh*

### Invoices/receipts for approval

- Payment of cash float for disco \$660 (in specific denominations)
- Reimbursement of Family Fun Night expenses \$56.26 to Nancy
- Payment of deposit of \$350 to secure the ice-skating booking

Approval of payments:

*Kate Mitchell/Rebecca Kavanagh*

For future events - the committee was reminded that if you are organising an event then approval should be sought before event for costs in principle such as for an entertainer or a venue deposit eg. payments up to \$xx.

## **7. CURRENT FUNDRAISING AND PTA EVENTS:**

### Family fun night review

Nancy prepared and presented a report (attached). The event was a great success. Nancy's report gives thanks to the volunteers, details of successes and recommendations for future events. Thank you, Nancy!

### Second-hand uniforms

Nanette to contact Catherine to update on communications.

### Art Calendars

Rebecca Foulds has this in hand and has ordered samples. One potential is Kids Art Works. This company has an online ordering process which would really reduce the workload on volunteers.

### Disco (5/4/19)

Alix, Rebecca Kavanagh and Dean have this in hand. The theme is set and Nanette has sent a volunteer request email. A DJ is still required.

## **8. FUTURE EVENTS**

### Ice-skating

Nancy is leading this event and reported that the date has been set for 16 June 2019 (agreed with school office). Alpine Ice sent an email noting that it's a pleasure to have Ilam School. Their minimum fee is now \$750 giving a potential profit of approximately \$6.50-7.50 per ticket sold. Agreed to go ahead and for the creation of a sub-committee to be an item on the April agenda.

### International food festival

Zansie reported that the sub-committee has had an initial meeting and the event will be held on 20 September. Zansie has prepared a short survey to gauge community interest. Zansie to share this with Jo and then Kirsten for translation.

### Coffee mornings

Annabel will lead this with Katie and another Ilam parent. Annabel and Katie to meet to book in some dates and arrange supplies.

## **9. GENERAL/NEW BUSINESS**

None

## **10. NEXT PTA MEETING**

The next PTA meeting will be held on Tuesday 9 April 2019 at 7.30pm in the staffroom. Supper volunteer: Kate McLeod

There being no further business, the meeting closed at 8.40.