

**Minutes of the Ilam School PTA, Held Tuesday 11th June 2019
Ilam Primary School Staffroom, 66 Ilam Road, Christchurch**

1. PRESENT

The meeting commenced at 7.30pm with a welcome led by Laura.

Parent representatives: Dean Coburn (Chair for this meeting), Rebecca Foulds, Nancy Godwin, Laura Mihaere, Rebecca Kavanagh, Digby Symons (Treasurer), Katie Symons (Secretary for this meeting)

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

We welcomed new members: Tahnee Wendt (communications officer), Zahra Emamzadeh and Bernard Delrey

2. APOLOGIES

Nanette Trewinnard (Secretary), Annabel Brodie

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting held on 14th May 2019 were accepted as a true and accurate record.

Approved by: Dean Coburn /Rebecca Foulds

Matters arising:

- RAMS for ice-skating – completed by Nanette and Jo Dudley. PD advised that no RAMS is required for hot chocolate mornings.
- Second key for PTA box – following a discussion it was decided that as the box was no longer used by parents for cash payments or correspondence, it was no longer required. Paul will confirm with Renata and office staff, Digby will clear it out, and then Dean will remove it from the wall. The petty cash float will be kept in the office/safe.
- PTA minutes on school website - this has been done, thank you Marlene.
- Meals in support of Marlene's family – Kate reported that a number of people have offered to help in this way and Marlene has thanked us for this support. Jo reported that frozen meals or other food (baking etc, no pork) should be brought in to school on Mondays.

4. PTA CHAIR VACANCY

Thank you to Dean for being the June rolling chair. Dean offered to continue in the role for the rest of the year. Rebecca proposed Dean as the 2019 chair, Katie seconded. All were in favour. Dean Coburn was duly elected chair.

5. CORRESPONDENCE

Presented by Tahnee, the new communications officer. It was agreed that Tahnee has already been doing a great job at keeping on top of communications.

Emails:

- Tweets/facebook updates. Jo Dudley will change the facebook settings so that when they are public they automatically go through to Twitter.
- Kindo remittances: these have been forwarded on to Nancy and Digby as required.
- Volunteer Canterbury update: information on upcoming free courses in Christchurch (details of the course for new chairs passed onto Dean!)

6. FINANCE/TREASURER'S REPORT

Financial Report

Digby Symons provided the accounts for May 2019.

- *Total receipts for May 2019 \$942.13*
- *Total payments for May 2019 \$190.12*
- *Uncommitted funds as at 31 May 2019 \$5579.17*

Approval of financial statement: Kate Mitchell/Rebecca Foulds

7. CURRENT FUNDRAISING AND PTA EVENTS

Hot chocolate mornings

- Friday 7th June had to be cancelled due to lack of volunteers. We had 8 people volunteer, but need 16, for time slots of 30min each. Next dates are 2/8 and 30/8.
- We won't reschedule one for term 2. An email was sent to Friends of the PTA list on May 15th, requesting volunteers: next time we could resend to this list closer to the date.

International Food Festival: Kate presented an update on progress she and Zansie have been making on this:

- We have received lots of offers of food preparation, donations, baking, and \$340 in donations from local businesses for ingredients.
- Help will be required for specific tasks/roles, such as advertising. This will be advised to the PTA in the near future via a schedule.
- Aiming for \$10,000 total to be raised. Tickets around \$10 to be sold in advance, and families pledge to bring other people along.

We have had lots of support from the teaching staff and children, and it is a positive change to have a joint fundraising event between the parent and staff communities.

8. FUTURE EVENTS

Ice-skating: Sunday 16th June

- Ticket sales are worryingly low at this stage, only 25 (we need ~100 to break even and have already paid the deposit so can't cancel). Perhaps Kindo is offputting? We don't want to go back to paying online as reconciling orders and payments is too time consuming. Perhaps in future for similar events we should have a morning at school where tickets can be available for purchase, either with cash or by Kindo (to coincide with a coffee or hot chocolate morning).
- Jo to do another facebook post tomorrow.
- Nancy advised that we have 4 volunteers, which is enough.

Art Calendars

- Rebecca Foulds reported that this is under control.

Matariki event - Wed 26th June

- Laura has been working with staff and children on the waiata for this.
- Paul will confirm what help with refreshments is required from the PTA.
- Same day as the next scheduled coffee morning – Katie advised this should be ok.

9. GENERAL/NEW BUSINESS

- Eyzylunch: Paul will contact Roydvale to find their experience. Katie questioned the extent of the monetary benefit to the PTA as it seemed to a direct payment system from parents. Bernard raised an alternative scheme called "eat my lunch".
- Paul presented the new netball uniforms and winter jackets for staff at sporting events, both purchased with PTA funds and very much appreciated by the school.
- Communications: Marlene is now working at home 3 days/wk, therefore all communication is to go to her as usual.
- The popcorn machine has broken (for the second time). Dean will investigate options for a new one. The PTA moved to spend up to \$300 on this.
- Approved by: *Jo Dudley/Rebecca Foulds*

10. NEXT PTA MEETING

- Nanette will return as secretary for the August meeting.
- The next PTA meeting will be held on Tuesday 13 August 2019 at 7.30pm in the staffroom. Supper volunteer: Katie and Digby
- There being no further business, the meeting closed at 8.45pm with a karakia led by Laura.