

**Woodstock School
Minutes of PTA General Meeting
Monday 9 April 2018**

Start Time: 7pm

Present: Kirsty Cathcart, Jane Conlon, Becky Tebbutt, Courtenay Paul, Tammy Leaf-Wright, Arna Stevenson, Kym Lenihan, Maree Lewis, Brigitta Warren, Leianne Nordstrom, Bronwyn Nicholas, Belinda Blackmore, Claire Blomfield, Amy Bennett, Leigh McGeady, Susi Marinkovich

Apologies: Mary Lamberton, Jenny Mills, Abigail Owen, Debbie Trower, Renee Beere, Chris_Read, Tracey Wickham

Minutes of the last General Meeting:
Emailed 6/4/18

Matters Arising from those minutes:

Trillian lodged

Note how much contributed for boards

Only \$250 for the soccergoals not \$3000 as

- Just letting you know that the grant for the goals has been put through to NZCT (\$250 contribution from PTA, not \$3000 as per last meeting as final goals decided on were much cheaper than originals).
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- The grant for interactive panels to Trillian is still waiting on a couple of documents to be attached but the body of the application is done so as soon as they come through I will attach to complete. Probably prior to PTA meeting. All done – has gone in Jo Park on behalf of Mary.

Chairperson Report
Emailed 6/4/18

Leianne//Tammy

Treasurers Report
Emailed 8/4/18

Courtenay/Leigh

Principals Report
Emailed 8/4/18

Jane/Brigitta

Correspondence:

Add info for fundraiser ideas that has been emailed to me to the minutes and send out as ideas if anyone wants to know more.

General Business:

Hot Cross Buns – Lots of great help and went really smoothly. \$699 profit.

- Took the crates with buns in so they didn't get squashed.
- Bakery was happy to do that now, return them that day.
- Lots of helpers to sort back at school, 45mins to deliver to class rooms.
- Add to notes that the money needs to stay at school till payment on the Thursday rather than go out with one of the helpers overnight (in case its lost).

How to deal with money from fundraisers – New notes being handed out about it.

1. if your purchasing anything personally – please take photo on your phone of the receipt and txt or email it straight to treasurer and then hand over physical receipt as well. Then you can be reimbursed – only once all these things have happened. The photo can be uploaded straight to xero. Have to receive your claim within 2 weeks of the event happening.
2. Best possible system is treasurer receives an invoice and PTA account pays it direct. So ask if that can happen first.
3. Try and keep it to a minimum amount of people purchasing on their own card and being reimbursed.
4. Very important to bank all money and pay for invoices out of PTA account and reimburse people out of pta account not from cash taken in.

Money raised for school projects from PTA – If PTA commits an amount of money it needs to pay this to the school within the school year. Board/school is ending up funding projects that PTA has said it will cover.

Also PTA shouldn't sit on a lot of money, if additional funds raised we should go to the board/school and see how this can be used.

Christmas in the park – Organise leavers and final assembly dates in terms 3 so look at this again in term 3. TBC

Major fundraiser – Ideas....

Cookbook idea – kids cookbook for next year and can have big learning aligned with it in term 1 or 2 so have term 3 to collate and 4 to sell.

Have done monster garage sale 2017, luxury raffle 2016, gala 2015, quiz night 2014..

Kids general knowledge-athon (instead of spellathon & mathsathon) – Claire B offered to organise it to tie it into an adults quiz night. (Could be a question a week that they need to research and then they could culminate at the end in a quiz.) Who wants to be a millionaire, The Chase

Could be broken into houses, kids, adults \$10 entry cost and buzzer (Leianne)

Proposed date 2 Nov – Quiz night, silent auction, auction night. Kids thing week 9, collect money by week 10 for end of term. 17th – 21st Sept.
Need to organise team to put it together and what needs to be booked – Auctioneer, quiz master, items to auction, venue, alcohol, set up, theme etc.

Disco - Leianne can do it with a team. Book DJ Matt for a Thursday as better price. August 9th or 23rd Leianne to work date out with DJ and then put team together at next meeting.

Kids will choose theme closer to the time (pick out of 3) so easy dress up for families as not a huge cost.

Tickets can be done in Kindo. PTA needs to a supplier. We need to talk to Janeen and Claire about setting up PTA in Kindo. 2.5% fee to be added.

This year school theme is Celebration and cultural diversity so could tie into Disco theme.

Hellers – Courtenay to get info from Kaelee re this.

Tiptop – Jane to ask Renee and look in folder to see how we get this?

Oxford Pies – Courtenay has organised date 26th June and now need team. Leigh, Tammy & Amy. Courtenay to find out more info from Renee on how to organise.

Take them a meal – Leianne has been talking with jenny and maree – more of a need during winter months so look to start back up for term 2 & 3 2018. Do we need info to go back out about it? Kirsty has a person in her class with new twins that needs it.

Issue info out in new term, blurb run by Maree and then can send out to school to get it started again. Leianne to set roster back up so you can choose night and get txt reminder.

Xero – PTA moving onto Xero now. Craig Blomfield has sponsored that this year very kindly and thank you to go to him.

Bank feed forms signed and good to go. Another parent from school Emma will do the training with Brigitta.

Mamas Donuts – idea for end of term bake sale idea.. sell them instead on last day.

Fundraising ideas that have been sent in and suit our enviro schools position.

- **School Fun Run** – online fundraising and they provide incentives. Raise money through entry fee or sponsorship?
- **Munch litterless lunch wraps** – 20% back on sales (also have glass drink bottles, lunch boxes, re-useable iceblock tubes.
- **School Aid – Plastic free july** – Re-useable shopping bags. Bags sell for \$5- \$7 each and we make \$1.50 - \$3.50 per bag
- **Interworld Fundraising - Bliss Balls** - \$20 per box profit, 20 packs per box. Just the same as the chocolate bars but slightly healthier.. most likely to be the same issues as chocs

Next Meeting: Monday 21st May, 7pm

Meeting Closed: 8.20pm

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Jane Conlon & Becky Tebbutt
Chairperson
Woodstock PTA