

Te Totara Primary School PTA Agenda / Minutes

Tuesday 5th September 2023

Date:	5 September 2023	Time:	7:30pm
	Attendees: Kerri, Anne, Jo, Adelle, Navreet, Torfeeq, Garima		
Item	Topic	Discussion	
1	Apologies	Kerry Jurgensen, Frank, Kirsty, Donna-Marie	
2	Review of last meeting	Kerri summarised the minutes of our last meeting. Kerri moved to accept the minutes; Jo seconded.	
3	Correspondence	Bank statements are still sitting in the PTA tray.	
4	Finance	<ul style="list-style-type: none">• Nav provided treasurers report. Only deposits received are a small amount of interest and a couple of payments from Knowledge-a-thon.• A discussion was had around how to collate sponsorship money from the knowledge-a-thon to ensure kids are added to prize draw. Nav is going to download a spreadsheet from internet banking, and we will mark deposits off, ensuring all children who give sponsorship are accounted for.	
5	School report	Anne gave a school report: <ul style="list-style-type: none">• X-Challenge/cross country was held in week 4 was successful• Fairfield cluster cross country has been held and Te Totara students did our school proud• Learning Plan interviews have been completed with 84% of parents booked an interview• It's been a busy time for staffing due to a number of relief teachers being needed to be sourced, and there are several teaching position available which Anne and Jo are currently interviewing for• Budget reports are also being written at this time of year• Art exhibition is this Thursday• Anne moved her report be accepted; Kerri seconded	

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6	Past/Upcoming Events	<p>Ongoing</p> <p>Knowledge-a-thon is now underway and is due to conclude with testing in Week 9, by 15th September. Money to be returned by Wednesday 18th October.</p> <p>Kerri has been checking drop box in school office sporadically. Nav and Kerri will set up a roster to clear the box, Kerri Mon or Tues, Nav to clear Weds/Thursday after school. Kerri to clear Friday after school. School office will be asked to clear and put money in a safe place if Kerri or Nav cannot collect.</p> <p>Prizes: Decided on Paper Plus vouchers. 7 prizes (\$40 each) for 1 randomly drawn winner in each pod. 1 prize for highest sponsorship (\$50). Kerri or Nav will visit Paper Plus and purchase vouchers and be reimbursed.</p> <p>Term 4 events: DISCO Date: Friday November 10th with 3 session times as per our last disco Theme: "Out of this World" This is a continuation of the Space topic being taught in term 3. Disco Poster: Garima volunteered to create this. Kerri will send her details to be included.</p> <p>ICE BLOCK DAYS Confirmed dates as</p> <ul style="list-style-type: none"> ● Friday 24th November 2023 ● Friday 8th December 2023 <p>All events will be advertised on Facebook and in the newsletter close to the time.</p>
	General Business	<ul style="list-style-type: none"> ● Kirsty advised Kerri today that she needs to resign from the Comms role on the PTA Committee (and potentially the PTA) as she has a family issue that need her full attention at this time and in the foreseeable future. ● We spoke about pull-up TT PTA banner and decided it would be nice to have it available at the next disco. Kerri advised one sized 85x200cm ranges in price from \$150 upwards. There are various suppliers on-line so Kerri will contact a couple and get a quote. We will get 1 at this time, a second can be purchased later if needed. ● Must haves: The TTPS logo. Event proudly supported by PTA, What is the PTA, our purpose. Follow us on Facebook, PTA and TTPS.- Keep it simple and bold. Red, Green, White, Black Possibilities: STARS characters as ribbon along bottom. Parent helpers/children photo. Those present were encouraged to bring in a design to the next meeting. ● Kettle Corn, we discussed and decided it might be a good option for next winter. To keep on the radar until early 2024. ● Meeting closed at 8.15pm
	Next meeting	Wednesday 18 th October at 7.30