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| Date:  | **Wednesday 2nd August 2017** | Meeting opened at: | 7.30pm | Location: | Te Totara Primary School – Staffroom |
| Attendees:  | Vicki Jordan (VJ), Nalina Dheda (ND), Brian Sheedy (BS), Cyra Wells (CW), Jemma Campbell, (JCa), Liz Mahon (LM), Liz Gordon (LG), Rae Gunn (RG), Raewyn Oliver, |
| Apologies: | Scott Mehrtens (SM), Sian Haseltine |
| Item | **Topic** | **Discussion** | **Actions** |
| 1 | **Welcome from Deputy Chairperson** | Welcome from Liz, and a thank you for joining us tonight  |  |
| 2 | **Minutes from 2017 AGM** | * Minutes from last meeting reviewed.
* Rae moved the minutes as true and correct, Second by Nalina. Everyone else in favour.
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| 3 | **Any Correspondence to be entered?** | Four funding ideas have been received in the mail. None will be acted upon. |  |
| 4 | **Events Update - Disco** | Jemma advised that the disco organising is going well. The light toys for the disco should be here by Friday. Food has been ordered and will be picked up on 10th. Props have been made by after school. Cotton wool and speights to be picked up from New World when food order is picked up. Liz M to bring popcorn machine and cups, coin weighing machine.  |  |
| 5 | **Calendar / Plan Update** | Liz and Rae led a discussion about various options. Events were agreed and entered into the PTA calendar (distributed after the meeting to the exec). |  |
|  | **Finance Report** | Nalina reported that $80k has been placed on term deposit for 3 months. Entertainment books funds going into bank account soon. Rae moved; Vicki seconded |  |
| 6 | **School Update** | Brian spoke about future plans: the Ministry of Education have confirmed another 6 classrooms which takes role to 1,000 over next 3 years.Brian also gave an update on his recent meeting with the Ministry of Education. They are ok with the idea of a second space (covered courts) rather than extend the existing hall. |  |
| 7 | **General Business****Open Forum** | No general business. |  |
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| 10 | **Close meeting** | Meeting closed 8:15pm **Next Meeting: 27th September 2017 – 7:30pm Staff Room** |  |
| Distribution | **Te Totara PTA Facebook; Te Totara School website – PTA page.**  |
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