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| Date: | **Wednesday 10th August 2016** | Meeting opened at: | 7.30pm | Location: | Te Totara Primary School – Staffroom | |
| Attendees: | Brian Sheedy (BS), Nicky Sayers (NS), Scott Mehrtens (SM), Liz Gordon (LG), Raewyn Oliver (RO), Cyra Wells (CW), Anna Smart (AS) | | | | | |
| Apologies: | Jasmine Cobby, Vicki Jordan, Tania, Nalina Dheda, Jenni | | | | | |
| Item | **Topic** | **Discussion** | | | | **Actions** |
| 1 | Welcome from Chairperson |  | | | |  |
| 2 | Review of last meeting minutes | Minutes moved by Nicky, seconded by Anna | | | |  |
| 3 | Matters Arising | * Position agreements have been signed (for existing positions) * Will do an agreement for the new position | | | |  |
| 4 | Event co-ordinator position | Description circulated and read out. Liz Gordon nominated herself, and has taken this position | | | |  |
| 5 | New Committee Meeting | The new committee previously met to sign position agreements and discuss the new position and create the position description. Dates pencilled into calendar for the year. Minutes reported back. | | | |  |
| 6 | Finance Report | Report circulated, Nalina has talked to the bank about money going into a high interest account. In discussions PJ day raised $959 – will discuss if some is donated to the Salvation Army, It was decided that this money was for the PTA. | | | |  |
| 7 | Major Projects | Court Covers   * Court committee meeting tomorrow with Himi who we are looking to project manage which is a requirement. He will ensure all requirements are met. * Need to confirm amount of money PTA is prepared to donate to school from the current funds, with suggestion to use for the court coverings. * Discussion on how to structure thermometer. Need to know goal amount so will revisit this when final costs come in.   Motion that the intention is that all future fundraising is with the purpose that it goes towards the court covering until the project is completed. All agreed. Motion carried. | | | |  |
| 8 | Events Calendar | * PTA events calendar circulated with something every month, covering fundraising, social, link to school/parents. * Discussed a cyber safe meeting. Make it less about PTA and more of a school thing. Brian committing school funds to the $150 donation required. * Perhaps a financial literacy evening. ASB may be able to take something. Discussed a possible nutrition evening too. 7/9/2016 next meeting. Aiming for financial literacy evening. Will ask on PTA parent page for ideas. | | | |  |
| 9 | Further discussion Points | * Discussed ‘buy a brick’ idea that was raised at court cover meeting. Scott raised the idea of leasing bricks instead. Will discuss more with him as confirmed that it can happen. * Most of the money from the Gala came from raffles. Draw raffles at the end of year celebration which would be great exposure for sponsors. * Disco in October – maybe have a parent room with a BBQ and use it as a chance to recruit parents to help with the Gala etc. * Brian’s update on financial literacy, Olympics day tomorrow, traffic lights around the school being sorted. Road from the high school being brought around, rest home going in next door. | | | |  |
|  |  | **Meeting closed 8:45pm** | | | |  |
| Distribution | **Te Totara PTA Facebook; Te Totara School website – PTA page.** | | | | | |
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These minutes are confirmed as true and correct