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| Date:  | **Wednesday 12th October 2016** | Meeting opened at: | 7.30pm | Location: | Te Totara Primary School – Staffroom |
| Attendees:  | Brian Sheedy (BS), Scott Mehrtens (SM), Liz Gordon (LG), Raewyn Oliver (RO), Andrea Larsen (AL), Vicki Jordan (VJ), Nalina Dheda (ND),Jasmine Cobby (JC), Beata Zawislanska (BZ) |
| Apologies: | Anna Smart, Cyra Wells, Jennie Brook-Watt  |
| Item | **Topic** | **Discussion** | **Actions** |
| 1 | Welcome from Chairperson |   |  |
| 2 | Review of last meeting minutes | Brief discussion about the pop up PTA meeting –Getwise programme – a shame more people didn’t turn up and also bring their kids as it was a great informative meeting – something we might like to consider – an earlier time for children to attend. Brian moved the minutes to be correct and Liz second |  |
| 3 | Matters Arising | * Court cover update – committee meeting is going well the offer is now up for tender and closes on the 24th Oct. BS to liaise with Himi, and has also liaised with M.O.E as well – this is an 8 week turnaround, money is not coming out of the kids learning. Celeste is working behind the scenes on community grants. Scott suggested maybe the lions might be interested. Scott and Raewyn are on this committee so will keep everyone updated.
 | RO / SM / BS to provide future feedback |
| 4 | Discussions:**Disco** | The disco is on 28th October – theme is glitz and glamour – the disco committee met yesterday, more helpers are needed – we need to do more advertising for this. Liz is happy for people to email her. Set up will be on Thurs. 27th Oct. from 5:30pm onwards. Vicki has some ideas for decorations – need some help with moving the stage. * Lolly watches/necklaces and lolly bags will be sold this time
* Posters are to go up around the school this week, and advertising on the Facebook page. Brian said also advertising on Te Totara TV as well.
* Scott asked Brian for an up to date email list of all parents then he will do an email blast for the next few events to all parents
 | BS / SMEmails  |
| 5 | **Raffles** | We have some good prizes to raffle off at the end of year celebration – we were hoping to book Josh Emmett in for a dinner but he is too busy – he has said yes to booking in next year for 2018 prize* Looking at the possibility of a caravan hire for a prize from Liz at Leisure Line
* Andrea said we will need to look at the lottery commission re: monetary value on prizes if they are over a certain amount – the PTA focus is on experiences this time around
* Jolie will sponsor Jitterbugs dance lessons for 2 terms as a prize
* Jasmine to ask her cousin who works for Josh if she is prepared to do the dinner prize
* Rod Carpenter to do the raffle draws at Christmas Celebration in Police Uniform
* We have other prizes such as a Rotorua package – 2 nights accommodation, rainbow springs entry etc worth over $1000
* Raffle booklets are to go out towards the end of this month – this will give 6 weeks to sell them
* We are still having trouble getting return calls from New World re: the grocery grab – Scott will call again, otherwise we may look at somewhere else.
 | JC / SM / VJAs per notes |
| 6 | Gala  | 25th March 2017* Biggest issue is getting helpers for the key roles – entertainment, food, etc – these need to be sorted by the end of this year
* Discussion around having a colour run as the main event of the gala, to get the community involved and along to the gala – presell t-shirts, maybe order in bulk through direct group – possibility of different races within the colour run, e.g. teachers, under 5’s etc
* Children to still do activities within the gala – kappa haka, and dance performances etc – keep them involved.
* Liz has contacted about having rides at the gala
* Suggestion of firemen to come at the end of the colour run – (Blair Kiely is a good contact for this)
* need to get involvement from more parents and ensure all teachers/team leaders are involved for various aspects – Brian to discuss at staff meetings and we need to start promoting the gala to recruit helpers
 | LG / BS / SM |
| 7 | Salvation Army Donation | We received an acknowledgment of our contribution to the food bank, and discussed a money contribution – some people were unsure about whether the can and coin included money to go to the salvation army or whether it was for school – the amount of $250 was agreed by everyone in attendance to be donated to the salvation army. | ND/ SM |
| 8 | Financial report | * Report read by Nalina, moved by Brian, second by Raewyn
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| 9 | PTA Iceblock Day | * Friday 21st October – need to do a little more advertising for this – Scott to do an email to all parents again ASAP with updated list from Brian
 | BS/SM |
| 10 | Pop up PTA Meeting | 2nd November – Anne Fraser and Jennie Brook- Watt will be presenting on Literacy, possibly Michelle Gordon will help as well. Maybe an RSVP note to go out so we know whether we need to use the hall or the staffroom. Audience is more suited to adults this time and not children but kids welcome to attend if baby sitters are an issue. Vicki to set up a Facebook event to get the numbers – Brian to liaise with Anne and Jennie to get a blurb for marketing purposes.Next pop up meeting will be in March 2017 – net safe cyber safety presentation  | BS / VJ |
| 11 | Future Fundraising Events | * Ice block Day – 21st October
* School Disco – 28th October
* Ice block Day – 18th November
* Mufti day fundraising for the tennis court cover November 25th – sport theme
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|  |  | Meeting closed at 9pm, next meeting 2nd November  |  |
| Distribution | **At next meeting, Te Totara PTA Facebook, Te Totara School website – PTA page.**  |
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