

Te Totara Primary School PTA Meeting Agenda

Wednesday 10 September 2019

Date:	10 Sept 19	Time:	7.30pm
Location:	Te Totara Primary School – Staff Lounge		
Attendees	Shelley Bishop, Fiona, Rae, Jo Steward, Anne Fraser, Raewyn , Kerry, Moshe		
Distribution:	Te Totara PTA Facebook; Te Totara School website – PTA page.		
Item	Topic	Discussion	
1	Welcome from chairperson		
2	Review of last meeting		
3	Correspondence	ASB statements given to Rae	

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4	Events	<p>Disco:</p> <p>Rae: All the notices went out to the pod families – there are still more responses to come back. There have been a lot of helpers that have volunteered. We don't have an MC at the moment, Andy was not able to do it.</p> <p>Shelley: should we put out that we need an MC?</p> <p>Fiona: doesn't need to be official , just someone to hand out prizes</p> <p>Rae : to ask Gav if he will MC as well and have parents / teachers hand out the prizes.</p> <p>Shelley: to follow up to ask for more volunteers for the first session</p> <p>Fiona: all the food , drink are ordered . we already have the toys they are going to sell. Decorations are being made Also the Jitterbugs</p> <p>Jo : will check if Milky Way are making any decorations.</p> <p>Shelley: I have a few Frozen themed decorations if needed. Decided on the Window backdrop and to put some snowflakes up.</p> <p>Fiona: the Karate kids will be in the hall, we aren't able to lock up. Will contact Vicky to ask for lockup procedure ,</p> <p>Anne: if there's any hassled I can come across</p> <p>Fiona : setup will be from 7:30 onwards, Karate said we could arrive then.</p> <p>Rae: we all need to be here at 5:15 , as well as setup the night before , and then stay for both sessions and then clean up.</p> <p>The Art Auction:</p> <p>Rae: to advertise it a bit more on the Residents of Rototuna page, and on The Breeze. Shelley to write out a few more details for the people that don't actually read the poster.</p> <p>Af: about 12 items of art that have been donated so far.</p> <p>Fiona:</p> <p>There will be two different raffle packages. The Keg Room, New World , Rototuna Paper Plus , Sweet As Popcorn - there are also stuffed animals.</p> <p>Shelley to thank sponsors.</p> <p>Rae : going to use left over food from the disco to sell , should we give up on the idea of the doughnuts being for sale?</p> <p>Agreed to ditch doughnut idea and just use the leftover food from disco as it is non-perishable.</p> <p>Fiona: for the gold coin donation , get some bubbles and grazing platters that we can put together for people to nibble at while auction is running.</p> <p>Shelley : do a sign for the door to say what the money is going towards</p> <p>Af: afterschool care will still need to use the kitchen after school for prepping food</p> <p>Rae: As many of us as possible need to be there from 2pm to help setup platters</p>
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		<p>Fiona : will do the New World order and just needs to be picked up. Just having trouble hearing back</p> <p>Shelley and Fiona to go shopping with card from Rae so possibly don't need to hear back from them.</p> <p>Rae: will make all snacks and drinks for sale for the children \$2</p> <p>Rae: all members to wear black on the day</p> <p>Rae to talk with Michelle about how to handle money and contacting winners</p> <p>AF: teachers are willing to help with determining the winners and amounts paid.</p> <p>AF: teachers to put it out on SeeSaw closer to the time to promote it a little bit more closer to the time.</p> <p>Fiona: will see what food is left over after the disco and maybe do an additional run to gilmores if needed.</p> <p>Cheesecake Festival : Got \$90 from the festival . Still worth it as its money for jam.</p>
	Fund raising	<p>Shelley has a contact with a nursery with an easy fundraising scheme. Fiona: could be something to promote easily in Term 4. Maybe in the first week of term four newsletter Shelley: will email them and ask and maybe put it in for the last week of term 3</p> <p>Term 4: Only doing an ice block sale per month. Shelley only to advertise at the end of term for dates.</p> <p>Af: Might want to move ice block sales to earlier in the term</p> <p>Rae: 23 October, 15 November , and 13 December tentatively</p>
	Finance	<p>Term deposit has matured,</p>

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5	School report	<p>Af: the sunshade – Ian waiting on some extra quotes, in process – money is not needed to be released yet. Rae: will keep money in the cheque account for now AF: what would you like to leave in the account? Quotes are coming in around 25K , would be nice to have it done over the Christmas holidays.</p> <p>Art exhibition is a big focus at the moment in the pods</p> <p>The Keeping Ourself Safe programme was a great success with great support from Police force.</p> <p>Cross country event went well with backup day used. Cluster cross country had some good results too. Year 5 /6 school sports at Southwell coming up. There is no postponement day , it is only next Tuesday.</p> <p>Been interviewing for staff for 2020, as of today we are fully staffed for next year.</p>
6	General Business	<p>Moshe: has finally given up on access the old gmail account but it is a lost cause. will just move forward with using the new school address.</p>
7	Close Meeting/Next meeting	<p>Next meeting 23 October , Wednesday 7.30pm</p> <p>To discuss Feb 2020 Twilight Run</p>