

# Te Totara Primary School PTA Meeting Minutes

Wednesday 13 November 2019

Date:	13 November 2019	Time:	7.30pm
Location:	Te Totara Staff room		
Attendees	Rae, Fiona, Anne Fraser, Shelley, Jo Stewart, Raewyn Oliver		
Apologies	Moshe, Kerry		
<b>Item</b>	<b>Topic</b>	<b>Discussion</b>	
1	Welcome from chairperson		
2	Review of last meeting	Accepted: Rae Seconded: Anne	
3	Correspondence	Letter received from Board of Trustees thanking the PTA for all their hard work and for the donations towards the court cover, new playground and playground cover Email received from Marise reminding of deadlines for updating the school newsletter	
4	Events	Ice-block days <ul style="list-style-type: none"> <li>Will need 4 -6 parent's , from 12:15 – 1:15pm to help out with sales. Fiona to reconfirm with last time's volunteers.</li> <li>One box of mixed Chips and popcorn on sale too</li> <li>22 Nov and 13 Dec will be the next ice-blocks day</li> <li>Shelley to let the office know those days</li> <li>Stock ordered for 22 November one, more stock will be ordered once we know how many we need for the December one.</li> <li>Suggestion made by school office that parents pay for ice-blocks through Kindo, after discussion was decided that the admin overhead on the PTA to collate orders would be greater than how it currently works. Also have to pay to use Kindo service</li> </ul>	
		Disco <ul style="list-style-type: none"> <li>Term 1 2020 date is Friday 3 April - Save the planet theme. Marama pod to host</li> </ul>	
		Fun Run Twilight event <ul style="list-style-type: none"> <li>Staged event around the school grounds with obstacles and puzzles to solve around the school. Must be a minimum of one adult per team.</li> <li>Will need volunteers for jobs such as manning stations, bbq, selling snacks, each, planning and set up of course, marshalls</li> <li>Each pod could man a station (volunteer roster from each pod perhaps)</li> <li>NZ Homeloans bbq trailer has been locked in</li> <li>Coffee cart has been locked in</li> <li>Fire engine locked in</li> <li>PTA will need to meet outside of the scheduled meetings to get the organisation underway and get this promoted before year end.</li> </ul>	

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		<p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Course to be planned -Fiona to contact Ricky, Megan and Damien from Sport Waikato. Shelly keen to be involved in course outline planning</li> <li>• First aid and safety plan put together - Anne Fraser</li> <li>• Look into ticketing with Eventbrite - \$20(plus booking fees) per team of 4 - Shelley</li> <li>• Options for a big bouncy castle and how pricing works - Kerry</li> <li>• Contact Dominos re Pizza by the slice and warmer - Rae</li> <li>• Contact Mad Butcher re Sausages for sausage sizzle and do they have a bbq for hire/use? - Moshe</li> <li>• Comms plan for marketing the event, speak to Vicky to see if she can help with posters - Shelley</li> <li>• Coloured Paper wrist bands - Fiona to investigate</li> <li>• Are there any sports celebs that might be able to come - Fiona to ask her contacts or speak to Sport Waikato people</li> </ul>
5	Finance	<p>Rae: Filed financial report</p> <ul style="list-style-type: none"> <li>• Entertainment book money received</li> <li>• \$1312 from iceblock sales</li> <li>• Cheques might be being phased out – constitution to remain the same with a \$10,000 limit for online transactions</li> </ul> <p>Accepted: Fiona Seconded: Shelley</p>
6	School report	<ul style="list-style-type: none"> <li>• Consultation around the Charter, working with new BOT, staff, children, Maori community representatives</li> <li>• Pulling out themes this weekend to formulate the Charter, action plan by year to follow. Achievement, family connections, infrastructure and, wellbeing</li> <li>• Kapa-haka performances going well</li> <li>• Learning plans to go home early December</li> <li>• Last day of school year 19 December 2019</li> <li>• End of year activities all underway</li> <li>• Planning for 2020 underway</li> <li>• Playground cover ordered, 3 sail cover to cover all the playground, ETA end of January</li> <li>• 2020 – working on the school environment, gardens, seating.</li> </ul>
7	General Business	<ul style="list-style-type: none"> <li>• A PTA wrap up required for the year for the School newsletter. A lot has been achieved.</li> <li>• Thank you to Raewyn Oliver for her contributions to the school and PTA</li> </ul>
8	Close Meeting/Next meeting	<p>9.15pm closed</p> <p><b>Next meeting Wednesday 12 February 7.30pm</b></p>