

# Te Totara Primary School PTA Meeting Agenda

Wednesday 12 February 2020

Date:	12 February	Time:	7.30pm
Location:	<b>Te Totara Staff room</b>		
Attendees	Rae, Fiona, Anne , Jo , Shelley , Kerry , Jo Apologies: Moshe		
Distribution:			
<b>Item</b>	<b>Topic</b>	<b>Discussion</b>	
1	Welcome from chairperson		
2	Review of last meeting	Read by Kerry , Moved by Rae Seconded by Shelley	
3	Correspondence	Emails regarding Fun Run Emails regarding the Spike programme being updated for Te Totara School website Two bank statement from ASB	

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4	Events	<p>Fun Run:</p> <ul style="list-style-type: none"><li>• Confirm Caretakers to move the stage outside during school time so after school care can carry on</li><li>• Fun run course:</li><li>• Fiona has hay bales</li><li>• Nets still going to be sorted</li><li>• Going to buy some ping pong balls</li><li>• Egg and spoons are in the office</li><li>• Using the high jump pole for limbo</li><li>• Line up hockey sticks to replace putt putt</li></ul> <p>Spot prizes:</p> <ul style="list-style-type: none"><li>• List from Fiona to Shelley</li><li>• Kerry to pick up trailer from – needs to be here before 2:30 or after 3:30</li><li>• Prizes are looking good at the moment</li><li>• New World - will give sausages at 50% discount or may reduce it further depending on what we order</li></ul> <p>Safety Action plan:</p> <p>Anne: health and safety officer for the school – Michelle Genet , going to use the tough guy tough girl as a template. She needs an outline of the course and an outline of the activities out to her – preferably tonight.</p> <p>Raffles:</p> <p>Will do a car boot drop off / school office drop off. Shelley to put something into the newsletter. Friday the 28<sup>th</sup> day for the drop off. Shelley or Rae to do collection.</p> <p>Rae: Pod Sign up sheet</p> <p>Shelley to email poster to Anne , and Anne will make sure a bunch get printing out and put up into each classroom window.</p> <p>Tickets: Eventbrite is live, and able to be purchased – push that limited spaces are available.</p> <p>Food and drink order: Fiona, it is down on paper</p> <p>Photographer is confirmed: thank you Shelley</p> <p>MC: do need to think about lining up</p> <p>Rae: Ashley Holst will pick up the Hot Box</p> <p>Rae: first aiders are being sorted</p>
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		<p>3<sup>rd</sup> April</p> <p>Fiona: Disco: Will start discussing this next meeting to talk about theme and start getting teams together. Will discuss after fun run is over.</p> <p>Anne: should we combine Marama and Earth to double up teams and spread the responsibility</p> <p>And then Milky Way and Ra</p> <p>Theme: Save the Planet Tagline : Reduce Reuse Recycle</p> <p>Pods to do signs for recycling</p> <p>Shelley to do Poster and then get out the poster for teachers to put up on the 16 March.</p> <p>Anne: best to give teachers a heads up – we will get that information out to them this week.</p> <p>Shelley to get poster out to teachers in the week of the 24<sup>th</sup> Feb</p> <p>Rae: Gavin locked into for that Disco</p>
5	Finance	<p>Rae: two sets of reports available Financial year end was the 31 December Shelley to mention end of year account Kerry to put up reports that Rae will scan and send .</p>

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6	School report	<ul style="list-style-type: none"> <li>• Finished off 2019 – school leavers dinner was a lovely atmosphere. There was a great sense of occasion.</li> <li>• End of year concert was a great success</li> <li>• Annual year book was another lovely collection of events.</li> <li>• Next two Jodie Hanson and Maria Matters – will be new entrants teachers</li> <li>• 5 year one classes</li> <li>• 5 year 2 classes</li> <li>• 9 year 3 / 4 classes</li> <li>• 10 year 5 / 6 class</li>   <li>• Will always be balancing act with new students coming in through the year.</li> <li>• Teachers only days went well with some PD , health and wellbeing</li> <li>• Speaker from the Ministry of Education to talk about anxious children –</li> <li>• Big one on the plate at the moment is Camp, the Ngaruawahia is a fantastic facility, might try and push it out a bit further.</li> <li>• Rest of school is into the normal programmes</li> <li>• Swimming is underway and on this week – a new pool cover as been on</li> <li>• A bit of a concern over one of the shade sails and the way it is resting . Anne to possibly talk to Ian again and maybe approach the company and see about raising one of the poles to stop it from resting on the wooden poles.</li> <li>• Coronavirus fall out has been all concerning, Chinese community has been amazing.</li> </ul>
7	General Business	<p>Entertainment Books :</p> <p>Fiona: Have been in contact with them numerous times , basically all on line now. Can now buy multi city books. One I get further information we can put it out.</p> <p>Rae: Was it clear in the email that the money goes straight to the PTA</p> <p>Fiona : Yes it is</p> <p>Fiona : Something to go in the newsletter , but not this week as it is too full already.</p> <p>Rae: Push for grocery items to be at the top of the newsletter – Anne can you see to the</p> <p>Anne: Will do</p> <p>Shelley : Fundraising going towards?</p> <p>Fiona: More outdoor furniture for the children</p>
8	Close Meeting/Next meeting	<p>8:50pm</p> <p>Fun Run Meeting 26<sup>th</sup> Feb</p> <p>Next General Meeting : 18 March 2020 , after that : 6<sup>th</sup> May 2020</p> <p>Agenda for next meeting : Set AGM</p> <p>Disco</p>