

Te Totara Primary School PTA Meeting Agenda

Wednesday 6 May 2020

Date:	6 May 2020	Time:	7.30pm
Location:	Online meeting: Covid 19 Shutdown		
Attendees	Rae Gunn, Fiona Hurst, Anne Frasier, Shelley Bishop , Kerry Jurgensen , Moshe Malal Apologies from Jo Stewart		
Distribution:			
Item	Topic	Discussion	
1	Welcome from chairperson	Welcome to everyone	
2	Review of last meeting	Fiona read out last minutes Rae passed Shelley seconded	
3	Correspondence	Nothing of note	
4	Events	<p>Disco has been cancelled – will reconvene with a later date AF: would be very careful about organising anything like that Fiona: the only thing, is the stock that we would have to get rid of – so we should think about how to get rid of them RG: Could do an ice block sale mid-winter sale AF: Would also be very careful about organising something like that Rae: Could look at returning them to New World to see if they would take it back SB: Let's look at expiry dates to see when we need to get of when AF : Would be happy to sell chips and ice blocks at school , but not the fizzy drinks</p> <p>FH: The next thing is the AGM that is fast approaching, from memory the meeting was at the beginning of July. SB: Was the 26 of June RG: Unfortunately, we do have to have one do one within our PTA year, we need to set a date without a format settled AF: For those sorts of meeting, we can do it at the staff room. In all fairness, people won't be that keen to come in. FH: Maybe lets see if we open it to people online, and test it to see if people RG: How does the 24 June look for people</p> <p>Set : 24 June , 7:30 – format to be decided later</p> <p>AF: we can hold it in the staff room, at Level 2 this shouldn't be a problem</p> <p>RG: Sounds like a really good idea to have an online option.</p>	

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		<p>SB: We need to have a chat about how we pitch the PTA, and how we advertise roles</p> <p>RG: With regards to calling ourselves something else, would need to happen at the AGM , happy to change the branding to Friends of Te Totara primary school</p> <p>FH: Need to pitch it as a different structure, need to flatten the hierarchy of who is responsible for what. The vocab we use</p> <p>SB: Where is the constitution?</p> <p>RG: Should be somewhere, maybe online</p> <p>FH: Also moving forward, we need a good contact list, and need a database of people that want to be involved</p> <p>RG: Just found the constitution, and emailed it out to everyone</p> <p>SB: Needs to be put up on the google drive, and so should the volunteers that regularly turn up.</p> <p>FH: Will read constitution some time</p>
5	Finance	<p>Shared by FH on screen</p> <p>RG: The only decision that really needs to be made , is putting some money into a term deposit as we don't have any major expenses coming up. Suggest to leave about \$1500 in the account, but not leave too much. Suggest putting \$23000 on term deposit.</p> <p>All : Agreed</p> <p>RG: On logistics , it is going to be a big problem handing over signatories' , that's going to be difficult to change over if we are still under lockdown. Planning to be around still to help.</p>
6	School report	<p>AF: Seems too long ago, we only had 7 weeks of school last term before everything moved so quickly. Hopefully during that time, people felt informed. Got some good feedback around that.</p> <p>The distance learning, is very new to all staff, we only had a few days to prepare, we've been pretty active with that.</p> <p>In terms of additional devices, the roll out was never going to get to Te Totara. Emails and phone, and the Home School TV, families are doing more things together and its' been great seeing that.</p> <p>Moving back to level three was quite a process, a number of staff could not come back due to their own bubbles, but we have not had everyone back. Student numbers have varied from day to day, getting regular updates from MOE and trying as much to pass on that communication.</p> <p>Quite a lot of requirements to run under level 3.</p> <p>Only now getting a few bit and pieces through under level 2.</p> <p>Kids have been very good, and have started to warm up and are now used to a new way of doing things.</p> <p>Going forward , having such a large number of students back , it is going to be interesting managing that . Hoping the Ministry will give some guidance.</p> <p>Any children coming to school a bit sick will not be able to be there in the future now. Because of the insidious nature of the disease and how it presents.</p> <p>Will be spending a lot time with the children come back hearing from them and how they have experienced the last few weeks.</p>

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7	General Business	<p>KJ: It's lovely to see everyone again FH: and good that we got the fun run through before it all went down AF: it was a lovely evening, and really enjoyed it</p> <p>RG: Do we need to push the Entertainment Book again? FH: I think the local businesses are going to be struggling , should we really be encouraging handing out coupons? SB: On that note , should we do a free ice block day? For morale AF: I like the idea of at least doing that with the children that are there now FH: and then lets make sure we take a photo of that, also pitch it as a thank you for probably the essential workers. AF: To ask teachers to ask parents for permission to do so.</p> <p>SB: Will put out something about the profit for the fun run , do we want to do a feedback survey? Something to consider.</p>
8	Close Meeting/Next meeting	<p>Next meeting is the AGM Meeting closed 8.34pm</p>