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| Date:  | 2 December 2020 | Time: | 7.30pm  |
| Location: | **Te Totara Primary School staff room** |
| Present: | Moshe, Rilesh, Jo, Julyan, Kerry , Kerri , Ann and Shelley |
| Apologies: | Rae and Fiona |
| Item | **Topic** | **Discussion** |
| 1 | Welcome from chairperson |  |
| 2 | Review of last meeting | October meeting was cancelled, last meeting was September – review of last meeting minutes. Read by Shelley propose to move minutes – Kerry has made adjustments needed.Rilesh Seconded |
| 3 | Correspondence | SB: Letter from the board thanking us for our efforts throughout the year, will be included in the minutesAF: They always have a keen interest in what we are doing for the school |
| 4 | Finance | Rilesh: Submitted finance report to be included as separate document.6 Nov Ice Block day intake was down due to downsizing of the ice-blocks, they were sold for $1 instead of $2. |
| 5 | School report | AF: * Busy last term, quite a few sports events, plenty of parental support and great weather. Great sense of community.
* Had our first cluster event today for the year with some amazing results.
* Lots of busy teaching this term. Final assessments and learning plans were finished being enveloped today.Online option pending
* Lots of work around transitioning Y6 to their next school
* Y6 leavers supper was last night, a full house. Next year there are going to be even more students, so another plan needs to possibly be made on where to hold it.
* Infrastructure funding has been put to good use. Doors, Louvres upgraded at school. The big project will be replacing the turf on the court. Groundwork being done over the holidays, might run into Term 1.
* Next project from here is putting solar panels up on the roof. Wanting some to be visible to the children. In the midst of getting quotes. Will not cover the whole power bill, but it will cover a significant chunk. Children will be involved in the stats, technology and sustainability aspect of the project.
* Garden: the design has been completed, a review of what seat will go in is underway. The best time to plant is March / April. Quote about 25K at this point. Worth doing it once and doing it right.
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| 6 | Past/Upcoming Events | * SB: submission that she has made for the yearbook. To be included as a separate document.
* AW: Discussion about how well received the events that we have chosen to put on this year and how manageable they have been
* General discussion about iceblock days, thinking of better/more efficient ways of doing them and spacing between days.
* Disco was been a great success, more stock needs to be bought
* Pantry cupboard from Bunnings possibly to be put somewhere where PTA stocks can be stored. SB to find out dimension of the drink trays and that will determine the storage bought.
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| 7 | Planning for 2020/21 | SB: Fun Run Date: Make a plan and find a date in the school calendar. Might have a rethink on how it was run / spot prizes to be reviewed. If we have got “buy in” from parents that will help. Intro of gates, we did Friday night of Week 6. Tentatively 12 March 2021 as possible date. Planning meeting to happen early Term 1 – date TBA |
| 8 | General Business | * Next Ice Block Day: 11 December 2020
* Will do three ice block days, 19 Feb, 19 March, 9 April and Fun Run 12 March in Term 1
* Term 2 to have Disco
* AGM After that so we do not want to plan too far
* KJ: Te Totara website all sorted out for PTA section now
* AF: Thanks to the group that meets here and works hard on putting on meaningful events and raising funds.
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| 9 | Next meeting | 10 Febuary 2021 |
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