

PTA General Meeting 16th November 2023 held at WFPS Staffroom

Meeting opened 6:58pm

Present: Gemma Emerson, Kim Grant, Hayley Mitcheson, Jodie Whitson, Tory Kyle, Nicole Kyle, Brodie Henderson

Apologies: Nicole Mitchell, Kate Gough

Previous minutes were read and found to be true and correct.

Moved: Tory 2nd: Gemma

Matters Arising:

Last meeting follow ups:

- Registering the PTA has not been sorted yet. We are going to push this out until the AGM along with the constitution.

Gemma talked to Rebecca and she is continuing as treasurer until the AGM and has said she will have to PTA accounts audited by the AGM and present them at this and the general meeting that follows the AGM. Monique Smith has been recommended as the auditor by PTA members and after the audit the PTA will decide at the AGM on an amount to pay the auditor for their services.

Treasurers Report and Financial information

Treasurers report received. **Waiting on a new report after discrepancies have been sorted.**

- There should be costs for the disco as payments out. Treasurer needs to be asked about this.
- There is a discrepancy with lolly fundraiser income. The figure Kim has from organising this fundraiser is \$484.05, yet the report shows \$865.05 income. This will be questioned by Gemma to Rebecca and the accounts will have to be amended by Rebecca and new report sent to PTA email to be attached to these minutes.
- Tory is going to sort money to be deposited into PTA for school labels.
- It was suggested that receipts be scanned onto A4 paper and put onto PTA Drive so we have paper and digital copies. Everyone agreed.
- Gemma moved that the PTA pay the remainder of their account of \$3728.33 to the school.
Seconded - Tory.
- Gemma moved that the money raised from the Southern Zone Soccer tournament from the PTA BBQ be donated to school camp.
Seconded - Jodie.
- **Motion was put forward to use the Southern Zone soccer tournament fundraiser for school camp and that parents of children going to camp the following year support this by helping with the BBQ. All funds raised will go directly towards costs of camp.**
Moved - Jodie
Seconded - Tory

Financial report could not be moved as the Treasurer was not present at the meeting.

General Business:

- AGM date is set for 8th February 2024. Hayley will advertise on Hero and we will post in PTA facebook group in January.

Pizzas for winning house

- Hayley will give PTA a date for this and PTA will purchase pizzas for the winning house and iceblocks for all children.

End of Year Staff morning tea

- PTA to pay for staff morning tea/lunch up to the value of \$200
Moved - Jodie **Seconded** - Kim

Leavers Hoodies

- Hayley has ordered these. PTA to pay \$733 for the cost of these.
Moved - Kim **Seconded** - Nicole

Resignation

- Gemma has indicated she will be stepping down as Chairperson of the PTA at the AGM. We would like to thank Gemma for her amazing contribution as chairperson and appreciate her enthusiasm and support.

Colour Run 1st December

- Hayley is ordering the colour run paint. A notice will go in the fortnightly update to remind families about the BBQ before this event and to wear old light clothing as children and parents etc will get covered in paint and water.
- Jodie to purchase pool noodles, dishwashing liquid and water guns to the value of \$250.
Moved - Tory **Seconded** - Jodie

Eftpos Card

- Suggestion was made by Gemma that the PTA get an eftpos card to use when depositing cash as it makes the process a lot easier. We will move this at the first general meeting after the AGM and election of new office bearers.

Teacher Registration

- PTA to pay \$200 for Hayley's teacher registration as per previous meeting where PTA moved to pay \$200 contribution towards this.

Shopping Lists

- Gemma has made shopping lists for Matariki breakfast and football tournament. These will be added to the Drive for future reference.

Pet Day

- Thank you Kim for making the judges morning tea.

Fundraising calendar

- Hayley presented this to the PTA, it is a working document that has fundraising clearly defined and what events the PTA have supported with in the past. This gives clear direction moving forward. This is viewable in the Google Drive. Hayley is going to get Nicky to do a yearly amount that the PTA have previously moved to pay the school and we will then split that into quarters so the PTA pay a quarterly amount to school rather than a lump sum.
- It was suggested to look into Tiwai Grant to support the OLA. We will need to talk to Heidi prior to the first general meeting in 2024 around this.

Bets & Balage -

- Currently have 27 envelopes for prizes. We are wanting 30 so we can have 3 rounds of 10 for raffles.
- Still looking for some auction items that are for farmers. Gemma is going to get numbers of

local drainage companies.

- There will be a silent auction through the night of about 6-7 items.
- For food it was decided by the sub committee to have grazing platters. (great idea! Then no one has to cook in the kitchen). Tory is going to ask New World for a donation towards these.
- Jodie to reconfirm Rugby Club booking with Sam and bar staff.
- A clip card is going to be used for alcohol. Brodie is going to approach Superliquor Lornville for the alcohol.
- Kim and Hayley will be on the "funny money"
- Hayley to ask Knapdale School about using their minibus as a courtesy bus for the night.
- Tickets are going to be purchased online just like the school production. **Tory moved to use the same app the school used. Seconded** - Brodie. All in favour.
- A separate email for fundraising is to be created as then events can be created on social media.
- The sub committee are all over this and doing a great job of organising this event. They will be asking for help and let us know what else they need support with.

Calendar Art

- This has closed and Jodie is just waiting on the orders to be processed and will distribute them out to families when they arrive. Total income from this is unknown yet.

Football tournament -

- Huge thank you to Gemma for organising this and being on the BBQ for the day along with Olivia, Nadine and Krystal. It was very much appreciated.

Next meeting: 8th February 2023 after the AGM at 7pm in the staffroom.

Meeting Closed 8:38pm