

PTA General Meeting – 14th September 2023 held at WFPS Staffroom

Meeting opened 7:00pm

Present: Gemma Emerson, Kim Grant, Brodie Henderson, Hayley Mitcheson, Jodie Whitson, Tory Kyle, Kate Gough.

Apologies: Alice Schreurs, Nicole Mitchell, Rebecca Whyte

Previous minutes were circulated out, read and found to be true and correct.

Moved: Gemma 2nd: Tory

Matters Arising:

Lolly fundraiser - is ready to go we just need to set a date. Lolly fundraiser to start Monday 18th September. **Gemma to advise Beckz to please get it under way.**

Accounts Audit – This needs to be done and we also need to find out when it was last done. This will need done after EOFY in January so that they are in back in time for AGM. It was discussed that we would be happy to give the auditor \$150 in vouchers if they were willing to help us. **Kim to approach someone locally and see if they would Audit the accounts for us.**

Teacher Registration fees – NZEI have paid teacher Registration fees for this year. Hayley is not included in this and it will be due in February. Gemma proposed that we put a \$200 contribution towards Hayleys registration fees. This will not cover it all but will cover almost half of them.

Moved: Gemma 2nd: Tory.

Constitution – discussed the constitution and how it works. Hayley read out what we currently have for this. **Hayley is to make a couple of changes and will circulate this when done.**

- Changes discussed were: To increase office bearers numbers, we will look to separate Secretary and Treasurers role at the next AGM.
- AGM to be held in February as our EOFY is 31 December.
- We will aim to have 7 Meetings a year. We will try to hold these in Week 2 and Week 7. We will also look to schedule these in advance.

Once it is finalised then the Constitution will come into full effect at our next AGM which will be held in February. Now that the Constitution has been explained again we see that it is a good thing for our PTA, all were in agreeance with Constitution and what was discussed.

Moved: Jodie 2nd: Gemma

Treasurers Report

No Treasurers report this month as Rebecca was not able to make the meeting.

Gemma checked bank account during the meeting and it remains at \$6603.91 (same balance as last meeting) so no payments in or out.

We discussed the invoice from the school and their requests, some of which have already been paid for by the school and these need reimbursed asap. This amount that needs paid now is \$4376.04.

Also discussed a grant for the OLA through Tiwai.

Please note that in the last minutes we agreed to pay a total of \$5376.04. Because this hasn't been done yet and due to the current funds in our bank account we have revoked this figure. We have held back the donations towards the library books and OLA and will pay these later this year once we know about any available Grants.

\$4376.04 is to be paid to WFPS this week.

Moved: Gemma 2nd Kate

General Business

School Disco - Gemma has been approached by some children from Room Whio who would love to have a Halloween themed disco at school this year.

Hoping to hold this on 12th October 2023 once we have confirmed the date with Nicky.

Hayley will make an advertising poster for this.

Pet Day -

Raffle - Gemma proposes to run a raffle. A sheet of tickets to be sent home to families in Week 1 and we will try and sell and left overs on Pet day.

Gemma has already sourced some prizes and will continue to do so.

This year instead of having a bake sale we will ask for an item to be donated towards 4 hampers that will be part of the raffle prizes. The theme of these hampers will be to purchase an item that is the colour of the school house that you represent at school. These items can be food, toys, or any other items. Think of what you may like to receive if you were to win the hamper.

Request for donations is to go out to families this week asking for all donated items to be at school by the end of week 2 next term. Kate has offered to store items at her house if need be.

Gemma and Kim to finalise raffle prizes and arrange for sheets of tickets to be made.

Morning tea for Judges – Kim will organise this.

Colour Run -

We will run this again this year but not as a fundraiser. We will make it a fun afternoon for all whanau to join in with.

Paint - We ran out of paint last year and we had 14.5kg of powder in total. Discussed options for this and it was decided that we would purchase 4 different colours that come in 10kg lots. We intend on using only half of each colour (20kg in total) and then we will have half left for next year. Raffle proceeds to help pay for the paint and any other costs for the event.

Set up – Jodie is happy to bring out gear from Active Southland and set up like last year.

Colour Run has been set for 1st December with a whanau lunch at 12pm and colour run to start at around 1.30pm

Football Tournament – 3rd November 2023

We need to provide food for this event again. Discussed the sales and what worked last year.

Decided we would only do sausages this year (no patties). We will also sell Chips, lollies, liquorice, fizz, water and ice blocks. Further details regarding this is to be finalised at our next meeting.

Seed fundraiser – Looking to have this sorted by pet day. Lots of ideas around this. To be discussed further at our next meeting. Hayley to look into Kings Seeds and bring details to next meeting.

Tag Fundraiser – Need to start advertising this with swimming season coming up as well as a new school year. Gemma and Tory to send photos to Hayley of their labels on clothing to help with advertising.

Bets and Baleage -

Planning is underway for our big fundraiser next year. Funds raised from this will be going towards the pump track. It is an Auction and Casino night. Auction will be a variety of prizes that will be donated as well as the baleage. Tory has presented the plans so far and it sounds amazing. Thank you to Tory and the team so far for all the planning that has gone into this.

So far to note:

- Bales can be donated decorated – prizes for best decorated bale. This will need further planning on how it is going to run
- Wyndham Lion's club will run the evening and provide the funny money.
- Ticket sales to be \$30pp.
- Next meeting we will approve some funds to help with the costs towards this night
- If you would like a copy of the planning document, please contact Tory or Hayley.
- To be held on 16th March 2024
- Tory will be the Chair of a sub-committee for this fundraiser, if you would like to be involved, please contact Tory. Tory will report back on progress at each PTA meeting.

Jodie to contact Sam Riley about rugby club hire

Gemma to contact Gerald Spain about being the MC

Hayley to set up shared drive to make planning and organizing easier

Tory to write letter that will go out to potential sponsors regarding donations towards this event.

Calendars – You will be able to view and purchase these online. The kids art looks fabulous. Thank you to Jodie, Hayley and all of the staff for organising these.

Fundraising opportunity – Gemma has asked on behalf of Alice if anyone would be able to man the BBQ at an event on 16th December. Unfortunately no one can commit to that date at this stage. Thank you to Alice for the offer and thinking of us.

Coming up PTA meetings & agenda items so far:

10th October 2023 – 7pm in school staffroom.

Finalise all Pet day plans, raffle, school disco, football tournament and have an update from Tory.

16th November 2023 at 7pm in the staffroom to

Finalise plans for colour run, set an AGM date.

Meeting closed: 8:50pm