

## ST FRANCIS SCHOOL PTA MEETING MINUTES

<b>Date</b>	<b>Monday 7 August</b>	
<b>Timing and Venue</b>	Whanau Room 7.30pm	
<b>Attendees</b>	Kelly Brown, Kellie Brown, Sarah Knight, Veronika Jaggard, Frances Edmonds, Carla Sheldon, Cara Cox, Krishanie Lawrence, Mrs Booth, Paula Whitfield, Shannon Bass, Sonja Low, Callie Fell, Sarah Deering	
<b>Apologies</b>	Claire Bugg, Natalie Mikaelivich, Pip White	
<b>Agenda Items</b>	<b>Notes/Minutes</b>	<b>Action</b>
<b>Actions from last meeting</b>	<p><u>Kelly to send financial Summary:</u> Not done, carried over.</p> <p><u>Veronika / Sarah to investigate Kings Plant Barn and Countdown Richmond Road as selling points:</u> Done, sales are set for weekends of 12 and 19 August. Volunteers to man the desks are still required. Very little volunteers through Veronika's approaching parents at the gate</p> <p><u>Anyone with contacts in music, suggest option for opening band:</u> Still open, we have some options now but please let the committee know if you know anyone that might be good.</p> <p><u>Kelly B to organise a meeting with Professionals and Mrs Booth:</u> Done. Mrs B met with Lawrence and Derek.</p> <p><u>Kelly B to ask Michelle and / or Callie to attend PTA meeting to outline BOT expectations / requirements of PTA:</u> Done, Michelle asked that PTA meeting minutes be included in board packs, Kelly has advised Janet to include in board meeting prep.</p>	<p>Kelly to distribute financial summary</p> <p>Mrs B to update on opportunities with Professionals moving forward</p>
<b>Correspondence</b>	None	
<b>Financial Update</b>	Mrs Booth advised Janet is working on updating to separate Raffle and Food and Wine. Approx \$20K in environment account.	Kelly B to distribute financial summary
<b>Projects</b>	The unitec designs for the secret garden were presented to Mrs Booth and were unfortunately unuseable. The entrance way to the school is due to be tiger turfed this September, so the secret garden is no longer a planned project. Recently the PTA voted via email on which of the archgola projects planned for, to undertake.	Mrs Booth to ask the archgola company to complete the projects for archgolas over room 10 and the garden area.

	<p>We committed to up to \$20,000 for shade and weather cover around the school and possibly additional bike storage. The options (and quotes) were:</p> <ol style="list-style-type: none"> <li>1. Archgola outside room 12: \$17,692</li> <li>2. Extend the archgola outside room 10, to cover the steps: \$7,812</li> <li>3. Shade / rain cover over garden area: \$8,216</li> </ol> <p>The PTA voted in favour of option 1 (room 12) cover. However, a consent is required. That could take a number of months, and cost \$3K or \$4K. The school's preference is for options 2 and 3. So the PTA tonight voted to instead progress with:</p> <ul style="list-style-type: none"> <li>• Options 2 &amp; 3: <u>\$16,028</u></li> </ul> <p>It was clarified that these options, as well as potential to upgrade scooter and bike storage are what the PTA committed to fundraising too. We discussed that priorities change and that we need to be mindful of what the school would prefer the PTA to spend money on, while balancing expectations of parents who want to know in advance what they are contributing fundraising to.</p>	
<b>Raffle Update (Veronika)</b>	<p>Sales and return of books are disappointingly slow so far – 10% of tickets returned sold.</p> <p>The message needs to get through that the books must either be sold or returned (by exception) next week.</p> <p>Volunteers are still needed to man the desks outside sales points on the weekends of 12 and 19 August. Veronika approached parents at the gate to help, but most said no.</p>	<p>Kelly to post on Facebook group for sales</p> <p>Veronika to include in newsletter.</p> <p>Mrs Booth to organise Anne to call families and remind them to sell or return, and to remind children in assembly.</p>
<b>Food and Wine Festival Update</b>	<p>Hollie Smith is confirmed as main act after Hopetoun Brown pulled out. Still looking for opening act option/s. Paula has a few to investigate.</p> <p>We've brought in an extra food truck to support expected numbers.</p> <p>Still looking for beer supplier (Shannon gave a good option in following Wine and Food meeting)</p>	

	The committee will now start to meet in smaller groups more regularly.	
<b>Any other matters</b>	<p>Kelly had an email from a parent asking for more social activities – particularly in the junior school – and more fun activities for the children, rather than just the parents (eg disco).</p> <p>The PTA thought a junior school get together may be well attended, as the class ones didn't have great turn out.</p> <p>There are no volunteers to run disco this year. Frances is organising loads of fun activities for the kids at the food and wine festival.</p>	<p>Sarah to organise a date with RSA for junior school get together. Kelly will then send invite to junior school parents.</p>
<b>Next Meeting 11 September</b>	Meeting closed 8.05pm	