

ST FRANCIS SCHOOL PTA MEETING MINUTES

Date	Monday 11 September	
Timing and Venue	Whanau Room 7.30pm	
Attendees	Kelly Brown, Kellie Brown, Veronika Jaggard, Andrea, Frances Edmonds, Carla Sheldon, Krishanie Lawrence, Mrs Booth, Paula Whitfield, Shannon Bass, Pip White, Sonja Low, Sue Glamuzina	
Apologies	Sarah Knight, Callie Fell	
Agenda Items	Notes/Minutes	Action
Actions from last meeting	<p>Kelly to send Financial Summary: Sent / closed</p> <p>Sponsorship: Mrs B to update on opportunities with Professionals moving forward No update since meeting, other than sending of seedling packets.</p> <p>Projects: Mrs Booth to ask the archgola company to complete the projects for archgolas over room 10 and the garden area. Closed – underway</p> <p>Raffle: all closed</p> <ul style="list-style-type: none"> • Kelly to post on Facebook group for sales • Veronika to include in newsletter • Mrs Booth to organise Anne to call families and remind them to sell or return, and to remind children in assembly. <p><u>Junior School get together</u>: Sarah to organise a date with RSA for junior school get together. Kelly will then send invite to junior school parents.</p>	<p>Mrs B to send a follow up email</p> <p>Carried over.</p>
Correspondence	None	
Financial Update	<p>Balances are:</p> <p>Environment: \$21790.33</p> <p>General: \$10,027.04</p>	

	<p>Voluntary: \$345</p> <p>Wine & Food: \$7,500</p> <p>Raffle: \$20,629.02</p> <p>TOTAL: \$60,291.39</p> <p>The recently completed archgola expenses (approx. \$18K will come out of this). No wine and food festival expenses have been paid yet. The budget for that is being managed separately.</p> <p>Mrs Booth noted that the sausage sizzles have made approx. \$1,000 this year which everyone agreed is great.</p>	
Projects	<p><u>Archgola update</u></p> <ul style="list-style-type: none"> Complete and looking great <p><u>Secret garden deferred</u></p> <ul style="list-style-type: none"> The upper court is being turfed and a new entrance to the school created. Secret garden is on hold until that's complete. 	
Raffle Result (Veronika)	<p>The final profit less expenses was \$20, 629.02. A huge effort and fantastic result. Thank you to Veronika for organising and managing it all.</p> <p>Veronika will develop a learnings document for future projects. The major learning is that there is a good percentage of the school that won't sell 2 books (regardless of how good the prizes are) and a small percentage who will sell a lot.</p> <p>Feedback from the people who sold a lot is that the prizes made it easy to sell. Could have used a facebook jpeg for people to promote amongst their social networks and to promote to workplace via email.</p>	
Sep / Oct Activity	<p>School mass</p> <ul style="list-style-type: none"> Rooms 1 to bake as no longer need two classes worth of baking <p>Sausage sizzle</p> <ul style="list-style-type: none"> Krishanie has last one of the year under control, still looking for volunteers <p>Phoenix fundraiser</p>	<p>Kelly to send email via office to room 1 for baking on Fri, 22 Sep mass</p>

	<ul style="list-style-type: none"> To go ahead in October 	Kelly to liaise with Mrs Mahoney
Wine & Food Festival Update	<ul style="list-style-type: none"> Entertainment has all been confirmed. Budget is on track to make target profit of \$20K at least Promotion has started Sponsorship of ingredients underway, will be coming to the school community for donations soon. Wine and Food meeting to follow 	
Any other matters	None	
Next Meeting 13 November	Meeting closed 7.55pm	