

ST FRANCIS SCHOOL PTA MEETING MINUTES

Date	Monday 20 November 2017	
Timing and Venue	Whanau Room 7.30pm	
Attendees	Kelly Brown, Kellie Brown, Carla Sheldon, Krishanie Lawrence, Mrs Wilkie, Christine Luke, Paula Whitfield, Sarah Skinner, Sarah Knight	
Apologies	Frances Edmonds, Sonja Low, Pip White, Sarah Talaic, Marianne Booth	
Agenda Items	Notes/Minutes	Action
Actions from last meeting	<p>Junior School <u>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>Kelly to send email via office to room 1 for baking on Fri, 22 Sep mass - complete</p> <p>Kelly to liaise with Mrs Mahoney – Phoenix fundraiser complete</p>	Carry over to next year
Correspondence	None	
Financial Update	<p>Wine and Food Festival profit currently at \$30,052 with seafood expense and possibly licence application fee to come.</p> <p>Sarah confirmed seafood invoice will be \$1,600.</p> <p>Really great result for the year with \$52K approx. raised from two major fundraisers vs a goal of \$40K. Final result for the year including sausage sizzle, cross country, phoenix sale etc to be confirmed</p>	<p>Kelly to ask Pip whether licence application fee needs to be expensed.</p> <p>Sarah D to submit seafood invoice.</p> <p>Kelly to finalise wine and food and total 2017 activities profit with Janet and communicate</p>
Brainstorm vision and goals for 2018	<p>Agreed that we should move from having one year fundraising / one year not, we should split the target and fundraise (less) each year. This would mean doing raffle one year and wine and food festival alternate years. We agreed to start this from 2019 and have a lower financial target to focus on community building in 2018.</p> <p>2018 Fundraising target = \$10,000, including sausage sizzle (\$1,000), cross country (\$500). Others could include chocolates and a parents social evening (casino or disco).</p> <p>Community target = change events to reflect changing profile of parents – ie more working.</p> <p>Carla will organise kids disco.</p>	Carla plan for disco end of term one.

	<p>Kellie and Sarah will organise cross country bake sale</p> <p>Other ideas include:</p> <ul style="list-style-type: none"> • Individual school photos for kids • School tea towels/cards/xmas cards/calendars/diaries • End of year family picnic with parent child races etc/egg and spoon/xrace/3 legged etc. • Mum and Dad breakfast or coffee truck before school • Mum Daughter /Dad and Son dates/breakfast etc. <p>Agreed to discontinue morning teas (except grandparents day)</p> <p>Creating awareness and enthusiasm around the PTA:</p> <ul style="list-style-type: none"> • Potential 're-brand' from PTA • Hand out flyers in the first week of term • Update materials distributed to new starters and appoint a welcome rep for new families • Create subcommittees for each activity rather than a single event manager (this worked well for wine and food – yay!) • Hold first meeting at the Bowling Club and invite teachers and the board 	<p>Sarah K to investigate options for tea towels / card / calendars / diaries</p> <p>Kelly to speak to Mrs Booth about possible name change</p> <p>Sarah K to organise flyers and distribution</p> <p>Chris L to update welcome book</p> <p>Kelly to book bowling club, draft agenda and extend invite.</p>
Projects	<p>Agreed that we should deliver some projects / spend this year.</p> <p>Approved by vote to purchase a greenhouse and shed.</p> <p>Discussed commitment to upgrading bike and scooter storage</p>	<p>Kelly to ask Mrs B about shed and agree to greenhouse</p> <p>Mrs Wilkie to confirm what areas we can use for bike / scooter storage.</p>
Any other matters	None	
Next Meeting 19 February	Meeting closed 9.05pm	