



## PTA Meeting Minutes

**Date:** 9th March 2020

**Meeting Opened:** 7pm

<b>Present:</b>	Catherine de Bruin, Aaron Richards (P), Tim Malone, Kim Ric-Hansen, Sarah Thom, Rubin Luke.
<b>Apologies:</b>	Cindy Chapman, Erin Kreft.
<b>Opening Prayer:</b>	Catherine
<b>Previous Minutes:</b>	<b>These were passed as true and correct</b>
<b>Moved:</b>	Kim
<b>Second:</b>	Tim

## Matters Arising

<b>Picnic Tables</b>	<p>Aaron confirmed that the school has purchased two new picnic tables. Aaron discussed the possibly with the upgrade of the school that the junior lunch area may shift, therefore designs for the tables need to be appropriate to relocate to any area of the school.</p> <p>Aaron suggested a design for lower tables to cater to the size of the junior learners.</p> <p>Aaron would research this and liaise with Catherine regarding quoted prices.</p> <p>PTA has approved spend for these at \$2000.</p> <p>Discussion regarding updating the tables at 2-3 new ones per year to keep the lunch area tables well maintained as the older tables becomes unrepairable. This will be an ongoing review for the PTA.</p>
<b>Noticeboards</b>	<p>Tim has sort a quote as below:</p> <p>Manufacture 1x sign case @ 1500mm wide x 1200mm high from 110mm wide sign extrusion. We will fabricate and fit a hinged door to the front face of the case with a 4.5mm clear acrylic face and a lock for security.</p> <p>We will weld 2x poles to the bottom of the sign case @ approx. 1000mm - 1200mm from the ground – these will be extended 600mm which would be cemented underground.</p> <p>The sign case &amp; pole would be 2 pack painted to a colour of your choice.</p> <p>I have allowed in this cost to fit approx 1500mm wide x 1200mm high pin board inside the sign which will be accessible through the hinged door.</p> <p>Total cost to manufacture ex-factory = \$ 1947.00 + GST</p> <p>Install estimate – this includes transporting the sign to site, digging 2x foundation holes then setting the structure in concrete as required = \$ 900.00 + GST</p> <p>Total of \$3274.05</p> <p>Tim as a qualified electrician has offered to light and wire this as a good will gesture if go ahead is approved.</p> <p>Aaron will take this to his leadership team for feasibility and placement consultation.</p>

<b>Teacher Representative</b>	Aaron has informed the PTA he has a few candidates for this position and will notify the PTA in due course.
<b>Correspondence In/Out</b>	
	No Correspondence
<b>Reports</b>	
<b>Principals Report:</b>	Aaron Richards
<b>PTA funding</b>	
<p>The new sport uniform items have been purchased at a cost of \$3400. Ordering these items now, will ensure that they are ready for the winter sport season in term 2.</p> <p>Manja has been advised that she has an additional \$1200 that she can spend on display units for the graphic novels. We are trying to develop a library that has diverse reading options for the learners.</p> <p>The second set of rugby/soccer posts have been ordered. There is a 2-3 month wait for these to be delivered. The second set of posts will be a welcome addition for the younger learners using the top field.</p> <p>I am currently in the process of finding hat bins for the Junior playground. I want bins heavy enough so that they can be left outside all the time and the right size so the junior learners can easily use them. This will mean that teachers do not need to worry about bringing them in at the end of lunch and putting them out at the start of the day.</p> <p>I have discussed the issue of picnic tables with Blair. Blair has confirmed that 2 additional tables were purchased last year. This added to the three tables that were purchased the previous year.</p> <p>It is likely that our lunch time eating arrangement could change in the near/distant future, so it is important that additional seating arrangements are flexible and can be shifted to a new location.</p>	
<b>Teacher Wish List</b>	
<p>At the start of the year I requested all team leaders to advise me of resources and equipment that teachers needed to start the school year off successfully. As a result, the school spent approximately \$12,000 on additional furniture and ICT equipment.</p> <p>Now that the essentials have been provided we can turn our thoughts to the resources and equipment we need to improve our learning environment. Over the next half of the term, I will work with the teachers and support staff to review and re-prioritise the budget wishlist. Once the wishlist has been identified I will be able to work with the board to identify the most appropriate funding stream to resource items on the list. The funding streams available include:</p> <ul style="list-style-type: none"> <li>• Board of Trustee resource budgets</li> <li>• Board of Trustee fixed asset budgets</li> <li>• Locally raised funds such as the PTA and Tracksuit Account</li> <li>• Huato charitable grant</li> <li>• Community Charitable grants</li> </ul>	
<b>Future Projects</b>	
<p>Cedreece Tamagushiku and I have been working with the proprietor to identify future property projects. After much discussion, it was agreed that it was too early to start planning for the rebuild of the hall as the diocese plan had not been confirmed at this point in time. It was suggested that raising money for the hall without any idea of what it would look like or the extra funding needed may lead to more questions than answers for the community.</p> <p>Last week I met with the diocese architect to look at a number of property issues. At this point in time we are investigating the upgrade of the Mercy and Kealy blocks. Details regarding these two projects will be released early next term once we have received costings.</p>	
<b>Hygiene</b>	
<p>The school is currently upgrading its hygiene protocols in response to Covid19 and preparation for the coming flu season. Sanitiser dispensers have now been installed at the main entrance of all classrooms. This will be extended to the</p>	

entrances of all buildings in the next week or two. We are also in the process of installing soap and paper towel dispensers over the sinks of all classrooms.

The board and I are in the process of investigating solutions for the sinks in the Ashby block toilets.

### Points of Discussion

The soccer nets have not been attached to the posts. Aaron to follow up with Blair on the whereabouts of these and to have them installed.

Ashby Toilet block was a major point of discussion. This area needs urgent attention. PTA thought to source a plumber possibly within the school community to advise and assist to improve these at limited costs to the school until a decision is made regarding when the block will be demolished.

### Treasurers Report:

Sarah Thom

Please Financials Attached.

\$26,116.33 in the online savings account has been questioned. Caution given to not spend it as when the go ahead for school upgrade is given the PTA will need some funds to assist the school with requirements for learners within the new buildings.

Pre approval given for:

\$3400 - Uniforms

\$1200 - Library Resources

\$2000 - Picnic Tables

\$2700 - Rugby Posts

\$1822 - Gazebo

Catherine discussed shifting the \$20,000 into a high interest term deposit.

Remaining \$6116.33 to be topped up to \$7,300 and renamed Tracksuit Fund. Unanimous decision from PTA to go ahead with this.

Moved: Kim

Second: Sarah

### New Business

#### St Josephs Day

Phyll Myers to be contacted by Tim, as he was a contact from previous years.

Haydon Thom from Foodstuffs is working with suppliers to source these from either Tip Top or Streets.

Ice blocks and Fruit to be delivered to Jelly Park 11:30am Thursday 19<sup>th</sup> March.

#### Quiz Night

Venue Booked which as a 200 capacity - seated.

Currently PTA working on donations for prizes and raffles.

Rugby mufti day with bring a luxury item was a great success.

#### Fair

Catherine purchased balloons, brought them in to show. Will be a great draw card for little people on fair day.

Fair meeting to be held at Kim's place Monday 16<sup>th</sup> March 7pm.

<b>WeetBix Triathlon</b>	<p>Tim discussed the large representation of St Joseph's students participating in the Kiwi Kids Weetbix Triathlon. He suggested a large Gazebo to be visible to students/parents on the day.</p> <p>PTA agreed to purchase a Blue 3x3m Blue Gazebo with school logos/name on it. Costing \$1822.</p> <p>Moved: Tim</p> <p>Second: Kim</p>	
<b>General Business</b>		
<b>PTA Lunches</b>	<p>There appears to be a few issues with PTA lunch processes/suppliers. Meeting with Tash needed to go over everything for the year.</p>	
<b>Closing Prayer:</b>	Aaron	
<b>Next Meeting:</b> Monday 6 <sup>th</sup> April 2020, 7pm		<b>Meeting Closed:</b> 8:30pm