

**Kirkwood Intermediate PTA
Committee Meeting Minutes –
Wednesday 22 June 2016**

Meeting opened: 7.30pm

Present: Phil Tappenden (Principal), Ray Ingle (Staff Rep), Annie Carrodus, Kelly Denley, Fiona Riddle, Suzy Garriock, Rachel McCarthy, Carol Lloyd, Vicky Heward (Chairperson)

Apologies: Rene Connelly, Tracey MacDonald (Deputy Chairperson and Secretary), Sandra Pringle (Friend of the PTA).

Previous Minutes: Read and gone through:

Motion: The previous minutes be accepted

Moved: Phil Tappenden

Seconded: Kelly Denley

Principal's Report

Phil read his report, main points were:

- Kirkwood has a new Board of Trustees
- There is a school disco on Friday 24 June requested by the School Council
- School reports will go home with students on the last day of term Friday 8 July
- Teacher interviews will be held at the beginning of term three
- Phil invites feedback on the reports and interviews from PTA members
- There has been no decision by the Board of Trustees concerning landscaping around the technology block as they are awaiting information from the Ministry of Education about how technology may be taught in the future.
- He attended a NZ Asia Foundation meeting. The range of languages available in Intermediate Schools was discussed with a suggestion that this could be narrowed down. Kirkwood currently offers student opportunities to learn Korean, Spanish, French, Te Reo, Pasifika and Japanese. Phil asked what PTA members thought of reducing the number of languages being taught. General agreement from PTA members was that a range was good especially as it gave students an opportunity to try out different languages before perhaps specialising in one language at High School.

Motion: The Principal's Report be accepted

Moved: Phil Tappenden

Seconded: Suzy Garriock

Chairperson's Report

Vicky Heward read her brief report.

There is a lot happening at the school. PTA preparation currently being done for 24 June Disco. The PTA profit for this may not be realised until after other events eg disco at end of year.

We need to be mindful of requests made on school community – PTA fundraising, Board fundraising (Roald Dahl books), school cookbooks, discos, multi-days, ski trips etc – need to be aware when looking at fundraising strategy.

Lots of offers of help for the disco, thank you.

Motion: The Chairperson's report be accepted

Moved: Vicky Heward

Seconded: Suzy Garriock

Treasurer's Report

There was no financial report available at the meeting. Vicky will get one from the school bursar and send it out with the minutes from this meeting.

Sale of Entertainment Books – Tracey Purdie, Administration/ Finance Assistant at Kirkwood has reported that to date nine digital and 49 printed books had been sold, making a total of 58. There are still 10 books at the office available for sale and more can be ordered as necessary.

Motion: That Vicky Heward be reimbursed \$341.55 for the food, drink and glow items that will be on sale at the June 24 Disco.

Moved: Carol Lloyd

Seconded: Suzy Garriock

Motion: That payment is made to Disco DJ for \$260.00.

Moved: Phil Tappenden

Seconded: Vicky Heward

Matters arising:

1. Hoyts movie fundraising opportunity.
Vicky reported that she had spoken further with Adrina Rahurahu from Hoyts Cinema about this opportunity. A list of advance movie screenings for Term 3 has been provided.

The committee agreed to continue investigating this with a screening date in September. Vicky will get more detailed information about what advance screenings are available in September and bring it to the next meeting for a final decision and sub-committee to be set up to organise the event.

2. Fundraising with products available from the Naked Baker. The committee agreed not to pursue this further.
3. Quiz night fundraising. Fiona Riddle and Kelly Denley reported that they were the two remaining sub-committee members looking into this event. Vicky offered to

help. An action plan will be drawn up with the intention of holding the Quiz night in Term 4.

4. The committee discussed the requirements of the school open day/ night on Tuesday 5 July. The Chairperson of the PTA will speak briefly at the evening session along with Phil Tappenden and members of the PTA have been asked to attend and speak to any parents with questions. The PTA has also been asked to provide sandwiches, cakes/ slices and orange drink for around 200 people. Suzy Garriock asked that Gluten free options be made available. Annie Carrodus explained she owned a bakery- The Original Bread Company and they made some lovely cake slices including Gluten free. Phil suggested that Vicky talk to Lea-Ann in the office about sandwiches and that an order for cake slices be placed with Suzy.

Correspondence:

In: Two fundraising opportunities concerning using student art on a variety of products from calendars to mousemats (Kid's Artwork and Abacus Fundraising. The committee felt these would not be a good fundraising exercise and decided not to pursue these further.

The PTA also received an invitation to fund raise via photographs from a company called Jack and Jill Photography. The committee decided not to pursue this opportunity.

Out: Nil

General Business

Phil provided details about the Rotary Speech Competition being held at Kirkwood on Wednesday 6 July. Kirkwood is hosting the event as one of its student won the competition last year. He explained that Rotary paid for catering but the PTA made it available. Phil suggested that around 80 people be catered for. Vicky will organise sandwiches, cake slices, savouries and orange juice for the event.

Fundraising strategy

Following discussions the following fundraising strategy was agreed:

Term 1: Research panel and chocolate sales

Term 2: Entertainment books and disco

Term 3: Movie Night

Term 4: Quiz night and end of year disco (complete with photo booth)

PTA rosters for the 24 June disco, Open night and Rotary Speech event will be created and sent out with these minutes. Action plans for the Movie and Quiz nights will also be created and sent to PTA members.

Next meeting to be held Wednesday 17 August 2016 at 7.30pm

Meeting closed at 8.20pm

Signed:.....Chairperson Date:.....

