

## Kirkwood Intermediate School PTA Meeting

### Meeting Minutes

7.30pm Wednesday 17 August 2016

Meeting opened: 7.30pm

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

Apologies: Rachel McCarthy, Rene Connelly, Sandra Pringle (Friend of the PTA).

Previous Minutes 22 June 2016: Read and gone through:

*Motion: The previous minutes be accepted*

*Moved: Phil Tappenden*

*Seconded: Kelly Denley*

#### School recipe booklet

Anna Mary Anderson, Technology teacher spoke to the PTA about the school recipe book – 'Kahiktea & Kai'. The aim of the booklet is to foster and encourage pride in the Kirkwood School Community through the sharing of recipes. She said it reflected many aspects of school life – the school garden, cultural festivals, competitions and extension activities.

The school community including local businesses have been asked for recipes and students are involved with the booklet's creation – collecting, collating, typing, editing, proof reading, page structure, sample printing, working with/ visiting local printing business, recipe production, taste testing, stylizing photo shoot of food, marketing and sales.

The plan is to print 500 booklets for November with the goal to sell two per school family. Anna Mary asked the PTA to supply the 'seeding' money required. This would be returned after sales and the profit will be used after discussions with the students involved.

Anna Mary said that Jamie Oliver and celebrity NZ chef Jax Hamilton had been asked to provide a recipe. Jamie Oliver had declined (only does this for UK) and Anna Mary was hopeful of getting a recipe from Jax. Fiona Riddle offered to talk to business owners of 'Health Kicks' for a recipe. Anna Mary also invited PTA members to send in recipes.

**Motion:** That the PTA provide a donation of \$3665 towards the production of the booklet and help with sales.

**Moved:** Carol Lloyd

**Seconded:** Fiona Riddle

#### Principal's Report

Phil read his report, main points were:

- Thank you to PTA for their help with the school disco, Open Night and Rotary Speech Competition. Their efforts are appreciated by staff and students.
- The school roll has increased slightly this term including international students.
- A school basketball team is attending the NZ AIMS Games being held in Tauranga in the first week of September. These games have more competitors and games than the Commonwealth Games. The school has paid the entry fee and parents are paying travelling, accommodation and other attendance costs. A fundraising quiz is being held at The Rock in Rolleston next Tuesday night to support the team. Phil is attending and will check out whether this could be a suitable venue for the PTA Quiz planned for November.
- The school is generally in good heart and the kids are ready for spring/summer and playing outdoors.
- A proposal to upgrade the area around the school flagpole is being discussed at the Board of Trustees Meeting being held tomorrow night.
- A health and Safety concern around the basketball court (tree root) will also be discussed at the board meeting.

**Motion:** That the Principal's report be accepted

**Moved:** Suzy Garriock

**Seconded:** Fiona Riddle

#### Chairperson's Report

Vicky explained there was no need for her written report as all the items are covered in the agenda.

#### Treasurer's Report

Fiona Riddle has officially taken over as treasurer from Tracey McDonald. A financial report was provided by the school Bursar, Geraldine McCormick.

#### Matters arising:

##### **1. Movie night at Hoyts**

Vicky suggested that the movie night fundraiser not be pursued further and the Quiz night be focussed on instead. The Committee agreed.

##### **2. Quiz Night**

Vicky reported that a draft action plan had been drawn up. Possible venues and dates were discussed. It was agreed that The Rock in Rolleston should be investigated as a possible venue first and then other local businesses eg The Craic.

Possible dates suggested are **Tuesday 22 November** or **Tuesday 29 November**. This will depend on availability of chosen venue.

Suzy told the committee she had a letterbox donated for the prize pool and Fiona said her mother would make a Christmas cake.

It was also suggested that the school recipe book 'Kahiktea & Kai' could be sold at the event.

The subcommittee (Fiona Riddle, Kelly Denley and Vicky Heward) will meet soon to get this project underway.

### 3. Reimbursements

The following reimbursements were approved by the committee

- Charities Commission Annual Return Fee - \$51.11
- Books Direct fundraiser (Board of Trustees) - \$80.00
- Original Bread Company – open night and rotary competition food - \$172.50
- Vicky Heward – variety of items as below - \$746.47

17 dozen club sandwiches from Couplands \$365.50

18 bottles of fruit juice \$81

5 x sleeves disposable plastic cups \$46.95

7 dozen club sandwiches from Couplands \$150.50

4 packs of assorted savouries from Couplands \$55.96

Tablecloth - \$20

3 x glass jugs - \$9

2 x containers (for coffee and sugar) - \$5

Tea bags - \$2.99

Coffee - \$9.57

**Moved:** Carol Lloyd

**Seconded:** Phil Tappenden

### Correspondence:

- In: Whitakers Chocolate Fundraiser. This fundraising opportunity was declined.
- In: IFAS - Industry First Aid Specialists, this fundraising opportunity was declined.

### General Business

#### 1. Fundraising for new hall kitchen

Vicky raised the PTA's suggestion that the kitchen attached to the school hall be given a makeover. Phil will raise this with the Board of Trustees at their meeting.

**2. End of year disco**

The idea of a having a Halloween disco was discussed but discounted. The date for the final disco of the year was set at Friday 2 December.

There is plenty of drink and some food leftover from the June disco. This will be topped up (including kettle cord bags). There are also leftover glow items. Carol Lloyd will investigate hiring a photo booth.


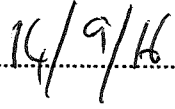
**3. Fruit Trees**

Fiona mentioned that there was an opportunity for Kirkwood to receive some donated fruit trees through Neighbourly.co.nz. The committee agreed that she should take this opportunity further.

**Next meeting to be held Wednesday 14 September 2016 at 7.30pm.**

Vicky Heward and Suzy Garriock tabled their apologies for this meeting. Fiona Riddle will chair the meeting in Vicky's absence.

Meeting closed at 8.20pm

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