

Kirkwood Intermediate School PTA Meeting

7.30pm Wednesday 14 September 2016

Staff Room

Meeting opened: 7.30pm

Present: Phil Tappenden (Principal), Ray Ingle (Staff Rep), Fiona Riddle (Acting Chairperson/
Treasurer) Kelly Denley.

Apologies: Vicky Heward (Chairperson), Suzy Garriock

Previous Minutes 17 August 2016: Read and gone through:

Motion: The previous minutes be accepted

Moved: Kelly Denley

Seconded: Phil Tappenden

Principal's Report:

Phil read his report main points were:

- **Great efforts from the students:** - Cantamaths , Robotics show , Current affairs, Tuesday this week we had – future technology
- **Year 8 camp wellington camp** – Beginning the start of term 4 - Great experience, a lot of work have gone into this camp, Both Students and Teacher are excited.
- **Meeting with the board of trustees** – Technology block over by Kirkwood Avenue needs painting and a new fence * Estimated cost \$80000
Garden in the front by the office_– Looking into plans for this area. Estimated cost \$50000
Kitchen Canteen and Staff room - three tenders are giving quotes.

Motion: That the Principal's report be accepted

Moved: Phil Tappenden

Seconded: Kelly Denley

Chairperson's Report:

It has been a quiet couple of months on the fundraising front but we are now focusing on the Quiz Night planned for Monday 21 November.

Thanks to Phil and Kim Brown (Kirkwood parent) I have booked the Rock in Rolleston as the venue. This will make it very easy for us – they provide the venue, food and drink (via bar – Kirkwood gets 10% value of food and drink purchased as long as we get at least 50 attendees), host/quiz master.

We just need to source prizes/ raffle/ auction items and sell the tickets.

Because fundraising is more powerful if we have a specific cause in mind, I suggest we highlight the need to renovate the school canteen. Phil has discussed this need with the Board and will have more to say at the meeting.

It will be good to have a secretary appointed to the PTA – I can help with this role.

Thank you to Fiona for chairing the meeting in my absence – will catch up with the minutes and actions on my return and see you for the October PTA meeting.

Vicky Heward

Chairperson, Kirkwood PTA

Motion: That Vicky's report be accepted

Moved: Fiona Riddle

Seconded: Kelly Denley

Treasurer's Report

Funds Available as at 31.8.2016 \$14,921.94

Less future committed BOT payments taking total to \$7,773.94

Motion: Fiona's Report to be accepted

Moved: Phil Tappenden

Seconded: Kelly Denley

Matters arising:

1. Quiz Night Monday 21 November, 7.30pm The Rock, Rolleston

- \$100 deposit paid

Motion: PTA discussed and voted to reimburse Vicky for this payment.

Moved: Phil Tappenden

Seconded: Ray Ingle

- Now we need to raise prizes/ raffles/ auction items – Fiona to get a list from Geraldine of a list of businesses that that school deals with on a regular basis:

Bunnings

Global PC

Mainland Fasteners Ltd

Office Max

Redbus

Winstone Glass

Gary Clark Electrical Ltd

Mitre 10 Mega

OCS

Christchurch Cleaning Supplies

Canterbury Teamwear

Leopard Coachlines Ktd

- Fiona will get in contact with some of these businesses and see what they can offer for the quiz night.
- Tickets will be \$10 with max 100 tickets. Seating will be available in tables of up to 6 people.
- We talked about the idea of using Building a New Kitchen for the canteen, great opportunity for the money to go towards from the Quiz night.
- Sending letters home to with all the students and also putting in on the website and email it to all families.
- Fiona to talk to other PTA members regarding starting time for the Quiz Fiona also will contact the Rock to see if able to change time to 7pm. – I have contacted the Rock and they like to keep the time at 7.30 pm so that people can have enough time to have dinner before.

2. Replacement Secretary for PTA

Tracy MacDonald has resigned as Secretary for the PTA, need to appoint a new one. Duties are to get agendas out prior to meeting (Vicky will help with this), take minutes at meeting and send to Chairperson for checking within a week of meeting.

Nomination/s: Vicky and Fiona to continue with the duties