

# Kirkwood Intermediate School PTA Meeting

7.30pm Wednesday 2 November 2016

## Staff Room

**Meeting opened:** 7.30pm

**Present:** Phil Tappenden (Principal), Ray Ingle (Staff Rep), Fiona Riddle (Treasurer) , Carol Lloyd, Rachael McCarthy

**Apologies:** Vicky Heward (Chairperson), Suzy Garriock, Kelly Denley

**Previous Minutes 12 October 2016:** Read and gone through:

Motion: The previous minutes be accepted

Moved: Fiona Riddle

Seconded: Phil Tappenden

### **Principal's Report:**

School camps have gone well with one camp away at present. We appreciate the help of the parents who went along.

Attended a Conference in Whakatane where both Nigel Latta and Tame Iti made presentations. It was a very valuable experience.

Motion: The Principal's Report be accepted

Moved: Phil Tappenden

Seconded: Carol Lloyd

### **Chairperson's Report:**

As the school year draws to a close there is so much to do! Of course the big event for the PTA is the 21 November Quiz night.

I'd like to invite PTA members to my house in Rolleston for a 'wrap and chat' session – we will be packaging the items ready for the night. This will be held at 20D Cameron Crescent on Sunday 13 November at 2pm. I hope you are not all going away for the long weekend. I think it was Rachael who offered to bring cellophane – that would great – I have lots of recycled

ribbons etc to make everything look pretty. We can also check off remaining jobs like setting up on the night, liaising with the MC.

I have provided a spreadsheet with supporters, items and how they will be used – would be great if you could update it and make sure you are happy with how everything is divided up. We will need to update our website with supporters and ensure ongoing newsletter items acknowledge all the support.

I have bought raffle ticket books for the event and will organise containers to collect the tickets in. The school office will start selling tickets for the pre-event raffle on Monday 31 October.

Thank you to everyone who has helped pull this together – PTA members and school staff – particularly Leanne, Tracey and Geraldine.

A reminder too that we will be selling school cookbooks at the event so I will make sure to mention this in the next school newsletter.

#### **Treasurer's Report:**

Fiona presented the latest set of accounts (October 2016). These show funds available of \$7,779.39

Phil requested \$1500 - \$2000 for the purchase of pens and trophies to be given to school leavers at the end of the year. He also mentioned a fun day on Monday 12 December.

Motion: The Treasurers Report be accepted and up to \$2,000 be made available for end of year leaver's gifts

Moved: Carol Lloyd

Seconded: Rachael McCarthy

#### **Matters arising:**

1. New Parent's night Wednesday 16 November

Phil reiterated need for PTA to provide tea/ coffee and biscuits/ slices. Could also sell tickets to *Quiz night* and tickets to *pre-event raffle*.

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

Fiona and Phil explained problems with receiving Leopard Coachlines cheque/ donation. They are working on this. Fiona is waiting on reply from Avonhead Tavern and Golf Shop.

3. End of year disco

Carol informed meeting that Classic Photo Booth can provide a photo booth for the end of year Disco on 25 November. The cost is \$425 which includes props, set up and and pack up 2 hour attendance, unlimited prints on night plus a USB stick and online (password protected) ordering. The Committee suggested that disco entry entitle participants to one free photo with extra photos charged at \$1 each. The photos would have Kirkwood Intermediate (logo) 2016 in the background.

The committee agreed to go ahead and provide the photobooth at the disco. A 50% deposit was required and the invoice would go to Fiona.

Motion: That the PTA pay for the cost of the Classic Photo both with repayment being made from entry donation and additional photo fee.

Moved: Carol Lloyd

Seconded: Rachael McCarthy

4. Santa Parade parking

Helpers were confirmed – to be discussed more fully at next PTA meeting.

**Correspondence**

In: Email from the NZ PTA re standardized testing at years 3, 5, 7 and 9. Boys seem to be disadvantaged in reading in their younger years. Teachers hope that boys get interested in reading later on. Fundraising opportunities including Fund Me box , Ouchie powder and children's artwork.

**General Business**

- Nil

**Next Meeting:** Wednesday 30 November 2016 to be held at the Milanese Restaurant, Prebbleton, 6.30pm for dinner @ 7pm.

**Meeting closed at:** 8.35pm

Signed:.....*VJ Heward*..... Chairperson Date:.....*30/11/16*.....