

**Kirkwood Intermediate PTA**  
**General Meeting Minutes - Wednesday 22 March 2017**

Meeting Opened: 7.30pm

Present: Phil Tappenden (Principal), Fiona Riddle (Chairperson), Kelly Denley (Secretary), Anne Clarke (Treasurer), Ray Ingle, Penny Osborne, Salote Tufuga, Annie Carrodus, Janette Mitchell

Apologies: Meagan Puckett, Rachel McCarthy, Erin Loo, Els Dusselier, Carol Lloyd, Sarah Fawcett

Previous meeting minutes: 22 February 2017

*Motion: The previous minutes be accepted.*

*Moved: Anne*

*Seconded: Annie*

Principal's Report:

Kayla Bayliss is going on maternity leave in a week and a half – because of this she is doing her parent teacher interviews early. Hannah McCall, a beginner teacher, will fill in for her while she is away. Hannah has started already and is joining Kayla for her parent teacher interviews.

Parent interviews for all other classes are held in week 10.

Thanks for all that have helped count the chocolate money.

No one class has returned all of their chocolate yet so at this stage it is unknown which is the class that has sold the most. The class that sells the most goes on a trip to Jellie Park later in the year. There are also prizes for the top individual chocolate sellers – 1<sup>st</sup> prize worth approx. \$400, 2<sup>nd</sup> and 3<sup>rd</sup> \$250 plus some mystery vouchers for students who have sold a few boxes, names are randomly drawn for this. PTA has approved Phil to arrange the prizes with the winners.

I received a lovely letter from one of the students Aarya Advilkar who is the Manager of the school Chess Club. She has mentioned that there are a lot of keen students to play chess this year however there doesn't seem to be enough chess sets or the ones they do have are incomplete. Aarya was wondering if it would be possible to buy a couple of more sets and maybe a chess timer so that all the chess students could benefit.

I also received an email from Chris Gaut, head of the sports department. He was stating that the basketball backboards and nets the school has are very old and in need of replacement. He also mentioned that it would be nice if they could have 1 more set of netball uniforms with Velcro to hold the bibs.

I received a request asking if it was possible to purchase 10 more chrome books for the school.

*Motion: The Principal's report be accepted*

*Moved: Fiona*

*Seconded: Penny*

### Chairperson's Report:

I would like to thank the current PTA for electing her. I would also like to thank Kelly and Anne for coming on board as Secretary and Treasurer. I would like to thank Phil for helping me get started as chair and I hope 2017 will be a successful year for the PTA. Lastly I would like to thank Vicky (2016 Chairperson) for all the time she put into last year and making our PTA "how to guide" for future PTA members.

It has been a busy time since I took over from Vicky. Chocolate selling to kick off the year and looks like it's been a success. I would like to thank the fantastic committee members and friends of the PTA who have helped count chocolate money. I realise our time is precious so offering your time and energy is much appreciated. Looking forward to the final amount raised.

I made a decision to start the hot cross bun fundraiser on the 14<sup>th</sup> March to make sure we could have time to get sales. Orders to be in 27<sup>th</sup> March and delivery on 7<sup>th</sup> April. We are also starting our Entertainment books soon which is another great seller.

I am looking forward to this year working with you all and raising funds for our amazing school.

*Motion: The Chairperson's report be accepted*

*Moved: Annie*

*Seconded: Penny*

### Treasurer's Report:

This was presented by Anne. Not much change from the last meeting. We have had 3 deposits made. Income from the cookbook, quiz night auction money and uniform sales.

*Motion: The reserved funds for the two picnic tables be removed*

*Moved: Anne*

*Seconded: Kelly*

*Motion: The Treasurer's report be accepted*

*Moved: Phil*

*Seconded: Anne*

#### Matters arising:

- Quiz Night Thank you letters – these have been printed out and signed. These will be given to those businesses by Fiona and Kelly
- Chocolate sales seem to be going well.
- Hot Cross Buns fundraiser. Orders need to be in Monday 27<sup>th</sup> May. Once we see how many orders we get then we can decide on the best way to distribute the hot cross buns. Fiona, Meagan and Kelly are going to count the money on Wednesday 29 March.
- Movie Night Fundraiser – this is to be discussed at the next meeting.

#### Correspondence:

In: Fundraiser opportunities

- Received fundraiser to sell Bikes – PTA decided not to pursue
- Received an email from Jax Hamilton's secretary in regards to a cooking demonstration to be done for parents. Fiona thought maybe this could be a good fundraiser for Mother's Day. The PTA thought it sounded good but wondered cost involved for us? Fiona to look into further. What is the cost for us? Fee for Jax? Cost of ingredients? What equipment does she need for the demonstration? What is the cookbook she is selling and how much? If we did go ahead PTA thought a date close to Mother's day or after would be best.

In: Received an email from Canterbury Team Wear (after they received our thank you email regarding their support of our Quiz). They stated if we needed any sports gear or team wear to contact them.

#### General Business

- The PTA will need to decide whether they will proceed with selling Cadbury chocolate as a Fundraiser next year?
- *Motion that the PTA donates \$250 towards the purchase of 1 chess timer and as many chess sets as we can get for this price*  
*Moved: Anne*  
*Seconded: Penny*
- *Motion that the PTA donates up to \$1600 for the purchase of 2 Basketball Nets and Back Boards plus 1 set of netball uniforms.*  
*Moved: Anne*  
*Seconded: Annie*
- *Motion that the PTA donates \$3389.50 for 10 chrome books*  
*Moved: Fiona*  
*Seconded: Annie*

- Phil mentioned that the Council are currently looking into a Leavers Hoodie to maybe replace the leaver's pen. The council are currently surveying the Year 8 to get their input. They will come up with a design and costing. Kelly wondered if this was something that the PTA could help fund. It was mentioned rather than a hoody maybe a plain tee shirt that the Year 8's could sign on the last day? We will wait and see if the council approaches the PTA.
- The school are purchasing 2 new ovens for the cooking rooms so Phil has ordered one more for the school canteen/kitchen area that the PTA also use. The money for this oven will come out of the Quiz money we raised last year to help update the school canteen. Oven cost approx. \$600-\$800.

Upcoming events – calendar

Pink Shirt Day May

Open Evening July

Meeting Closed: 8.53pm

Next meeting: Wednesday 10 May 7.30pm

