

Kirkwood Intermediate PTA Committee Meeting Minutes – Wednesday 22 February 2017

Meeting opened: 7.50pm

Present: Phil Tappenden (Principal), Vicky Heward, Fiona Riddle, Rachel McCarthy, Kelly Denley, Ray Ingle, Annie Carrodus, Suzy Garriock, Carol Lloyd, Penny Osborne, Anne Clarke, Meagan Puckett.

Apologies: Sandra Pringle

Previous Minutes: Read and gone through:

Motion: *The previous minutes be accepted*

Moved: *Fiona*

Seconded: *Kelly*

Election of new officers

Motion: *That Fiona Riddle be appointed as the Chairperson of the Committee*

Moved: *Kelly*

Seconded: *Carol*

Motion: *That Kelly Denley be appointed as the Secretary of the Committee*

Moved: *Carol*

Seconded: *Rachel*

Motion: *That Anne Clarke be appointed as the Treasurer*

Moved: *Fiona*

Seconded: *Kelly*

A number of forms have been returned from parents wishing to be part of the committee or the Friends of the PTA. Kelly will go through these and put together a spreadsheet of names and contact details.

Principal's Report

Phil presented a verbal report. The main points were:

- The 2017 school year has gotten off to a good start
- Kirkwood has an ERO review due this year – this will be welcome
- Phil is on sabbatical in Term 3. Peter Aitken will temporarily take over the role of Principal in his absence and other staff will cover where necessary.
- There is some discussion over the destination of the Year 8 camp. Both Wellington and the Otago Rail trail have been put forward as options. This will be discussed by the Board and presented to parents for consideration.

Motion: *The Principal's Report be accepted*

Moved: *Phil*

Seconded: *Anne*

Treasurers Report

This had been tabled at the AGM

Matters arising:

Quiz Night

Vicky reported that she has sent a thank you email to most of the quiz supporters or thanked them personally. She has created a spreadsheet showing who had been thanked thus far. She will make this and the wording for the email available to the committee.

Kelly suggested that a written letter be sent to those supporters without an email address.

Fire fundraiser

Fiona reported that she and Kelly had organised a sausage sizzle at the school to fundraise for people affected by the fires on the Port Hills.

Kahikatea & Kai – school cookbook

Fiona reported back on number of sales (in the financial records). There were still some available and it was suggested they would make nice Mother's Day gifts. They will be advertised in the next school newsletter.

Chocolate Sales

Phil reported that Kirkwood was locked into selling Cadbury chocolates as a fundraiser again this year. The supplier for future fundraising will be reconsidered following Cadbury's decision to close its Dunedin factory. The pros and cons of sticking with Cadbury were discussed.

A spreadsheet has been produced by the office to gather names of people able to help with the counting of the proceeds. This was circulated.

Movie Night

Vicky explained that the committee thought it would be a good idea to alternate the Quiz Night fundraiser with a movie night. Fiona went through a list of upcoming movies. It was decided to pursue this for June.

Correspondence:

- In: Letter from Parent Teacher Association providing an update of their activities and inviting membership. The committee decided not to become a member.
- In: Fundraising proposals were received from First Aid Kit fundraiser, Couplands (hot cross buns) and Mega Air. It was noted that both Couplands and Mega Air had supported the quiz. These will be considered at the next committee meeting.
- Out: Thank you emails for quiz (see above)

Next Meeting: Wednesday 22 March 7.30pm in the staffroom

Meeting closed at 8.30pm.

Signed: *J. Riddle*Chairperson
Date: *14/3/17*