

**Kirkwood Intermediate PTA**  
**General Meeting Minutes - Wednesday 8th November 2017**

Meeting Opened: 7.30pm

Present: Phil Tappenden (Principal), Fiona Riddle (Chairperson), Kelly Denley (Secretary), Anne Clarke (Treasurer), Penny Osbourne

Apologies: Rachel McCarthy, Ray Ingle, Sarah Fawcett

Previous meeting minutes: 20th September 2017

*Motion: The previous minutes be accepted.*

*Moved: Anne*

*Seconded: Penny*

Principal's Report:

The swimming pool has been open for lunch time swimming.

Year 8 camps going well. Had some interesting feedback about Otago Rail Trail camp, it was a more popular option for the boys. It went well. The teachers really enjoyed it. The school will need to discuss camp options for 2018. The school will take a cost hit this year due to having to fly back from Wellington. The school wanted to keep the cost down and similar cost to previous years.

The China trip went well. An amazing experience for kids. They had a great time and came back safe.

Athletics yesterday. The teachers lost the relay first time in a long time.

*Motion: The Principal's report be accepted*

*Moved: Anne*

*Seconded: Kelly*

Chairperson's Report:

This is our last PTA meeting for 2017.

I would like to thank you all for your support and help. I have really enjoyed being a part of the Kirkwood PTA. I could not have been Chairperson and got through the year without you all, especially Phil, Kelly and Anne. I hope you come back next year and have another successful year.

The quiz night held 29th October was a great success. Again thank you to Kelly and Anne for your help organising it with me and also on the night. The support from the community is overwhelming. We were able to offer some awesome prizes - raffles and auctions.

I look forward to the next few weeks before school is closing for the year. We still have a few things to get through so in advance thanks for your support and help.

*Motion: The Chairperson's report be accepted*

*Moved: Kelly*

*Seconded: Anne*

### Treasurer's Report:

The Treasurer presented the latest financial report. The final amount for Quiz is not through yet.

The \$200 we donated towards plants will sit and be used next year if needed.

Balance \$18,649.85 as at 31.10.17

The PTA received a letter from Bonnie Tranter and Room 1 stating it would be nice to be able to provide sports gear to be used at lunchtimes for all Kirkwood children. PTA approve up to \$400 to be spent on lunchtime sports gear.

The PTA also approves

- Up to \$2000.00 to pay for leaver's pens and trophies to be engraved.
- Up to \$1000.00 for Blues badges
- Up to \$500.00 for Year 8 fun day. This includes sausage sizzle, ice blocks etc
- Up to \$200.00 to pay for tea, biscuits and juice for New Parents Evening
- Up to \$300.00 for drinks, popcorn and glow sticks for the school disco
- Up to \$50.00 to go towards gift for ladies in the office for all the work they do for the PTA throughout the year

*Motion: The Treasurer's report be accepted*

*Moved: Fiona*

*Seconded: Penny*

### Matters arising:

- We have a basket of goodies left over from the quiz so have decided to sell a raffle on the New Parents Evening. Thank you in advance to the helpers Penny, Fiona, Anne and Kelly who will serve supper
- Disco Friday 24th November - we will sell rest of chocolates, some fizzy, popcorn and glow sticks? Thank you in advance to the helpers Penny, Kelly, Fiona and Sarah
- Year 8 Fun day Monday 11th December. PTA help with sausage sizzle and giving out ice-blocks. Thank you to Fiona for being able to help

- Year 8 final assembly 13th December 7 pm. Each year every class is asked to either bring a drink or a plate. We need someone to set up the food and sit in the room with the food while assembly is on. Thank you Penny for offering to do this.
- PTA dinner out. Decided on Thai Chef, Riccarton Road 7.30pm Wed 6<sup>th</sup> December
- Staff and PTA drinks will be held Friday 8th December 4 - 6pm
- Santa Parade Parking 1pm Sunday 3rd December \$5 per car. Need a helper from PTA if possible and then there is usually 2 teachers also

Correspondence:

In: No fundraiser opportunities

Out: Once we receive final amount raised for Quiz will send thank you letters to the businesses that gave donations

General Business

Rachel McCarthy has had to regrettably resign from the PTA.

Upcoming events – calendar

15th November - New Parents Evening

24th November - Disco

3rd December - Santa Parade parking

6th December - PTA dinner

8th December - Staff and PTA drinks

11th December - Fun day Year 8

13th December - Final assembly Year 8

Meeting Closed: 8.40pm

Date for Next meeting and AGM: Wednesday 21st February 7.30pm



