

Kirkwood Intermediate PTA Committee Meeting Minutes – Tuesday 24 May 2016

Meeting opened: 7.30pm

Present: Phil Tappenden (Principal), Ray Ingle (Staff Rep), Annie Carrodus, Kelly Denley, Fiona Riddle, Suzy Garriock, Rene Connelly, Vicky Heward (Chairperson)

Apologies: Rachel McCarthy, Carol Lloyd, Tracey MacDonald (Deputy Chairperson and Secretary), Sandra Pringle (Friend of the PTA).

Absent: Rob Smith, Hayleigh McDonald

Previous Minutes: Read and gone through:

Motion: The previous minutes be accepted

Moved: Fiona Riddle

Seconded: Phil Tappenden

Principal's Report

Phil read his report, main points were:

- Fundraising chocolate sales have gone very well
- Phil has been overseas visiting South Korea and China
- Kirkwood Intermediate has signed a sister school agreement with a school in China called the "Chengdu Experimental Bi-lingual school, which has around 1500 students. They are keen for a student exchange. These may start next year.
- Phil met up with some former exchange students who still keep in contact.
- Teacher Chrissie Ford has resigned after 10years teaching at Kirkwood. Her loss will be felt.
- Technology and Māori subject teacher, Julie Anderson, is visiting nine schools in nine weeks during Term 3 as part of NMSSA.

Phil asked the PTA to provide funding for four additional Chrome books at a cost of \$1713.12. The PTA accepted.

Motion: That the committee provides funding for four more Chrome books

Moved: Phil Tappenden

Seconded: Annie Carrodus

Motion: The Principal's Report be accepted

Moved: Phil Tappenden

Seconded: Suzy Garriock

Chairperson's Report

Vicky Heward read her brief report.

It will be good to get the final fundraising total from Chocolate Sales last term. The research panel held at the start of the year was a great way to lead off our fundraising. We have had a few more

fundraising opportunities sent our way and it would be good to discuss our fundraising strategy for the remainder of the year in detail at the meeting. Our next project is the sale of Entertainment books. It was great to be able to approve PTA spending for a number of projects presented by Phil Tappenden at our March meeting. Thanks for your continued support.

Motion: The Chairperson's report be accepted

Moved: Vicky Heward

Seconded: Phil Tappenden

Treasurer's Report

Phil presented the financial report. It included:

Chocolate sales banking of \$22,828 and Lincoln University Focus Group payment of \$590.

Motion: That the Kirkwood PTA make a donation to the Kirkwood Board of Trustees towards the cost of buying the fundraising chocolate - \$11,085.19 and that the PTA reimburse the Kirkwood Board of Trustees for the chocolate sale prizes totalling \$510.

Moved: Phil Tappenden

Seconded: Vicky Heward

Once committed Board of Trustees payments – including money pledged for the wishlist (see previous minutes) and chocolate sales costs, the funds available as at 30 April 2016 were \$11,085.19. The cost of the extra four chromebooks needs to be deducted. There will be some income from Entertainment Book sales to come.

Motion: That Vicky Heward be reimbursed \$34.02 for the catering items for the research panel.

Moved: Vicky Heward

Seconded: Phil Tappenden

Motion: The Treasurer's report be accepted

Moved: Phil Tappenden

Seconded: Rene Connelly

Matters arising:

1. Aotearoa Parent and School Association invitation for Kirkwood Intermediate to join as members.

Vicky reported that as yet there was no website for this new organisation and insufficient information to make a decision on membership. The group agreed to wait until such information was available before making a decision. This will be revisited at a future PTA meeting.

2. Hoyts movie fundraising opportunity.

Vicky reported that she had spoken with Adrina Rahurahu from Hoyts Cinema about this opportunity. Kirkwood could hire a cinema (smallest one with 84 seats would cost \$714. Then sell seats as a fundraiser. Food could from the candy bar like popcorn could be included in the ticket price. For example a ticket could be sold for

\$20. The cost of the seat for Kirkwood is \$8.50 therefore profit would be \$11.50. However the cost of a regular popcorn, coke or icecream is \$4 and this could be included so \$20 less \$8.50 less \$4 gives a profit of \$7.50 each seat.

Kirkwood would need to pay for the cinema hire (regardless of tickets sold) seven days before the event. The cinema size could be upgraded (cinema seat sizes range from 84 to 318 seats) or downgraded before the event providing the new cinema was available.

If Kirkwood wanted a new release movie, it would cost an extra \$1 per seat. The Committee was quite interested in this opportunity. Term 3 was seen as a possible time for the event. Vicky will check on what advance screenings would be available in Term 3 and this opportunity will be discussed at the next PTA meeting.

Correspondence:

In: A fundraising opportunity to sell kindling. The Committee decided not to pursue this.

General Business

The committee discussed the requirements of the school open day/ night on 5 July. Phil informed them that the PTA did not have to do anything during the day but will be involved in the open evening. This will be further discussed at the next meeting.

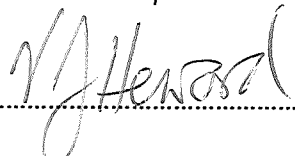
Fiona Riddle talked about a fundraising opportunity to sell food products from the Naked Baker. Vicky will send out further information about this with the minutes for Committee members to consider and discuss at the next meeting.

Sales of Entertainment Books. Tracey McDonald is organising this. Vicky will make contact and see how it is going and what support is required.

Fundraising strategy. Vicky suggested that a long term strategy for the remainder of the year be put in place rather than responding to opportunities sent in. Kirkwood has previously held a quiz night which was successful. The Committee was interested in this. There was some existing information on how the event was run and it was understood that Tracy McDonald may have a further folder of useful information. A sub-committee was formed to look into this further consisting of – Annie Carrodus, Fiona Riddle, Kelly Denley and Rene Connelly. The sub-committee to investigate further and report back at next PTA meeting.

Phil reminded Committee members about the visit from Cyber Safety expert John Parsons the next night.

*Next meeting to be held Wednesday 22 June 2016 at 7.30pm
Meeting closed at 8.20pm*

Signed: Chairperson Date: 