

## PTA Meeting Agenda & Meeting Minutes

**Meeting date:** Thursday 17th August

**Time:** 1.30pm

**Venue:** ISS Staffroom

**Attendees:** Fran, Becki, Fiona, Shelly, Thomas, Sara, Louisa, Jo, Darain, Paul, Rebekah S, Emma Y, Laura, Ben G, Jamie & Robert (yr12), Rebecca Pratt, Kereni, Michelle P

### Apologies:

Agenda for Friday June 2nd 2023		
Agenda Item	Minutes	Notes and Action
Welcome to everyone!	<ul style="list-style-type: none"> <li>→ Fun Day was a hit! Big congratulations to everyone on the PTA for all your hard work and effort.</li> </ul>	
The BULA Project	<ul style="list-style-type: none"> <li>→ Need some traction on this in term 4</li> <li>→ Brief discussion</li> <li>→ Small team to work on ideas of where we start from</li> <li>→ Do we want to collaborate with the request from Melinda? Who from the PTA will coordinate this?</li> </ul>	Leave till next week
Stay and Play	<ul style="list-style-type: none"> <li>→ Do we want to do one? Friday 25th? Friday 1st Sep?</li> <li>→ Ice Blocks and cold drinks Term 3. Who can lead and organise this please?</li> <li>→ Need to get the word out to Secondary that they are welcome too.</li> <li>→ Ideas for older kids to run a game on the field/courts, or come play basketball/handball up in Primary.</li> </ul>	<p>1st September new date.            Emma to lead with Laura and Sara with Becki's help            Ice blocks and drinks left from Fun Day.            Float will be needed (Sara)            Email Kereni with tables, urn and other requirements before the day.</p> <p>Wet weather plan is under the art room with toys/activities, water play, and the Primary Hall (balls etc)</p>
Sausage Sizzle	<ul style="list-style-type: none"> <li>→ Sausage Sizzle planned for Week 10 14th September to tie in with Primary Sports day</li> <li>→ Need a lead on this as Fran is away the week before (we have 90 beef sausages and chicken already in Fran's freezer leftover). So we just need bread and the coordination of the cook. Sauces should be in the PTA cupboard.</li> </ul>	<p>Fran, Emma, Michelle P to work together on this.            Pre-order and on the day using a google form.            Will include vegetarian sausages.            Possible Y12 ice blocks.</p>

AGM	<ul style="list-style-type: none"> <li>→ Do we want an election process?</li> <li>→ <a href="#">PTA Constitution</a></li> <li>→ “The annual general meeting (AGM) shall be held once each calendar year in November”</li> <li>→ “The AGM shall require a quorum of 20 members”</li> <li>→ Set a date for Term 4</li> </ul>	<p>Advertise the roles and application process.  Special meeting 30th August for new members  After the PTA assign the roles  The new president will set the AGM date in term 4</p>
Finances	<ul style="list-style-type: none"> <li>→ Update from Fun Day</li> <li>→ Request from stalls to know their profits. We have tried several times to do this but the BO records are difficult to read. How can we solve this?</li> <li>→ Some food stalls want to set aside money from this year's profits so they can kick start their stalls earlier next year.</li> <li>→ CAS Application from Yr12 students for the 24hr run needs consensus from the PTA. <b>We will fund 70% of what they have asked for. The school will pick up the rest with internal CAS funds</b></li> </ul>	<p>Thomas will update next week.  Leave some of these questions till the next meeting.</p>
CAS	<ul style="list-style-type: none"> <li>→ Executive committee are discussing the process for this. There are a lot of gaps currently and we are working to fix this.</li> <li>→ Need clarity and confidence around how much the PTA will cover per application.</li> <li>→ Small sub-committee needed for this</li> </ul> <p><b><u>Directly from the Constitution</u></b>  <b>Purpose:</b> <i>‘the contribution to service work within the Fijian community through student led initiatives’</i></p> <p><b>Process:</b> <i>‘Any request for the use of PTA funds, must be made in writing and five (5) prior to the date the funds are needed. A written response about the PTA committee’s decision will be communicated to the relevant party.’</i></p> <p><i>‘The request of funds from the PTA must include a detailed description of the project/activity and how the funds will be used. A written report must be submitted to the PTA committee at the end of the project/ activity accompanied by photos.’</i></p> <p><b>These are all work in progress documents</b></p> <ul style="list-style-type: none"> <li>→ <a href="#">CAS Funding PTA Blurb</a></li> <li>→ <a href="#">PTA - Primary Project Completion Form</a></li> <li>→ <a href="#">PTA CAS slideshow</a></li> </ul>	<p>Jamie and Robert shared with us their CAS Proposal. Thank you for being brave enough! A few questions from the PTA group about CAS and the event.</p> <p>→ <b>We will fund 70% of what they have asked for. The school will pick up the rest with internal CAS funds</b></p> <p>Fran to formally email all those concerned including the Business Office so funds can be released.</p> <p>Sub committee to be formed to review process and procedures for students to access funds.</p> <p>- Sara, Laura, Jo, Shelly, Michelle, Becki</p> <p>They will feed back to the PTA as soon as they have met.</p>

Vacant Roles	<ul style="list-style-type: none"> <li>→ Fran leaving at the end of term 3</li> <li>→ WhatsApp Admin role needs taking over</li> <li>→ PTA Email needs taking over</li> </ul>	Advertise and gain interest, as per the constitution will appoint roles after the expressions of interests.
Term 4 Events	<a href="#">PTA Dates Events</a>	Look at this at the next meeting.
PTA Meetings 2023	<ul style="list-style-type: none"> <li>→ Thursday 24th Fun Day Reflection</li> <li>→ Thursday 31st August (Fran's last one and Louisa/Darain to lead) Note: this is Primary Conference day so time TBC</li> </ul>	