

PTA Meeting Agenda & Meeting Minutes

Meeting date: Friday 1st September

Time: 1.00pm

Venue: ISS Boardroom

Attendees: Fran, Louisa, Jo, Laura, Darain, Shelley, Paul, Rebecca M, Eldine, Rebecca P, Rebecca C, Thomas, Emma, Michelle, Liz, Tara, Sara, Nidhi, Danielle, Karissa, Doreez, Joelyne, Trisha

Apologies:

Agenda for Thursday 24 August 2023		
Agenda Item	Minutes	Notes and Action
Welcome to everyone!	→	
Special Meeting	<ul style="list-style-type: none"> → Fran to share the vacant roles with everyone and read out descriptions. Starting at the bottom of the list. → Vacant Roles 2023 → Asks for nominations at end of each description → Hands up vote system to accept each nomination 	<p>CAS coordinator: Becky Fun Day coordinator: - Secondary school parent rep: Becky Primary school parent rep: Sam Fraser (TBC- expressed interest but unable to attend meeting) Communication coordinator: - Secretary: Michelle Vice- President: Darain President: Louisa Sara continues as Treasurer and Emma as Activities coordinator.</p> <p>AGM date to be confirmed, possible date for 23/10/23</p>
Finances	<ul style="list-style-type: none"> → Discussion about 'Division of Funds' <ol style="list-style-type: none"> 1. BULA Project 2. CAS 3. Operating Fund → For the last year the PTA did: <ul style="list-style-type: none"> 40% 1 'Big Project' (which was the Primary Playground) 30% 2 'small projects' (water coolers around the school campus) → 20% CAS → 10% Operating Fund <p>2023 proposed Division of funds (to be voted)</p>	<p>Profits for FD about \$32,000 which is \$10,000 up from last year. Need to work out allocations for this year. We need to keep some money for operating costs.</p> <p>PTA before Covid decided on the big and small project ideas. Playground was the big project and the small project was the water coolers. Never did a second small project.</p> <p>Suggestion that BULA should be more as there will be purchases made that will need to be shipped in and would need more money, e.g. bleachers.</p>

	<p>→ Fran to share reasoning behind these two options</p> <p>→ Option 1: 50% BULA Project 40% CAS 10% Operating Fund</p> <p>→ Option 2: 45% BULA Project 45% CAS Project 10% Operating Fund</p>	<p>CAS- service and community service projects led by children.</p> <p>Review after six months on whatever is decided to see whether it is working- agreed. Try for March 2024. Will link into the new survey in Term 1.</p> <p>Laura suggested an even split. Uncertain exactly what we are funding yet for BULA so makes more sense to make it equal. Shelley suggested to go for Option 1- students need to look to fundraising and make sure they are still coming up with ways to do this. Risk in either of these options but optics may be better for equal split.</p> <p>Finance update- we have more money than we thought we did and we need to work out what we do with it. Some of the money could be used to give back to the community. Thomas mentioned we could use the money to come up with something together.</p> <p>Option 1: 14 Option 2: 5 BULA project will still have opportunities for community and student involvement.</p>
<p>The BULA Project</p>	<p>→ Special thank you to Laura who is leading this project!</p> <p>→ Update from BULA Project sub committee after meeting this week</p>	<p>Response to last year's survey- majority of community who voted for the beautification of the school. We have to fit within this decision. For both Primary and Secondary- involves the whole school community. Nothing defined at the moment - initial ideas been put together but please send any more. Next meeting in the coming week. One of main targets is student involvement and something that links into the overall mission and vision of the school. E.g. aesthetics of the grounds e.g. murals; diverse ways in which the children can spend time in their free time, e.g. mindfulness spaces, table tennis, etc. Should there be another survey? The survey showed a lot of misconceptions about the PTA's role. Darain is coming up with a FAQ for the PTA. Might be unfair on the people who already submitted their</p>

		<p>survey this year and made suggestions. Make sure comms are clear and tighten up how we communicate and how frequently. If parents have ideas invite them to join the PTA or get in touch.</p>
CAS	<ul style="list-style-type: none"> → Update from CAS sub committee after meeting this week → CAS request from Primary Kids 4 Kids 	<p>Discuss recommendations for CAS. Change the name- still TBC. Looking at a more streamlined process for the children and funding. Sliding scale for Primary and Secondary. Recommendation of funding- Primary up to a certain amount it would be 100%. Secondary 75% up to a certain point. Slightly different applications for primary and secondary.</p> <p>Both CAS and BULA will have a one page info sheet going out soon.</p>
Sausage Sizzle	<ul style="list-style-type: none"> → Primary is Thursday 14th September 12pm lunch → Secondary is Wednesday 13th September 12.30pm lunch → Need volunteers please to help cook! → Google form to be sent out for pre-ordering so we know numbers. Kids will pay on the day though. 	<p>Primary Sports Day - all day, here on campus TBC. Sausage sizzle approx midday. All over the campus. Ice blocks and sausage sizzle provided.</p> <p>Google form to go out before to get an idea of numbers. Always do extra as more will want them. We currently have 90 beef and some extra chickens.</p> <p>250 children for Primary. Extra sausages can go to the staff, staff function.</p> <p>Vegetarian by pre-order only.</p> <p>In survey- a lot of parents wanting to be involved in a sporting event. Becky invites all parents to come and watch but no parent race.</p> <p>Secondary could have parents race or teachers race perhaps.</p> <p>We could do a PTA social event that involves some sports day activities.</p> <p>Parents could be offered tea and coffee from PTA.</p> <p>Sausage sizzle for Secondary sports day as well, which is the day before on campus. 1230 approx. 260 approx children.</p> <p>Emma, Michelle, Fran, Jo (and her Mum- can be here for the whole Secondary day), Darain (for Primary) Clarissa (Primary), Eldine. Need more help for secondary.</p>
Term 4 Events	<ul style="list-style-type: none"> → PTA Dates Events → Stay and Play week 2 Friday → Set a date for the AGM → Disco 19th October (Primary and Middle School) → Garage Sale Saturday 18th November 	<p>Primary disco- straight after school</p> <p>Garage sale to be moved possibly as it falls on the same day as Year 12 ball and the Board retreat.</p>

PTA Meetings 2023	→ Week 1 of term 4 1.30pm Staffroom	Perhaps week 2 if Stay and Play moves
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