

PTA Meeting Agenda

Meeting Date: Thursday 16th November

Time: 1.30pm

Venue: ISS Staffroom

Attendees: Louisa, Eldine, Emma, Sara, Sam, Laura, Kareni, Pauline, Shelly, Daz, Paul, Bec, Becky, Becki, Michelle

Agenda for Thursday November 16th 2023		
Agenda Item	Minutes	Notes
Welcome	<ul style="list-style-type: none"> Highlights 	<ul style="list-style-type: none"> Everyone shared a highlight or achievement, personal or professional, since we last met. Surviving online learning whilst cyclone Mal passed, was a shared achievement!
Garage Sale	<ul style="list-style-type: none"> Update on table bookings Big push on social media and spreading the word Is it too late to put up a few posters? Screens - Kareni? Any volunteers for the day? Jobs to be done Friday / Saturday 	<ul style="list-style-type: none"> The garage sale is this Saturday. We currently have 46 tables reserved. Just over half have been paid for. Payment will be accepted on the day. with delays due to the cyclone. There are 60 tables in total, so let people know that there are more available and to book asap. Social media ads went out last week. Another will go out today and again on Saturday morning. Daz to get an ad on the FM96. Volunteers for the day, Louisa, Sam, Daz, Becky/son, to arrive between 7:30-8am. Tickets for the raffle basket could potentially be sold, but a table would need to be set up, unless someone with a table could sell on our behalf. Need to investigate if a permit is required or if the one from Fun Day still applies. It could be announced at the final assembly or drawn now from those who have already purchased, or left until next year. Moana boys home will take leftover goods not sold. Posters have gone up today at many supermarkets.
Bula Project	<ul style="list-style-type: none"> Laura to give an update of Drua Marketing. Planning for the next purchase. 	<ul style="list-style-type: none"> We decided to go with Drua marketing. 2 x Fatboy beanbags have been ordered and will

	<ul style="list-style-type: none"> • Communication to the school community. 	<p>be ready to collect on Monday by Laura.</p> <ul style="list-style-type: none"> • The beanbags are 6-7kg's, which will be good for the bigger kids. They are water resistant and have a double cover. • Suggestion to put handles to move around to be considered and asked of Drua Marketing. • Becki would like 4-6 beanbags upstairs. • A quotation is in the works for the foam cubes, in turquoise or blue. • Laura would like to organise another Bula meeting for next Thursday to decide what we can still achieve this term and discuss Mel's project. • PTA would like pictures with kids sitting on the beanbags to add to the newsletter, as well as have the kids test them and provide feedback. Paul to assist and also trial.
Disco Debrief	<ul style="list-style-type: none"> • What worked well? • What could we change / improve? 	<ul style="list-style-type: none"> • Thank you PTA for the hard work. The kids loved it, everyone had a good time. Lots of positive feedback. • Gill apologises for not getting the safety video out in time. However, now that it's been made, it will be ready to go and good to use for future events. • There were no injuries or dramas. • Maybe there could be another method for giving sweets, as there was a massive stampede and kids were coming back for more. It would be good to go back to a ticketing system or wrist bands. • Maybe not enough space for Primary. • The sound system needs to be reviewed. Songs were streamed from YouTube and the volume on the songs were inconsistent. Some kids were finding it too loud and going outside. • During the disco we ended up setting up seats in the alley. Next time we should have seating already set up outside for a chill zone. • Possibly move the grade 5's into the secondary disco. ECH-4, 5-7 & 8-9. • Send notification advising videos are not allowed. • Parents who wish to stay can do so but need to remain outside. Having them in the room changes the dynamic, makes it more crowded and some children may not appreciate their parents being

		<p>there. We could set up seating and a tea and coffee station just outside the building.</p> <ul style="list-style-type: none"> ● It would be worthwhile having one volunteer responsible if children want to leave and go home to call the parents, plus a first aider. ● Perhaps do a sausage sizzle for both Primary & Secondary. The little kids need more food or something more filling. They were hungry! ● More bins are required in the room. We had bags set up but actual bins are needed. ● Always going to be lots of suggestions. But overall it was a great event. ● There was a child who went home on the bus who should've been in attendance. Next year we send a list to all class teachers to remind them to go to the disco. Also, send the list to security and the bus coordinator. The tickets could be distributed by the teachers, which will also be a reminder. ● Having the bags in the back room was a good idea. It kept things safe and also worked as a chill out zone. Putting the bags by grades was handy. ● Water dispenser outside the door next time. ● Numbers were double compared to last year. Being a free event would have helped increase numbers. Just under 200 for Primary and 80 for Secondary. ● It could be good to have someone help lead some dancing with the Primary kids. ● We had intentions to do best dressed and best dancer, but didn't get around to it. Plus we need a microphone. ● The student helpers for secondary were a huge help and basically led the disco, which made it more easier and relaxed compared to Primary, which was little more full on. ● The decorations and the screen saver were fantastic. The set up team did an amazing job.
AGM	<ul style="list-style-type: none"> ● Constitution comments update ● Suggestions to be included on the AGM agenda ● The Nomination form has gone out. 	<ul style="list-style-type: none"> ● Anyone on the interim PTA committee who wants to remain, must apply and complete the nomination form, with the exception of Emma and Sara, and the school representatives. New members can also apply. Click for link.

		<ul style="list-style-type: none"> • The financial statement hasn't gone out, but has to go out 7 days prior. • To be included on the agenda: Icebreaker, Sara to share the Treasure statement from last year, as well as next year's budget, Laura to talk about BULA, Becky IMPACT.
Planning	<ul style="list-style-type: none"> • Teacher appreciation morning tea. • Help required for Welcome to new parents / staff in January. • Committee planning meeting to discuss dates for next year and outline the budget. 	<ul style="list-style-type: none"> • Teacher appreciation morning tea to be held on one of the last Fridays of term, possibly December 1st. • Next PTA newsletter to be sent in two weeks. To include pictures from the Disco, Garage Sale, AGM outcome. • We will need a committee meeting to discuss an events plan and the budget, establish how much to spend for each event. This would include the 12 committee members only. So it would need to be after the AGM - Tuesday 5th at 1:30pm. • Proposed 2024 Fun Day for the 26th of July. Production possibly term 2. • Next year we'll have \$40k with \$12k reserve. Percentages as previously agreed in September: BULA \$20k, IMPACT \$16k, Operating Funds \$4k. Anything spent before the end of this year will tie into this amount. • An email will be sent asking if people can come for the teacher days. So far it's estimated there will be about 60 new students. Have a morning tea prior to the walk through. Set up in the breezeway.

Key Dates

- PTA Garage Sale:- Saturday 18th of November 8:00am-12:00pm - MPH & Breezeway
- BULA Project Meeting: Thursday 23rd of November at 1:30pm - Staffroom
- PTA AGM: Wednesday 29th of November at 1:30pm - Boardroom
- Teacher Appreciation Morning Tea - Friday 1st of December (*Tentatively*)
- PTA Committee Meeting (12 Committee Members): Tuesday 5th of December at 1:30pm - Staffroom