

PTA Meeting Agenda

Meeting Date: Thursday 12th October

Time: 1.30pm

Venue: ISS Staffroom

Attendees: Louisa, Darain, Laura, Michelle, Fiona, Sam, Rebekah, Becki, Jo, Rebecca, Emma, Paul

Apologies: Sara

Agenda for Thursday October 12th 2023

Agenda Item	Minutes	Notes and Action
Welcome	<ul style="list-style-type: none"> ● Our first meeting with Louisa as President 	<ul style="list-style-type: none"> ● Welcome Sam, who joins the PTA as the Primary Rep. Sam (aka unicorn!) was the one person who responded to Louisa.
The BULA Project	<ul style="list-style-type: none"> ● Update of the BULA Project walk through ● Discussion on a suitable first project(s) ● Technical steps required to achieve 	<ul style="list-style-type: none"> ● The BULA team had a productive walk through at the end of term 3. Minutes were emailed, which Michelle included pictures to visualise possibilities. Link ● We need to decide on our first project and the technical steps. ● Becky advised that the primary stream is gaining traction. Research is being conducted for the pipes for a rain river or pipe system. However, most agree that we want to achieve something that we can complete this year and we can revisit this next year. ● Seating blocks would cater for both primary and secondary. It's tangible. We want to complete a project in a place that is exposed to the entire school community. ● The middle school plays up in primary but seniors do not, so seating blocks wouldn't cater for them so much. Beanbags in the breezeway would. Storage for the beanbags would need to be considered first. ● Seating could be an opportunity to combine the primary and secondary further. Secondary students do transit in that space but the basketball hoops are too low for seniors. ● The sound garden in front of the primary office is something that can be achieved quickly and at a low cost. Things could be purchased from Value City or people may have items they are happy to donate.

		<ul style="list-style-type: none"> ● We will now need to get quotes for seating and the sound garden. Becky has been advised \$700 for a wooden wall. We could use pallets as a cheaper option. Once the wall is up, then we can get a quote. ● If we have parents who are working with building companies, we could get scrap materials to use to save some costs. Pallets, pipes, chipboard, etc. ● We could communicate in the next newsletter and ask if people have things they could contribute. ● All to be discussed further at the next BULA meeting, which will be held next Thursday at 1:30pm
IMPACT	<ul style="list-style-type: none"> ● Update of outcomes since last IMPACT meeting ● First project ● Finalise application form 	<ul style="list-style-type: none"> ● IMPACT and BULA explained to Sam. ● There are a few questions needing answering before the application form can be approved and uploaded to the platform. ● Primary: If the teacher has already approved, does the IMPACT coordinator and treasure need to see an email or just the tick on the form? Is this evidence enough? We don't want to make it too hard for the kids to apply. If we remove it as a question then it will prompt the teachers and send a notification. ● Secondary: Keep the options as yes, no or pending. Anything secondary is asking for will required for funds to have been raised. If the status changes they can always resubmit the form. This will be a learning experience for the kids. ● It will be good for a discussion to be had with the students to explain the process and what's required of them. If the PTA holds these in smaller groups it will have a bigger impact and allow for students to ask questions. Primary communication would be better off having with the teachers rather than students and could be as simple as an email. ● Who fills the form out for Primary? Year 4-5 the students and the teacher for lower levels. ● Should we consider having allowances if they need more? Anything more requested will need to be raised with the IMPACT committee to collectively make a decision. ● If they want more to make up the difference they are short of, can they ask the PTA? It will become too complicated with IMPACT and having to fundraise.

		<p>Keep it simple with just those two options.</p> <ul style="list-style-type: none"> • Unspent IMPACT funds need to be documented, with receipts. The seniors (9-12) students should be reporting back, years 6-8 can be done by the teacher. The form can be set up to upload documents. • Do we want them to do a face to face presentation or an online video? Give students the option. Though if we want to hear more from them, then we may ask them to present face to face. This will need to be documented on the form so students are aware the PTA may request this. • Exit form to include reflection, pictures, finances. The form can always be built up further down the line.
Disco	<ul style="list-style-type: none"> • Date: Friday 3rd of November • Theme ideas: Glitter, Neon, Spookfest • Primary 2:30-4pm Secondary 5:30-8:30pm • Assistance from Y9's TBC • Entertainment, DJ, face painting, games, best dressed, student song suggestion playlist, decorations. • PTA availability. Do we need a committee? Can reps organise volunteers? Do parents need to attend? Could we use this as a networking opportunity? • Food, drinks, bar? • Budget for decorations, food, drinks, entertainment? 	<ul style="list-style-type: none"> • Two discos on the same day. Primary ECH-5 at 2:30-4pm and Secondary year 6-9 at 5:30-8:30pm. • Fran initially had the theme as Glitter. However, given that the disco is the same week as Halloween, a Spookfest theme would be ideal and could also bring more interest from boys. For students who may not have costumes or want to wear one, they have the option of wearing the colours black, purple, green or orange instead. • Last year students had to pay \$15, which included entry, popcorn, water and an ice-block. With the PTA funds we have available, the PTA could absorb the costs this year and just put it on at PTA's expense. • Given the time, secondary students will require more substantial food. Perhaps a BBQ and then we can use the leftover sausages from sports day. Michelle doesn't have much room left in her freezer to hold them. There are also some leftover ice creams in the school freezer. The popcorn last year made quite a mess, so we may want to avoid that. • For secondary we could do a google form for students to add songs to make a playlist. For primary we could put a suggestion box. Lyrics will need to be checked and radio edits played. Could also be objections to certain artists, such as R Kelly. • Mr Jerry is keen to DJ for primary, but has asked to be up top to eliminate everyone coming up. Put the question to seniors for any potential aspiring DJs. Though, senior exams are that same week.

		<ul style="list-style-type: none"> • PTA are in charge of helping and getting volunteers. In a confined space it's 1 to 25 ratio. We'll need to get an idea of numbers. Primary & Secondary Reps to help gain parent volunteers. Lanyards to be made. Child protection training required, watch/read & sign. • The PTA and volunteers will need to monitor certain areas, try to provide open spaces and eliminate students roaming, to avoid possible misbehaviour. • Daz had the idea of having parents come to network. However, some are concerned parents often get in the way and some kids might not appreciate having their parents there. Maybe parents can come half an hour early prior to pick up in order to mingle?
AGM	<ul style="list-style-type: none"> • Will be held Thursday November 9th at 1pm 	<ul style="list-style-type: none"> • Please put it in your diaries. • Food may gain more interest. Kareni could be asked to arrange food. • The purpose is to elect 12 committee members. Then in the first PTA meeting, the executives are elected. An online option to attend will be available. • Also consider postal voting. Talk to Doreez.
Garage Sale	<ul style="list-style-type: none"> • Will be held Saturday November 18th at 9am-12pm 	<ul style="list-style-type: none"> • We need to start selling tables soon. • Refreshments were done last time but it's probably not worth it. Just open the canteen. Some stalls also sell food. A call out to food trucks could be made, with a charge to them to be onsite. • Secondary said they were interested in doing the coffee shop again. • Bec Pratt has banners.
FAQ	<ul style="list-style-type: none"> • Daz to provide update on PTA FAQ 	<ul style="list-style-type: none"> • FAQ are ready to go out. Speak now or forever hold your peace! • The newsletter will be the overall streamlining of communications. If there isn't enough to go in there, it won't be sent out. Hopefully it's more visually appealing. It will also be sent through whatsapp groups to hopefully gain more interest. This week it will include the BULA Project, IMPACT, the updated Interim board.
PTA Google Drive	<ul style="list-style-type: none"> • Access 	<ul style="list-style-type: none"> • Everyone should now have access to the PTA drive. • Important to note, if you're creating documents for the

		PTA Google drive, you must create them in that drive. Otherwise if you create them in your personal drive, there won't be access to them once you leave.
Other	<ul style="list-style-type: none"> ● Facebook ● Whatsapp Groups ● Board Survey 	<ul style="list-style-type: none"> ● Will the PTA be taking over the Facebook page? Once there is a communications coordinator it could be a possibility and a good idea. This will need to be taken offline and discussed another time. ● In the constitution, it says that Reps have to be part of all the year level whatsapp groups. Does Rebekah and Sam need to do this? As long as you're part of the parent rep groups that's fine. Just carry on as is. At one point it will be good for parent reps to meet. ● The board is going to be sending out a survey for the strategic plan. Please complete it and encourage others to also have their say.

Action Items

- BULA Project committee meeting next Thursday the 19th of October at 1:30pm in the Staffroom.
- Rebekah to finalise the IMPACT application form for approval.
- IMPACT committee to arrange talks with secondary students regarding the process and an email communicating to primary teachers.
- Louisa & Emma to get together for Spookfest Disco planning.
- Daz to release FAQ and newsletter.
- Louisa to reach out to Doreez regarding online & postal AGM voting.
- Everyone to attend the AGM on Thursday the 9th of November at 1pm
- Please complete the Board survey.