

## PTA Meeting Agenda

**Meeting Date:** Thursday 26th October

**Time:** 1.30pm

**Venue:** ISS Staffroom

**Attendees:** Louisa, Sara, Michelle, Emma, Paul, Matt, Pauline, Bec, Becky, Fiona, Jo, Richard

**Apologies:** Laura

Agenda for Thursday October 26th 2023		
Agenda Item	Minutes	Notes
Welcome	<ul style="list-style-type: none"> <li>● Thank you all for coming.</li> <li>● Highlights of the week.</li> </ul>	<ul style="list-style-type: none"> <li>● Welcome to Pauline, our new Primary Teacher Rep, who replaces Fiona.</li> <li>● A new tradition introduced where at the beginning of each meeting from now on, everyone in the room shares a personal or professional highlight since we last met.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>● The Bridge, our new PTA newsletter.</li> <li>● Streamline notices on Whatsapp, Bytes, etc.</li> <li>● Mixed information going out on Secondary Scoop. How do we want information here to look?</li> </ul>	<ul style="list-style-type: none"> <li>● The newsletter has been sent out. It will be sent monthly going forward. We can add photos of events that have been held. The next issue we can put the disco photos.</li> <li>● The new name is great and we have already had some feedback, so people are reading it.</li> <li>● People aren't always reading their emails, so we're creating a more regular rhythm and sending it through other channels. Some parents complain they can't read it on their phone, so it's creating more avenues.</li> <li>● Louisa has spoken to Jessie about Secondary Scoop. The timing was the issue but should be resolved now.</li> </ul>
Disco	<ul style="list-style-type: none"> <li>● Invites: Sent via Whatsapp and email.</li> <li>● Printing: Do we need posters put up around the school? How and where do we get these printed?</li> <li>● Volunteers: A good number so far for Primary. Require more support from Secondary. Can the Parent Reps get some more helpers please?</li> <li>● Equipment: IT have been contacted about lighting. Smoke machine enquired about. Meeting with maintenance &amp; Kareni TBC. Doreez will lend her balloon</li> </ul>	<ul style="list-style-type: none"> <li>● Invites have been sent. 95 for Primary so far and 33 for Secondary.</li> <li>● Parents are willing to help and this is captured from the RSVP's.</li> <li>● The fact that the event is free, has been received really well.</li> <li>● Last year there were some issues with people who didn't have tickets and weren't allowed in. If this happens this year, we will</li> </ul>

machine.

- Decorations: Emma is organising this. A team is needed to help with decorating Friday morning/midday? Confirm with school when the room can be used.
- Budget: Sara has given a rough budget, for both Primary & Secondary discos combined, of \$2000 - \$3000.
- Primary Food: Enough water is stored in the cupboard, plus kids will have their water bottles. Capri sun popper juice on special at Extra. Mini packets of sweets, tiny teddies, marshmallows, kitkat, fruit. If value bags are cheaper, we could store sweets in jars and serve to kids using tongs and save on plastic.
- Secondary Food: Bread for sausage sizzle needs to be ordered from Hot Bread Kitchen by Wednesday. Ketchup & BBQ sauce to be purchased. May need more foil trays, depending on the number of children attending. Do we need an esky with ice for sausages? Gas to be checked. Capri Sun juice. Sweets, same as Primary. Fruit options, same as Primary. Give away leftover ice cream.
- Entertainment: Do we want entertainment for either of these events? Twister boards? Hula hoops? Chill out zones? Decision made to keep floor uncarpeted. Any parents available to do basic face painting, e.g. spiders on cheeks, blood drops, etc. Extra has basic face paint crayons for sale.
- Spreadsheet: Required for volunteer shift times and job allocations.

have forms available to be filled out.

- Update the volunteer to before and after.
- Bec can help facilitate printing with IT and have it charged to the PTA. To be put up tomorrow.
- The invite can be put on the secondary students E-Board and also be put on their morning agenda.
- Not all year levels have Whatsapp groups. Not all parents use the platform.
- Becky, can you please try to get more parents to volunteer for Secondary?
- Does anyone know if someone has a smoke machine? Production? Ben Gibson?
- Louisa & Emma just had a meeting with Avneil & Kareni. The room will be available from 11am and maintenance will have their part done. For those who can help with setup, let's start at 12pm.
- Budget includes decorations and food.
- Food, nothing that will make a mess like crisps or popcorn. Will someone be willing to put their hand up to get the food? Jo, thank you! A shopping list will be provided. May need something a bit more substantial/carby to fill the kids up. Mini sausage rolls, cupcakes, fairy bread. Kids are generally hungry when they come home from school.
- Secondary, Michelle to count sausages. Bread can be collected on the day. Ice cream will be given out. Will need eski's.
- The cleaners will come to help with the actual cleaning. Secondary parent helpers will tidy up and start cooking the bbq.
- Chill out zone. Photo booth. We could use the designer boards to create a photo space. Emma to buy face paint.
- Louisa to find out with Paul about the child safety training. Refresher training for those who've had it. Quick condensed training required for those who haven't. If there are staff on site, it may not be needed.

		<ul style="list-style-type: none"> <li>● It's important to know how kids are getting home. There have been issues previously with kids who are not from ISS showing up. Kids would need a letter from their parents if they are getting home a different way. We can update the form and email the ones who have already RSVP'd.</li> <li>● A monitored cloak room would be beneficial to have a safe space to keep belongings. Could potentially eliminate drugs, vaping being brought in. The space at the back of the room.</li> <li>● We need stations to have certain areas monitored to eliminate kids wandering.</li> <li>● Spookfest whatsapp group to be created. No Monday meeting required.</li> <li>● Mr Jerry has yet to respond. We are in need of a DJ for secondary.</li> </ul>
Garage Sale	<ul style="list-style-type: none"> <li>● Advertising needs to go out. Louisa has made a flyer, but we need to get the word out through all channels. E.g. FBC, FM96, social media, etc. Newspaper, not really worth it. Posters displayed at supermarkets. Printing?</li> <li>● Banners to be put up on Ratu Dovi. Who needs to do this? Do they have any date on it?</li> <li>● Doreez suggested that we give two tables away for free and has proposed the Gospel School for the Deaf, Frank Hilton Organisation - 1st Special Education facility in Fiji.</li> <li>● PTA not putting on any food.</li> <li>● Some book donations are still in the cupboard. Can these be given to the two organisations to sell? Or do we want a PTA table to sell them and the proceeds go to charity? Who would man this table?</li> <li>● Do we want to mention how people can park? There is a lot of space to park if they are using the new entrance along Baileys Bridge Road.</li> </ul>	<ul style="list-style-type: none"> <li>● Maintenance recommended keeping food stalls in the Breezeway.</li> <li>● Already sold 20 tables. 2 are food tables.</li> <li>● We're not doing a sausage sizzle.</li> <li>● Comments from last year were that there was not enough water. The water tanks can be moved.</li> <li>● We already have banners but we need to find their whereabouts. We could just edit the numbers for the dates.</li> <li>● Kareni is going to contact Extra. Bec FB, Becky Alumni FB, Daz radio.</li> <li>● Can we have consistent advertising on all platforms, like Fun Day?</li> <li>● Do we want lanyards to only allow those selling in? The amount of people will be less in comparison to Fun Day. We'll leave it with security to let people in.</li> <li>● Two free tables to be donated, as well as gifting leftover books and items a parent donated. The organisation often teaches kids arts and crafts such as making earrings, which they may sell.</li> <li>● A letter will be sent to all stallholders about</li> </ul>

		<p>what they need to bring.</p> <ul style="list-style-type: none"> <li>• Does the cost of selling tables cover the added security costs and cleaners? A good opportunity to ask the business office if there will be additional costs charged to the PTA Check last year's costs. May affect how much we charge next year. Do we want to make a profit or break even?</li> <li>• Bec has been receiving questions if the garage sale will be happening?</li> <li>• Instead of asking the business office if there are additional costs, ask if the cleaners and security will be donated as part of the community outreach?</li> <li>• Do we open the playground? Gold coin donation possibly?</li> <li>• Have the option available for tables to be bought from the business office, without the google form.</li> </ul>
AGM	<ul style="list-style-type: none"> <li>• Invite for AGM to go out by Friday 27/10?</li> <li>• Login options for zoom to be organised with IT.</li> <li>• Treasurer's report to be made by Sara.</li> <li>• Agenda and Treasurer's report to go out 2/11.</li> <li>• Can someone help Louisa with making the agenda and what should it look like? What do we need to include?</li> </ul>	<ul style="list-style-type: none"> <li>• Will be held in the boardroom at 1pm</li> <li>• Coffee and tea will be available, and cake.</li> <li>• Any amendments we want to make to the constitution.</li> <li>• Everyone must read the constitution before the AGM, which will then be discussed.</li> <li>• Voting for a new board, as we are currently an interim board.</li> <li>• Financials to be covered.</li> <li>• Mention that there are two positions available, Communications and Fund Day coordinators.</li> <li>• A notice needs to be put out a week prior to the AGM.</li> <li>• This is the time to update the constitution. Some members will be meeting tomorrow to discuss.</li> <li>• Should we be allowing online voting? Doreez advised it's not necessary. This is an amendment we can make also.</li> </ul>