



**PTA Meeting 20 September 2021 3.15pm
Waitati School Staff Room**

Need to know (no discussion needed)	Action
Who was here?	Kirby, Estelle, Holly, Bex Pickford, Joy, Roni, Sarah, Laura, Tara, Jo, Beatrice
Apologies	Colette

Item	Action
Minutes of last meeting	Roni and Holly accepted

New business	
Item	Action

School Photos Kirby has approached Sinead about doing photos at start of term 4 Sinead will confirm what % of proceeds able to donate to school and what dates available	Date to be confirmed (aiming for week 1 or 2 of Term 4) that Sinead is available and fits in with other school events
McEwan Family - to support their recovery from recent car crash with meals and basket of goodies	All present members supported proposal to use PTA funds Kirby will book HisNHers catering for week's worth of meals Kirby will deliver basket of goodies to their home on Friday
Bank Account Kirby has forms from Westpac for change of card holders / online access Need to ensure minutes reflect formal resignation of Kate as treasurer and Holly as new treasurer and resignation of current cardholders and support for new card holders etc	Collette and Kate to surrender cards Kirby and Holly to go to bank to complete forms for new cards
Quiz Night Uncertainty with Level 2 to proceed with event (restricted to 50 people) Consensus that Term 4 too busy for families (lead up to Christmas etc)	Aim for Term 1 Tara to get liquor licence

<p>AGM Formal meeting with review of all committee roles and to elect people into these (chair, treasurer, secretary)</p>	<p>Book for 1 November 2021 Needs to be advertised in advance (Facebook, school newsletter)</p>
<p>Beanos Pie Fundraiser Good option for contactless fundraiser idea Paper order form with selection of pies Aim for online bank payments to PTA account Discussion re: potential for cash payment requests and orders coming in to School Office without form etc. Request online payments only- have PTA bank account on the form. Last year forms were returned ok with names etc</p>	<p>Kirby to get list from Beanos Aim to send out paper order form 1st week of Term 4 with pies being ready for end of week 3 Holly available to help in office 8.30 -9am if required to manage cash drop offs , forms etc Joy and Sarah able to assist with return of crates</p>
<p>Disco Usually held around Halloween - will be dependent on Covid Levels to enable numbers to attend Feedback from last year - music needs to be kid's selection, games needed, parental supervision required, cleaning post event was not completed to standard required by hall, older kids didn't want to attend</p>	<p>Aim for Friday 29 October, 5.30 -7pm Gold coin entry and bring a plate (to onsell alongside Domino Pizza slices and individual fizzy drink bottles) Tara to canvass students on whether to make disco for years 1 -6 only and if years 7 - 8 want to help \$200 fund from PTA to decorate hall Laura to assist with rostering parent help - kitchen duty, door duty, clean up etc Kirby to ask Claire (on hall committee) for tick sheet of cleaning tasks</p>
<p>School CleanUp Kirby had received feedback from parents with regards to school looking messy, especially around entrance way and outside classrooms. Tara is looking at shed / shelving to assist with storage of loose parts and kids projects</p>	<p>Skip has arrived this week Potential for working bee</p>
<p>Future fundraisers</p> <p>Scrap metal Is able to be done contactless Look to contact volunteers - Matt McCormack, Hayden No whiteware this year and all goods must be at front of property for collection</p> <p>Rogaine Kelvin and Beatrice keen to do a second rogaine event. Looking for a bigger farm for the course.</p>	<p>Potential for Term 4 Need advertising of areas that goods will be collected from Aiming for Term one 2022</p>

<p>Tea towels Roni - great success last time. Teatowels for each class - small picture of face and name of each student in class</p> <p>Pine Cones Collected as ski camp fundraiser but have not been used Beatrice indicated \$10 per bag</p>	<p>Tara to discuss if time for art work to be completed in class</p> <p>Contact Kapuka class - Chris re selling of these</p>
<p>Any other business</p> <p>Reid family - to continue to offer support with meals - all members present agreeable for PTA to fund further meals</p> <p>Becs - Sport Coordinator - taking a lot of children in to futsal and netball in her own car. To recognise this with a PTA funded petrol voucher \$100 - Kirby/Roni approved</p> <p>Account Audit - reminder from Kate that need accounts audited to comply with the Charities status of PTA. Traditionally have given auditor \$150 gift voucher as koha.</p>	<p>Kirby to organise HisNHers catering for another weeks worth of meals for 1st week of school holidays</p> <p>\$100 petrol voucher to be gifted to Becs</p> <p>Holly to contact her accountant to see if they can fulfill this role</p>