



**TE KURA O TE TAUAWA
HALSWELL SCHOOL**

PTA general meeting minutes 29/11/22

Present: Michelle, Anna C, Helen, Leena, Sarah, Emily, Stuart, Tracey, Heidi, Kirsty, Natasha, Claire, James, Yvette.

Apologies: Gemma, Heather, Anna S, Belinda, Nina.

GENERAL BUSINESS

Approve minutes of previous meeting 25/10 - Kirsty, seconded by Claire

● **FINANCIAL REPORT - Helen**

Bank account balance \$48,357.49

Helen reported that the top income streams are Sausage Sizzle, Juicies fundraiser, then Tuckshop.

Outstanding payments to come: Leavers gifts (\$509) and last weeks of Tuckshop & Sausage sizzle expenses.

Annual gross profit \$24,812.55

Annual net profit \$3,216.94 (after 20,270.00 in donations to school, plus operating expenses)

Helen **moved** that the financial report be accepted, Emily seconded.

● **SCHOOL REPRESENTATIVE - Stuart**

Stuart thanked the PTA for their efforts throughout 2022, helping keep the school community together and keeping core PTA activities running where possible.

Targeted Resource List (TR List) see attached

RE: 2022 TR List - The contribution to each student for camp was much appreciated. The scooter racks are in, the friendship bench has been ordered. The Haora fund was partially used.

Stuart presented & explained the TR list for 2023.

Hauora Fund - will no longer accumulate over the years as previously decided, instead, any of the \$2000 not spent at the end of each year will offset the losses on the major events such as camp and swimming lessons.

Yr 7&8 camp contribution - \$50 per student. This camp expected to be around \$350 p/p (visiting Tekapo & Aoraki Mt Cook)

Choir uniforms - some debate as to whether an upgrade is necessary.

Values Pou - a visual representation of the school values e.g. attractive posts displaying each.

Anna **moved** that the list be accepted, subject to questions around items 4 and 5. Michelle seconded.

The PTA **moved** unanimously that items 4 & 5 be reordered to 7 & 8 (in terms of priority of fund allocation).

ACTION: Stuart to check with Lisa about exactly what Kapa Haka uniforms are needed

ACTION: Stuart to liaise with Heidi & Kirsty re: what sports & performance uniforms need adding to/ replacing.

Q around PTA financially contributing to groups not covered by the TR List, especially if representing school at a national level.

PTA Constitution infers that any school group/activity may apply to PTA for funding up to \$1000. *"For amounts under \$1000, all requests must be in writing or via personal attendance at a PTA meeting"*.

Concerns discussed around lack of widespread knowledge of how PTA can contribute it's fundraising to school activities / how PTA can help groups not itemised on the TR List.

Yvette requested that school communication around offering Hauora fund for financial assistance includes the message that the fund comes from PTA fundraising.

- **ONGOING FUNDRAISING**

Tuckshop - Sarah - Reported that the new Tuckshop manager Nina is handling everything well now. Sarah was given a thank you gift from PTA, for her years of effort setting up and managing Kindo & Tuckshop.

Sausage Sizzle - Emily B - Reported that sales regularly over 200, up to 250 sausages per Wednesday.

Emily & Anna are managing the morning orders well, although discussed often the senior helpers don't all turn up, turn up late, and/or aren't very focussed on the task.

Discussed rumours of students transferring stamps to their friend's arms, to get a free sausage. 3 times the sizzle has run out of sausages at lunch, despite ordering 20 extras.

Yvette showed a new non-transferable date stamp to be used for orders. No further action to be taken as only 2 more weeks of sizzle, then a new batch of senior helpers for 2023.

Emily mentioned 2 new Dads are keen to be on the lunchtime roster for 2023.

Subway - Wed 14 Dec TBC (no sizzle or tuckshop that week) - Nina is trying to connect with Subway Longhurst. Kirsty offered to pickup from Lincoln Subway if necessary.

- **FUTURE FUNDRAISING**

Juicies early Term 1 - Leena in 2022 the Juicies fundraiser made \$3.7 K profit, although the distribution was problematic (compounded by covid restrictions). Discussed offering it again start of term 1, TBC.

ACTION: Michelle to do a facebook post asking for fundraising ideas.

- **EVENTS**

Beers Braids & BBQs debrief- James

James thanked Michelle & Kirsty for their help in setting up & running the event, and Stuart for doing the BBQ. Reported that it was a very successful and well-received evening. 12 Dads attended, a good number for the staff lounge. Could accommodate more, keen to run again in 2023. Sarah & Caitlin were great facilitators with good engagement. Suggest 2 people needed for BBQ setup & clean, & more time for whole event.

ACTION: James to get feedback from Sarah as to what's needed for next year.

Staff morning tea shout - Tues 6 Dec

ACTION: Michelle to advise through newsletter & Hero note

ACTION: Yvette to purchase & deliver savouries (\$50 already approved)

Parent help afternoon tea - Thurs 8 Dec 1:30pm @ school hall. Stuart said 50 RSVPs so far.

Staff/ BoT/ PTA combined do - Fri 9 Dec 4 - 7pm @ Halswell Bowling Club. Stuart shared info on this & apologised for late invite from BoT. RSVP email sent to PTA address.

ACTION: Yvette to forward rsvp form to PTA members.

Leavers ceremony Thurs 15 Dec - (Leavers gifts) Yvette advised no recent contact from supplier despite requests for a delivery update.

ACTION: Yvette to contact through their website tomorrow (Wed). Update - gifts now delivered :)

OTHER BUSINESS

Sports Uniforms - Heidi - explained that she has started sorting, labeling & storing them.

Approx half way through, more funds required for this job.

ACTION: Heidi **moved** to spend \$200 on more supplies for the above job. Seconded by Yvette.

Iceblock day - Tues 13th Dec.

ACTION: Stuart to inform teachers, re: any students who can't have an iceblock).

ACTION: Michelle to order through Halswell New World

Welcome back to school Picnic

Stuart advised this would be held on the 2nd day of Term 1 2023 (Thursday evening). PTA to run the bbq, selling sausages & cookie times.

ACTION: Michelle & Anna to coordinate with Stuart.

Anna thanked Kirsty for her years of help & contribution to PTA, and presented her with a gift.

Next meeting: Tues 21st February 2023

Meeting close: 8:30pm