

**Minutes of Glenbrook School PTA meeting
July 29 2010, 7:30 pm
School Staff Room**

<u>NEXT MEETING</u>	Thursday August 26, 7.30 pm <i>All school community welcome</i>
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<u>Present:</u>	Carey Panchia, Terri Maxwell, Sandra Lelliott, Michele Bowler, Katherine Sutcliffe, Claire Jewell, Janice MacKay, Katrina Shilcock, Suzy Sutcliffe, Janice Howe, Judith McCulloch, Stacey Bainbridge	
<u>Apologies:</u>	Michelle Hodgson, Alex Chan, Stephanie Maddock, Priya Vasan, Paula McCall, Di Bradley	
1	<u>Minutes of Previous Meeting</u>	
	The minutes of the previous meetings held June 17 were received. The meeting moved that the minutes of the previous meeting were true and correct.	<i>Move: Carey Second: Katherine</i>
2	<u>Matters Arising and Outstanding Actions</u>	
	Carried forward in the meeting. See table at end of minutes for outstanding actions (ie status unknown or items incomplete).	
3	<u>Correspondence</u>	
3.1	<i>Inward:</i> - To be available in folder prior to meeting, with summary from Katherine. Accounts Bank statements Fundraising Various Other NZPTA newsletter - nothing of note. Beautiful letters received from Room 11 thanking PTA for wet lunchtime games.	Action: KS to leave accounts and statements at school for Alex to collect
3.2	<i>Outgoing:-</i> None.	
4	<u>Treasurer's Report</u>	
	Report received by email from Alex. Attached for reference. Treasurers motions:- 1. Payment of \$686.00 2. Waiting on Room 11 to provide receipts to make payment for wet lunchtime games.	<i>Move: Alex Seconded: Claire</i>
5	<u>Lunch Report</u>	
	Read and received. Meeting agreed that drink prices should remain at current prices despite suppliers increasing prices in anticipation of GST increase. Lemonade ice blocks required for Cross Country.	Action: Carey to advise Andrea
6	<u>School & Staff News</u>	
	Janice McKay presented a report and key items were:- 1. Nicola Simmons success in Waiuku Speech Competitions. 2. Parent Interviews on August 2 and 3. School will conduct survey of parents to see what they think of new report. Request for PTA to provide a small prize for survey, eg wine. 3. Te Reo Kori group for senior school - link to health and fitness as well as Maori culture. 4. Cross Country Day - Andrea may need PTA assistance.	Action: Alex to reimburse cost

		Action: Anyone available to help please advise Andrea
7	<u>BOT Report</u>	
	Expect feedback from Board following recent survey of community. Very low response.	
8	<u>Calf Club</u>	
	Saturday October 16. Report from this committee presented. Key items are:- <ul style="list-style-type: none"> • Steel Mill \$100 cash may be used for other costs and not run an Art Competition. • PTA food stalls from 10am. Carey advised items were in hand. • PTA Option has been advertised in newsletter from end of Term 2. 	
9	<u>Fundraising</u>	
9.1	Calf Club – PTA fundraiser – see above item.	
9.2	Calendar, cards, diaries. Paper to be distributed to classes for art work completion this term. Display during Calf Club.	Action: Katherine
9.3	Name -It Fundraiser - promotion during start of Term 3. Allow 1 week for response. Info sheet for uniform sales. Small credit currently with Name-It (<\$30). Cheque can be provided at any time.	Action: Claire/office
9.4	Black and White Photo sessions was successfully completed. Thank you to Paula and supporters.	
9.5	Term 3 Disco - tentative for September 10. Carey to check with David Seal. Theme: technology or black and white.	Action: Carey
9.6	Glenbrook Hall Committee Firework Display - October 30 (31). Offered PTA opportunity to run food stalls in conjunction with Kindergarten. \$20 per family. Access to kitchen, fridge, power, etc. Alex suggested school hire Coffee Guy so PTA gets % of sales. Claire suggested close coordination with Kindergarten. Michelle H is on Kindi committee so could liaise with both. Check availability of NZS social club marquee.	Action: Alex? Action: Michelle H Action: Claire
	Other ideas:	
9.7	2011 Gala - newsletter call to see if coordinator volunteers.	Action: Carey
	Bingo or Trivia Night Salsa dancing lessons/social Ladies Pamper Night Speakers Toy and Book Sale	
10	<u>Request for Funds</u>	
	Kitchen supplies for class cooking - to compile of list of what is required and put out request to school for donations. Request then could be made to PTA to purchase items not donated.	Action: Katherine/Carey
	Skink Conservation Project - Allie Davidson request \$1000 for additional materials not covered by grant received. Area will be incorporated in future class lessons on environment/conservation so all students will potentially benefit.	<i>Move: Katherine</i> <i>Seconded: Carey</i>

11	<u>General Business</u>	
	<p>NZPTA “Give me 5” programme – Janice provided an outline of the programme. Some aspects (ie stickers) were considered too formal. All resources available on internet for printing out. Can use as much or as little as needed. BOT support the idea.</p> <p>Claire happy to collate initial response from parents.</p> <p>A longer term coordinator(s) required to ensure lists coming back in of volunteer help are collated in School Database. Does not involve chasing people up. This is gentle encouragement through promotion of how important it is for the school (and kids learning) to have volunteer assistance.</p> <p>Example given of Harrisville School specifying time slots for parent help at school events, eg calf club or gala. Seemed to work well with parents unable to make a slot finding a replacement or swapping.</p>	<p>Action: Janice / Claire to prepare list and sign-up sheet to approach parents during Interview nights.</p> <p>Action: Volunteer required.</p>
	Meeting closed 9:10 pm	
	<i>Minute taker: Claire Jewell</i>	

Outstanding Actions from Previous Meetings

Meeting Date	<i>Items to be reviewed during Matters Arising unless specified as an agenda item in current meeting.</i>	Action by
June 17	NZS - check if calf club donation can be used for other than Art Competition	Claire
June 17	Name-It Fundraising - info sheet to handout for uniform sales and promotion at start of term.	Claire
	On-Going Fundraising Reminders	
	Postie-Plus - Advertise each term and in “New Starter” Pack.	???
	Name-It Labels - Flyer distribution and advertising	Claire