

**Minutes of Glenbrook School PTA meeting
August 26 2010, 7:30 pm
School Staff Room**

<u>NEXT MEETING</u>	Thursday September 23, 7.30 pm <i>All school community welcome</i>
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<u>Present:</u>	Carey Panchia, Paula McCall, Alex Chan, Sandra Llelliott, Katherine Sutcliffe, Claire Jewell, Katrina Shilcock, Satinda Ananda, Michelle Hodgson, Stacey Bainbridge	
<u>Apologies:</u>	Stephanie Maddock, Priya Vasan, Di Bradley, Terri Maxwell, Janice MacKay, Michele Bowler	
1	<u>Minutes of Previous Meeting</u>	
	The minutes of the previous meetings held June 17 were received. Other than a correction to attendees (Alex Chan and Michelle Hodgson) 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. Reviewed table at end of minutes for outstanding actions (ie status unknown or items incomplete).	Claire to follow up
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 Glowin Dark Fundraising Group – Sunblock cream Other NZPTA newsletter - nothing of note. Beautiful letters received from Room 11 thanking PTA for wet lunchtime games.	Action: Carey to compare prices
3.2	<i>Outgoing:-</i> Positive Negative – sent form off for profit from photo sitting (\$318)	
4	<u>Treasurer's Report</u>	
	Report received by email from Alex. Attached for reference. 1. Banked \$1640 – most from Matt Watson 2. Payment - \$20,000 to school for pool refurbishment 3. No accounts outstanding Treasurers motions:- 1. Roll over term deposit of \$16,000 for 30 days 2. Report be accepted.	<i>Move: Alex Seconded: Claire</i>
5	<u>Lunch Report</u>	
	Read and received report	
6	<u>School & Staff News</u>	
	Satinder Anand presented Janices' report and key items were:- 1. Survey results. 2. School consultation evening Monday Sept 6, 7pm.	
7	<u>BOT Report</u>	

	No report from BOT. Discussion on whether there should be a PTA member attend the BOT meetings. Sandra Llelliot happy to attend. Speaking rights must be pre-notified by request. Committee felt that it was important that the PTA knew what direction the BOT had for the school and how the PTA can assist.	Move: Carey Seconded: Claire
9	<u>Fundraising</u>	
9.1	<p>Calf Club</p> <p>Saturday October 16. Report from this committee presented. Key items are:-</p> <ul style="list-style-type: none"> • Sound system required. Janice was to follow up. • Cow-Pat Game – need something to keep cows in • Query as to whether the Award Ceremony should be deferred to a week day. Meeting agreed to have the ceremony at 12:30pm on Saturday. <p><u>PTA Fundraising</u></p> <p>Gingerbread House – to be opened later after judging.</p> <p>Devonshire Tea</p> <p>Sausage Sizzle</p> <p>Toasted Sandwiches</p> <p>Butter Chicken</p> <p>Cold Drinks and Ice Blocks</p> <p>Coffee Guy</p> <p>Cake Stall – send out paper plate with newsletter</p> <p>Raffle – letter to be drafted and businesses approached</p> <p>Produce Stall – notice to go out with</p> <p>Coin games</p>	<p>Action: Paula to inquire about alternative</p> <p>Action: Satinder to discuss with Janice</p> <p>Action: Alex</p> <p>Action: Paula</p> <p>Action: Katherine</p>
9.2	<p>Disco – September 17</p> <p>Carey presented a roster for assistance. More helpers still required. Carey to check with David Seal. Theme: technology or black and white.</p>	Action: all
9.3	Calendar, cards, diaries. Paper with school and work is going on.	Action: Katherine
9.4	Name -It Fundraiser - Small credit currently with Name-It (<\$30). Cheque can be provided at any time.	Action: Claire/office
9.5	<p>Glenbrook Hall Committee Firework Display - October 30 (31). Katherine to lead sub-committee. Stacey will help. Katherine to prepare a report for Wednesday Sept 1, 8pm.</p> <p>Alex related that Hall Committee is spending \$6000 on fireworks so want a strong commitment from the PTA.</p> <p>Special meeting to be held to confirm funding for event.</p>	Action: Alex to confirm meeting date to Katherine
	Other ideas:	
9.6	2011 Gala - newsletter called for coordinator volunteers. Possible volunteers. A number of helpers volunteered from committee. Align with Glenbrook Vintage Railway.	

	Carey presented a listing of proposed fundraising for 2010 and 2011. Sandra to ask BOT whether they are okay for PTA to run a scrap metal run in November. This was received positively by the meeting.	
10	<u>Request for Funds</u>	
	Kitchen supplies for class cooking - to advertise to school for donations. Request then could be made to PTA to purchase items not donated.	
	Form for requests available from the office. Satinder to advise teachers of the form.	Action: Satinder
11	<u>General Business</u>	
11.1	2011 AGM meeting – date proposed	
11.2	NZPTA “Give me 5” programme – requests made to parents at school interviews. Three responses so far. To promote in the newsletter again to get more responses.	Action: Janice
11.3	<u>Library opening at lunchtime</u> Katherine put to the meeting could Year 8 students supervise when the library is open or perhaps. Satinder advised that the Library Committee were opening the library. He is to clarify with Janice if parent help would be appropriate also. <u>Sports equipment at lunchtime</u> Satinder to check on availability of sports equipment for children at lunchtimes.	Action: Satinder Action: Satinder
11.4	<u>University on Wheels</u> Katherine had picked up a pamphlet from the Waiuku Library about this event occurring recently at Puni School. All local schools had been notified, however, it was not advertised in Glenbrooks newsletter which Katherine found very disappointing. Satinder to discuss with Janice about the possibility of Glenbrook School hosting this event in 2011.	
11.5	<u>Morning Tea Get-together</u> Sandra proposed that the PTA hold a morning tea as a way of parents to catch up to support the charter of also providing pastoral care.	
11.6	<u>PTA Charter and Constitution</u> Claire noted that this meetings discussion highlighted that the PTA was about more than fundraising. It would be good for the new committee to read our schools Charter and Rules.	Action: Carey to find these
	<u>New Committee Member</u> Stacey Bainbridge has offered to be part of the PTA. Her contribution is welcomed.	
	Meeting closed 9:12 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
	On-Going Fundraising Reminders	
	Postie-Plus - Advertise each term and in "New Starter" Pack.	Claire
	Name-It Labels - Flyer distribution and advertising	Claire