



ST JOHN'S SCHOOL

— Te Kura o Hato Hoani —

MAIRANGI BAY, AUCKLAND

St John's Parents, Teachers and Friends Association
"Nāku te rourou nāu te rourou ka ora ai te iwi."
With your basket and my basket, together we will thrive.

St John's Primary School PTFA meeting Minutes

Date: **Tuesday 9 April 2024**

Time: 7pm

Held in St Johns Staffroom

<p>Chair: Amanda Dixon-Mclver Secretary: Michelle Burdett Treasurer: Ziad Burjony</p> <p>Apologies: Brendon Murphy, Rachael McKewen, Mary O'Neill-Field</p> <p>Members Present: Amanda Dixon-Mclver (ADM), Helen Perry (HP), Laura Mudford (LM), Kerry Nam (KM), Caren Casey (CC), Lucy Kim (LK), Ashley Shearer (AS), Tayler McGregor (TMCG), Grace Atmadji (GA), Michelle H Burdett (MHB), Sheryn Angus (SAN), Shelley Kingston (SK), Ziad Burjony (ZB), Racheal O'Brien (ROB), Tracey Eksteen (TE), Anne-Marie Percy (AMP), Ruby and Berjoven Velante (R&BV), Hannah Woods (HW), Claire Taylor (CT).</p>		
Meeting was opened at 19:01 with a karakia	Action	Timeline
<p>Minutes from previous meeting Proposed: ADM Seconded: LM</p>		
Matters arising from previous minutes (Actions)		
<p>1. Quotes for the fundraising goal thermometer.</p> <ol style="list-style-type: none"> SAN received two quotes, and showed draft mock-up of design Quotes - <ol style="list-style-type: none"> ACM board: 1m x 1.5M, \$400-500 +GST. Rigid sign: 1m x 1.5M, \$270 + GST. Longevity of sign life considered and location at school SAN to progress with signage creative and to proceed with second quote <ol style="list-style-type: none"> Proposed: AMD Seconded ZB 	<p>SAN to progress with quote</p> <p>Carry over</p>	<p>Ongoing</p> <p>For next meeting</p>
<p>2. SAN and BM to look into sponsorship for the monthly raffle</p> <ol style="list-style-type: none"> Ongoing action; no update this month 		
<p>3. ADM to check availability and book DJ Ray for the 23rd August -</p> <ol style="list-style-type: none"> ADM actioned. Deposit paid. HP to advise theme (via Yr. 6 students). 	<p>HP to advise theme for disco</p>	<p>For next meeting</p>



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<p>4. LM to discuss how to increase the Christmas tree sales with the tree company and what other schools do to promote it</p> <p>a. Ongoing action; no update this month</p> <p>5. Drafting job descriptions: ADM to write Chair and Secretary; BM to write Treasure.</p> <p>a. Chairperson, Secretary, Treasurer and Social Media Officer JDs drafted</p> <p>b. To be circulated before the next meeting (MHB)</p>	<p>Carry over</p> <p>MHB to circulate before next meeting</p>	<p>For later in the year (September/October)</p> <p>For next meeting</p>
<p>Principal's Update (MB):</p> <p><i>No update provided this month as MB was on leave.</i></p>		
<p>Board Report (AMP):</p> <p>Anne Marie provided an update on the recent Board meeting, which was predominantly an administration-based meeting.</p> <p>She noted they received a valuable report from MB, detailing recent staff changes, the shared excitement re adjustable basketball hoops, and a view on future improvements (such as the Toilets and installing heat pumps in the classrooms to improve the internal temperature particularly during the summer months).</p>		
<p>Treasurer's update (ZB):</p> <p>1. Main account Balance: \$55,648.09. Savings balance: \$4,508.19.</p> <p>a. Main activities for the month: Second hand uniform sales (+\$1,043) and Juicie sales (+\$350),</p> <p>b. Deposit paid for DJ (-\$164.60).</p> <p>2. Option to look into term deposit options for \$35K of current balance for initial 12 months.</p> <p>a. Proposed: ZB.</p> <p>b. Seconded: ADM.</p> <p>c. Vote: Passed unopposed.</p> <p>3. Discussion was held re payment for Covered Outdoor Learning Area (COLA) and whether a loan option may be available as we get closer to the required fundraising target to speed up the ability to get things underway.</p>	<p>ZB to look into term deposit options</p> <p>AMP to follow up with Board re loan option</p>	<p>For next meeting</p> <p>For next meeting</p>
<p>General Discussion:</p> <p><i>PTFA annual plan: Term 1 activities</i></p> <p>1. Sausage sizzle to be held on Friday. ADM acknowledged the generosity of Woolworths Mairangi Bay who agreed to donate loaves of bread for the event.</p> <p>a. Helpers: ZB, Maria, TE, ROB. Request for help to be sent to CLPs</p>		



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<p>b. To utilise the donated sausages from Hellers in the first instance, but will require purchase of additional sausages due to the number required</p> <p>i. Hellers are in bags of 50 and once thawed cannot be refrozen, so will need to coordinate numbers so that we can use the mostly the frozen ones with a top up with those not previously thawed.</p> <p>PTFA annual plan: Term 2 activities</p> <p>1. Frozen Friday</p> <p>a. Discussion re changing to hot chocolate with Brownie for winter months.</p> <p>b. Attendees' preference to stay with Juicies with rationale that kids like juicies all year around and they continue to be popular</p> <p>c. First event to be held in Week 2 on Friday 10 May.</p> <p>2. Adult bingo night</p> <p>a. To be held Friday 17 May.</p> <p>b. ADM will write end of term report and promote this event. Est \$10 ticket with BYO food and drinks.</p> <p>c. Volunteers needed to set up – volunteers to date: TMCG, GA, AS,</p> <p>d. Prizes needed for bingo rounds - to be discussed next meeting</p> <p>3. Mini Olympics</p> <p>a. ZB to oversee admin for Raise It platform.</p> <p>b. Further supporter needed - to be discussed next meeting</p>	<p>Further volunteers required. Discussion re prizes</p> <p>Further volunteers required.</p>	<p>Next meeting</p> <p>Next meeting</p>
<p>AOB</p> <p>1. Correspondence from previous fundraiser re Raise IT receipt not acceptable to IRD</p> <p>a. ADM has requested a list of all donations made via the Raise IT platform which has been forwarded to ZB.</p> <p>b. ZB can issue an acceptable receipt for IRD if requested (due to the volume of work required to re-issue receipts to all those that donated in 2023)</p> <p>c. Going forward, we will ensure that any receipts issued via RaiseIT will comply with IRD requirements.</p> <p>2. New Term 2 activity – Children's movie night in the hall.</p> <p>a. Attendees agreed it would be a fun idea which provided an additional children's activity for Term 2</p> <p>b. Date confirmed for Wk. 8, Friday 21 June</p> <p>c. Suggestion for Yrs. 1-3 to go to the event straight from school, with senior school attending later.</p>	<p>ZB to ensure that Raise IT receipts are acceptable to IRD requirements going forward and that any requests for tax deductible donation receipts for the 2023 tax year are actioned.</p> <p>ADM to liaise with BM with regards to securing the Movie.</p> <p>Suggestions for movie/movies required - ALL</p>	<p>As requested</p> <p>Next meeting</p> <p>Next meeting</p>



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<p>d. Suggestions for the movie/s sought from the committee at the next meeting.</p> <p>3. Calendar art request</p> <p>a. CT shared preference to start the process earlier (before the end of Aug) to help with teachers' planning.</p> <p>b. CT happy to be the school liaison.</p> <p>c. ADM to liaise with CT and Calendar Art contact.</p> <p>4. ROB suggested the PTFA explore considering future activities that are reflective of the many cultures within our school.</p> <p>a. Discussion had as to how we can increase the representation of the many cultures at our meetings.</p> <p>i. The importance of input from the school community and participation in PTFA-run events</p> <p>b. For further consideration.</p> <p>5. Second hand uniform sale</p> <p>a. TMCG proposed to raise the PTFA profit portion of second-hand uniform sales from 20% to 50% effective immediately</p> <p>b. Recommendation based on the amount of work SK is putting into processing all sale transactions and managing this activity.</p> <p>i. Proposed: TMCG</p> <p>ii. Seconded: SK</p> <p>iii. Vote - passed unopposed</p> <p>6. ADM passed on thanks to SAN and HP for organising the tech for the evening re meeting online, and to SK for her great work with the second-hand uniform sale.</p>	<p>ADM and CT to liaise with Calendar Art.</p> <p>Ongoing</p> <p>SK to implement</p>	<p>Next Meeting</p>
<p>Meeting closed at 20:15 with a karakia</p>		

2024 Annual PTFAI Plan

Term	Month	Event	Link to PTFA aims/purpose
Term 1	23 rd February	PTFA Annual Picnic	Community
	15 th March	Frozen Friday	Fundraising/Children
	12 April	Sausage sizzle	Fundraising/Children
13 th April – 28 th April: SCHOOL HOLIDAYS			
Term 2	Fri 10 May	Frozen Friday	Fundraising/Children
	Fri 17 May	Adult Bingo Night	Fundraising/Community
	Fri 14 June	Mini Olympics	Fundraising/Children



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	Tues 18 June	St John the Baptist day – support with sausages/ice-blocks	Children/Catholic spirit/Fundraising
	Fri 21 June	Children's movie night	Fundraising/Children
	TBC	Frozen Friday	Fundraising/Children
6 th July – 21 st July: SCHOOL HOLIDAYS			
Term 3	TBC	Frozen Friday	Fundraising/Children
	23rd August	Disco	Fundraising/Children
	All month of August	Month Raffle (Raffle draw every day in Sept)	Fundraising/Children
	6 th Sept	Quiz Parents' Night	Fundraising/Community
	TBC	Nearest and Dearest	Children/Catholic Spirit
	TBC	Frozen Friday	Fundraising/Children
28 th September – 13 th October: SCHOOL HOLIDAYS			
Term 4	TBC	Frozen Friday	Fundraising/Children
	18th October	Mission Fair – sausage sizzle	Children/Catholic Spirit
	8th November	Gala	Fundraising/Community
	December (TBC)	PTFA end of year drinks	Community
	TBC	Frozen Friday	Fundraising/Children

Meeting Dates 2024

- Tuesday 9 April 2024
- Tuesday 7 May 2024
- Tuesday 4 June 2024
- Tuesday 2 July 2024
- Tuesday 6 August 2024
- Tuesday 3 September 2024
- Tuesday 15 October 2024
- Tuesday 5 November 2024
- December meeting to be advised