



# 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 4<sup>th</sup> June**

Time: 7:02pm

Held in St Johns Staffroom

<b>Chair:</b> Amanda Dixon-Mclver <b>Secretary:</b> Michelle Burdett <b>Treasurer:</b> Ziad Burjony  <b>Apologies:</b> Sheryn Angus (SAN)  <b>Members Present:</b> Rachael O'Brien (ROB), Michelle Burdett (MHB), Tayler McGregor (TMCG), Tracey Eksteen (TE), Rachael McKewen (RMK), Amanda Dixon-Mclver (ADM), Laura Mudford (LM)*, Ashley Shearer (AS), Sheryn Angus (SAN), Ziad Burjony (ZB), Anne-Marie Percy (AMP), Marina Binns (MB), Mary Field (MF)*, Hannah Woods (HW)*, Caren Casey (CC), Janet Blind (JB), Anne Howard (AH), Clare Austin (CA), Alice Lellman (AL)*, Kerry Nam, Shelley Kingston (SK)		
<b>Meeting was opened at 19:00 with a karakia</b>	<b>Action</b>	<b>Timeline</b>
<b>Minutes from previous meeting</b>	Proposed: ADM Seconded: MB	
<b>Matters arising from previous minutes (Actions)</b>		
<b>1. SAN to progress with quote for fundraising thermometer signage</b> <i>a. Signage expected shortly; positioned on top courts by mesh wire. Starting amount shown on thermometer is \$50K</i>	NA - delivered	
<b>2. SAN to look into sponsorship for the monthly raffle</b>	Ongoing	
<b>3. MHB to circulate PTFA Exec Job descriptions - for ratifying</b> Proposed by ADM; Seconded by (ZB?) Unanimously accepted.	To be filed for reference	
<b>4. Finances - ZB to look into term deposit options</b> <i>a. Accounts access in progress</i>	To be discussed when current fundraiser completed	Carry over to next meeting
<b>5. Finances - AMP to follow up with Board re loan option</b>		



# 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.*

<p>6. <b>ADM to liaise with BM with regards to securing the movie for children's movie night - movie suggestions needed.</b></p>	<p><i>Completed see Board report</i></p> <p><i>Completed – Years 1/2 Sonic 2 and Years 3-6 Wonka</i></p> <p><i>Licence to be obtained 2 weeks prior. ADM/ZB sorting</i></p>	
<p><b>Chair's Update (ADM):</b>          We now have our thermometer fundraiser installed – thank you to Cube for the generous donation. A letter was sent to the parents explaining the COLA – what it is, where it will be located and what it will cost. In this letter was also information about what the PTFA had funded and agreed to fund for this year. The newsletter was available in Korean, Spanish and Chinese. I would like to thank KN, MU and Larry Yang for translating these documents. Our MiniOlympics has been launched, again with the information being available in Korean, Spanish and Chinese. We are very encouraging of these documents being translated into other languages, including Te Reo, but we would need a volunteer to do so. In the background work is being done on obtaining sponsorship for the Calendar raffle thanks to Sheryn. Thank you to everyone who is working so hard with the current fundraiser and with the other projects in the background. It is acknowledged and appreciated.</p>		
<p><b>Principal's Update (MB):</b>          Mr Ritson is now the new caretaker (who has a long history with the school). Catholic Character review – thank you to the parents who volunteered their time to come and share voice with the team – either in person or via the survey. Heard from a wide-range of families. Comments were very positive – common thread – the children felt safe, loved and protected and knew about God. Social outreach tied in with Matariki – our next big thing after the mini-Olympics. Helping ourselves and then helping others. Also farewelling Jill Marsh on Thursday 27<sup>th</sup> June.</p>		
<p><b>Board Report (AMP):</b> Board meeting with a strong focus on the Catholic Character review. We had a discussion about the funding for the COLA. MB has approached the Catholic schools office who said that the BNZ account (owned by the Bishop) can't be touched by us. Any invoices that come in must be paid by the Catholic schools office. Any money in the BNZ account must be used for capital building. Integrated schools cannot use Crown funds for building as they do not own the school. Currently we have enough in that account to meet the 50% of the COLA. Each term there is a \$44 donation that is added to the school accounts – currently \$11.25 of that goes into the BNZ account. We keep \$33.75 for the local school expenditure for school projects that can't be used for capital works. The Board has agreed that for the next 2 terms that the money will ALL go into the BNZ account so that it can contribute to the COLA. We won't get approval to build until all the money for the COLA is deposited into that account. We do have however approval in principle for the COLA. Spending of money on Athletics was a School decision. If the PTFA felt that the parents did not want the PTFA to subsidise this, the school would require the parents to pay in full. PTFA is committed to subsidising Athletics as long as the school felt that this was beneficial.</p>		
<p><b>Treasurer's update (ZB):</b>          Finally set up for ASB accounts          2 events held in May – Bingo night ~\$780 profit; Frozen Friday \$451.40 profit          Current balance (04/06/24): \$62,324 in the bank (Savings and chequing account)          Profit YTD: \$7260 (doesn't include Bingo night)          Will put into a Term Deposit: \$40K + takings from MiniOlympics (lock in for 1 year)</p>		



# 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.*

### COLA update (ADM/ ZB/ SAN):

- **Quotes:** Linguard \$700,000. One quote still TBC + follow up re request to quote from parent. SAN to update progress at next meeting.
- **Communication:** Looking for 2 more people to join in our sub-committee preferably with appropriate industry experience
- **Action (not assigned):** To investigation options to secure/ encourage parents in a position to do so to make a sizable donation to further/ escalate the COLA fundraising and have a plaque in recognition/ become part of school legacy (felt that until building started this was going to be a difficult one and therefore to be an "option to consider" potentially in the future but not at this time.

### PTFA annual plan:

#### 1. Mini Olympics:

Fundraising is going incredibly well so far. Massive thank you to the teachers, especially AS for all her hard work in keeping the momentum at the school going. CLPs will ask for parent help at the events and to assist with ice-cream scooping. Thank you to SA for sourcing donations of cups for the ice-cream.

*Update/Review at next meeting*

#### 2. Bingo night (Review):

Successful and enjoyable evening. Suggestion of a post-event gathering to be arranged/organised so that those who were wishing to continue on after the event with others in attendance could do so. Thought to be given to this for after the Quiz night in Term 3. No volunteers to assist with the set-up, but thankfully ADM was able to pull people in from around the school. Next event to unsure that there are sufficient volunteers for set up and that those that say that they are going to come do. Thanks to ADM for all her hard work on this.

#### 3. Movie night (21<sup>st</sup> June) – Cost \$6 a ticket (\$4 for movie and \$2 for popcorn)

3:00 – 5:00pm Years 1 and 2. Sonic 2

5:30pm – 7:30pm Years 3 – 5 Wonka

5:30 pm – 7:30pm Year 6 – Wonka separate showing Wonka (in the library)

*CLPs to ask for volunteers  
ZB securing licence  
Need to organise how the movies will be shown*

*Review at next meeting*

#### 4. Calendar Raffle (SA)

Hard going getting sponsorship. We currently have prizes for 4 days...26 more days to go. In the current climate it is going to be difficult to sell \$10 tickets so they will be selling for \$5 each. If we cannot get sufficient prizes for a Calendar month we may need to revert to a standard raffle with one prize draw.

*SA to continue to seek sponsorship  
CLPs to ask classes if any parent has a business that*



# 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.*

	<i>would consider a donation</i>	
<b>Gala</b> Discussion re stalls – ADM Brief mention of Gala stalls and the need to start preparation. To be raised at the beginning of the next meeting.	<i>MHB to invite stallholders from previous years to attend the meeting (excluding food stalls) and to circulate the list of Gala stalls with the takings from the previous 2 years to help with decisions.</i>	<i>Next meeting</i>
<b>AOB</b> None		
<b>Meeting closed at 21:00 with a karakia</b>		

### APPENDIX: 2024 Annual PTFA Plan

Fundraising Target (\$50,000)

Term	Month	Event	Link to PTFA aims/purpose
Term 1	23 <sup>rd</sup> February	PTFA Annual Picnic	Community
	15 <sup>th</sup> March	Frozen Friday	Fundraising/Children
	12 April	Sausage sizzle	Fundraising/Children
13 <sup>th</sup> April – 28 <sup>h</sup> 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
	Monday 24 June	St John the Baptist day – Liturgy of the Word - Cake	No PTFA support required
	Fri 21 June	Children's movie night	Fundraising/Children
	TBC	Frozen Friday	Fundraising/Children
6 <sup>th</sup> July – 21 <sup>st</sup> July: SCHOOL HOLIDAYS			
Term 3	TBC	Frozen Friday	Fundraising/Children
	23 <sup>rd</sup> August	Disco	Fundraising/Children
	All month of August	Month Raffle (Raffle draw every day in Sept)	Fundraising/Children
	6 <sup>th</sup> Sept	Quiz Parents' Night	Fundraising/Community
	TBC	Nearest and Dearest	Children/Catholic Spirit
	TBC	Frozen Friday	Fundraising/Children
28 <sup>th</sup> September – 13 <sup>th</sup> October: SCHOOL HOLIDAYS			
Term 4	TBC	Frozen Friday	Fundraising/Children
	18 <sup>th</sup> October	Mission Fair – sausage sizzle	Children/Catholic Spirit
	8 <sup>th</sup> November	Gala	Fundraising/Community



# 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.*

	December (TBC)	PTFA end of year drinks	Community
	TBC	Frozen Friday	Fundraising/Children

### Meeting Dates 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