



# 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 7 May**  
 Time: 7pm  
 Held in St Johns Staffroom

<p><b>Chair:</b> Amanda Dixon-Mclver  <b>Secretary:</b> Michelle Burdett  <b>Treasurer:</b> Ziad Burjony</p> <p><b>Apologies:</b> Racheal O'Brien (ROB), Helen Perry (HP)</p> <p><b>Members Present:</b> Amanda Dixon-Mclver (ADM), Laura Mudford (LM), Ashley Shearer (AS), Tayler McGregor (TMCG), Michelle H Burdett (MHB), Sheryn Angus (SAN), Maria Ugarte (MU), Ziad Burjony (ZB), Tracey Eksteen (TE), Anne-Marie Percy (AMP), Marina Binns (MB), Wendy Whiteman (WW), Julia Bae (JB), Rachel McKewen (RMK), Mary Field (MF), Hannah Woods (HW)</p>		
<b>Meeting was opened at 19:04 with a karakia</b>	<b>Action</b>	<b>Timeline</b>
<b>Minutes from previous meeting</b>	Proposed: ADM Seconded: LM	
<b>Matters arising from previous minutes (Actions)</b>		
<p><b>1. SAN to progress with quote for fundraising thermometer signage</b></p> <p>a. <i>Signage expected shortly; positioned on top courts by mesh wire. Starting amount shown on thermometer is \$50K</i></p>	<i>NA - delivered</i>	<i>NA</i>
<p><b>2. SAN and BM to look into sponsorship for the monthly raffle</b></p> <p>a. <i>Not progressed; comms drafted. Waiting on other events to go first</i></p>	<i>SAN and BM to update at future meeting</i>	<i>NA</i>
<p><b>3. HP to advise theme for August kids disco</b></p> <p>a. <i>Wendy advised that the kids voted for "BLUE" theme!</i></p>	<i>Actions to be discussed next meeting</i>	<i>Next meeting</i>
<p><b>4. LM to discuss how to increase the Christmas tree sales with the tree company and what other schools do to promote it</b></p>	<i>Remove from actions until Aug</i>	<i>NA</i>



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<p><b>5. MHB to circulate PTFA Exec Job descriptions - for ratifying</b></p> <p>a. Actioned but not read by many. To be resent.</p>	<p><i>MHB to resend. Action for all - to read thoroughly for next meeting</i></p>	<p><i>By next meeting</i></p>
<p><b>6. Finances - ZB to look into term deposit options</b></p> <p>a. Accounts access in progress</p>	<p><i>Carry over to next meeting</i></p>	<p><i>By next meeting</i></p>
<p><b>7. Finances - AMP to follow up with Board re loan option</b></p> <p>a. AMP advised they haven't had a board meeting since last PTFA meeting – she will raise it at coming meeting.</p>	<p><i>Carry over to next meeting</i></p>	<p><i>By next meeting</i></p>
<p><b>8. Finances - 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.</b></p> <p>a. Actioned. Raise it have taken PTFA charity numbers, so when donations are made, the receipt will be tax deductible.</p>	<p><i>NA</i></p>	<p><i>NA</i></p>
<p><b>9. ADM to liaise with BM with regards to securing the movie for children's movie night - movie suggestions needed.</b></p>	<p><i>ADM to follow up</i></p>	<p><i>By next meeting</i></p>

**\*NEW\* Chair's Update (ADM):**

- CLP's got together last Tuesday. Discussions held re function of role. Outcomes was ADM and MB met and reviewed CLP role guidelines as nature of role has changed over time and become mainly class/teacher-parent liaison when it was historically main PTFA connection with parents. Modifications to role responsibilities proposed – title to become "CL for the PTFA" and members are to attend PTFA meetings and share back/ promote activities with parents. Changes to take effect from 2025. Greater clarity to be provided to support better understanding teacher v CLP responsibilities.
- ESOL afternoon tea was held last Friday. ADM attended as chair of PTFA. Welcome e-letter was sent to all new families to the school, explaining who the PTFA are and extending an invitation to join. This will now go out to all new parents to the school going forward.

**Principal's Update (MB):**

- MB had recently returned from Finland visit to gain first-hand experience of the Finnish education system. The trip included visits to schools and lectures at the local university on the education system. MB noted the strong focus on learning through play in early years, learning to be a good 'citizen', on encouraging cooperation, and on education for life. She was also impressed with the great use of outdoors and nature in learning, and the high level of responsibility placed on the children. Overall, the trip was a great opportunity to see one of the best education systems in the world and bring back learnings to be implemented locally.
- ANZAC day – this year SJMB had the highest participation to date in the Browns Bay parade; she noted the children who took part were enthusiastic, respectful and listened well. Positive feedback was received from participants.



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- There were 7 new school students at start of term 4 who are new to the school community.
- ESOL event was held recently with ~30 parents attending. ADM attended and welcomed group on behalf of PTFA which was well received.
- MB reminded attendees there was a Pentecost Vigil Mass this coming Saturday night. Great to see families there!

### Board Report (AMP):

There was no update this month as there had been no Board meeting held since the last PTFA meeting. Next Board meeting set for 22/5/ 24.

### Treasurer's update (ZB):

- Y2D balance: \$6,700 + outstanding reimbursement (to be paid) inc calendar funds from last year.
- April update: \$1,600 including sausage sizzle (\$500 net profit), proceeds from second hand uniform sales (\$896) and donation from Mairangi bay swim school
- Total balance: \$61,670
- Term Deposit discussion - ZB suggested \$40K is moved to this account. To be actioned/ approved.

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

- **Quotes:** One quote still TBC + follow up re request to quote from parent. SAN to update progress at next meeting.
- **Communication:** Letter to be sent out which will talk about the role of the PTFA, details on what is a COLA, and reasons why we are fundraising to have one for our school. Letter drafted and will go out shortly after the COLA thermometer signage goes live later this week.
- **Projected financials:** SAN provided update on historical and projected financials with 2024 estimated projected income to be \$50K (including extra events such as calendar raffle, juicies, additional children's activities such as Mini Olympics). General consensus was this amount was optimistic but achievable. Based on planned activities and forecasting, by the end of 2024 COLA funds are expected to be \$85K v \$200 budget, with the belief that the full \$200K required will be raised by end of 2026 (pending grants etc).
- **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. Also contacting Carmel to understand who they used as a supplier, where funding came from etc

### PTFA annual plan:

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1. ADM proposed revised target from activities 2024 is \$50K.	<i>Proposal accepted</i>	NA
2. LM raised why PTFA pays for Athletics and queried if this would be more appropriate to be something covered by the Board.	<i>AMP will raise at next Board meeting</i>	<i>For next meeting</i>
3. <b>Mini Olympics:</b> Numerous prizes sourced by ADM and ZB – some great donations coming in! AMP suggested also approaching previous suppliers from gala/ raffles. ADM advised she is being tactical about who to approach now the mini-Olympics / the Bingo/ the Gala.  Website to go live this week; Launch date Friday 17 May. To be launched at assembly – action for AS and TMG; Supporting letter to be sent home also.  Ice-cream scoop suggestion as a further fundraising activation for the mini Olympic event – Volunteers needed.	<i>Website go live and Assembly launch + letter sent home to parents</i>  <i>Volunteers needed for ice-cream activation</i>	<i>Update progress at next meeting (ADM)</i>  <i>Next meeting</i>
4. <b>Bingo night:</b> ADM sourced further great prizes. One will be held over for Quiz night. ADM to send to school bingo cards for printing. AS, TMG and GA to assist with set up after school.	<i>Event to be held on 17 May</i>	<i>Update at next meeting</i>
<b>Gala</b> Discussion re stalls - ADM	<i>To be held over (ADM)</i>	<i>Next meeting</i>
<b>Communication</b>	<i>To be held over (ADM)</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 (*Was \$40,000; Now \$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



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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 <sup>th</sup> July – 21 <sup>st</sup> 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 <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
	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 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