



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 6 Aug

Time: 7:00pm

Held in St Johns Staffroom

<p>Chair: Amanda Dixon-Mclver (Michelle Burdett chaired meeting in Amanda's absence) Secretary: Michelle Burdett Treasurer: Ziad Burjony</p> <p>Apologies: Amanda Dixon-Mclver (ADM), Tracy Eksteen (TE) Mary Field (MF), Shelley Kingston (SK)</p> <p>Members Present: Michelle Burdett (MHB), Tayler McGregor (TMCG), Rachael McKewen (RMK), Laura Mudford (LM), Ashley Shearer (AS), Ziad Burjony (ZB), Anne-Marie Percy (AMP)*, Marina Binns (MB), Helen Perry (HP), Jamie Russell (JR)*, Sheryn Angus (SAN), Katrina Little (KL), Alison Miller (AM)*, John Cho* <i>*Virtually</i></p>	
<p>Meeting was opened at 19:01 with a karakia</p>	
<p>Minutes from previous meeting</p>	<p>Proposed: MB Seconded: RMK</p>
<p>Matters arising from previous minutes (Actions)</p>	
<p>1. ADM to investigate reusable LED glo stick options.</p> <p>2. Gala - Jaimie Russell to provide update re Food Stalls.</p> <p>3. Gala – Simon Ward to investigate if alcohol licensing is possible before further discussion</p> <p>4. Gala - Ramy Burjony to provide update pm progress re Silent auction and Scunchy Millers</p> <p>5. Gala - HP to investigate the possibility of CR creating a dunking platform.</p>	<p><i>Done – sourced for disco</i></p> <p><i>See below</i></p> <p><i>Update via KL – not progressing</i></p> <p><i>Carry over to next meeting</i></p> <p><i>Investigation underway</i></p>
<p>Chair's Update (ADM): Tabled and read as pre-read</p>	
<p>Principal's Update (MB):</p> <p>1. School Newsletter tabled and read as pre-read</p> <p>2. PTFA funding request for an extraordinary educational experience.</p> <p>a. Robust discussion was held with themes re previous support for Y6 leavers dinner, opportunity to do something memorable for students to look back on, and discussion re longevity of initiative.</p>	



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<p>b. Tabled by MB, Seconded by AS.</p> <p>c. Vote - all agreed to approve for a 6-year term (to ensure all students currently at the school will get to participate when in Y6), with a review at the end of this time regarding any future funding.</p>	
<p>Board Report (AMP):</p> <ul style="list-style-type: none"> Board were pleased with the mid-year student performance results Discussed finances, including COLA funding Ordinary meeting. 	
<p>Treasurer's update (ZB):</p> <ul style="list-style-type: none"> \$70,000 Term Deposit for 9 months at 5.75% Total funds \$95k Profit YTD \$40k 	
<p>COLA update (ADM/ ZB/ SAN):</p> <ul style="list-style-type: none"> Final quote received. Subcommittee to meet this month. Action to update at next meeting 	
<p>PTFA Annual Plan: See below - Appendix 1</p>	<p>ACTIONS</p>
<p>Monthly Raffle</p> <ul style="list-style-type: none"> Tickets are selling well; if all tickets are sold this should raise \$15k. 300 unallocated tickets that still need to be sold. Any unsold tickets to be back by the 16th next week, so they can be sold at local supermarkets. CLPs organising class volunteers and rosters Sales at masses going well, need help in Sunday masses - 7:30am and 9:00am – no volunteers yet Need help on the 16th to help count returned tickets/ logging payments – no volunteers yet 	<p><i>Volunteers needed to help on 16th to count ticket sales and sell after mass</i></p>
<p>Disco</p> <ul style="list-style-type: none"> Agreement to charge \$3 per sausage and have these available for pre-order via Kindo. Agreement to charge \$8 per disco ticket Close Kindo 24 hrs before to get up-to-date lists before event No drinks sales as don't want to promote consumption of fizzy drinks/ single-use plastic water bottles. Kids to bring own water bottle and can refill as needed Clip ticket idea via Kindo was popular but to be used for future events as not needed for this event (with limited sales available) Yr 6 students to manage decorations Parent helpers to be called for via CLPs – numbers TBC. Only these helpers to be in the hall, all other parents are welcome to stay in the staffroom. Option to allow parents in year 1 or 2 inside for last 10 minutes so they can experience the event. 	<p><i>Yr 6 to decorate disco</i></p> <p><i>Kids to be told to bring own water bottle</i></p> <p><i>Parent helpers needed</i></p> <p><i>Action: MB to ask Mr Ritson to put up the disco ball</i></p> <p><i>ADM to purchase sausages. Help with BBQ</i></p>



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<ul style="list-style-type: none"> • BBQ helpers – Volunteers Jaimie Russell, Dan McKewen, Andy Burdett and Peter Hayward. 	<p><i>prep needed. Cooking volunteers sorted.</i></p>
<p>Gala</p> <ul style="list-style-type: none"> • JR advised Double Dutch fries confirmed to attend and are happy for us to use their branding for advertising. 10% donation for sales over \$1,000. Require 10A power cord. • JR also sorting out power supply and switch board load, noting the Bouncy castle needs a generator. • JR meeting with Brendon to discuss food stalls further and update next meeting. • Action from previous meeting to investigate alcohol licensing – Katrina Little provided update. Agreement to not proceed. • HP investigating possible design of dunking platform – in progress. 	<p><i>ZB to draft a process on covering food stall donations</i></p> <p><i>JR to update re food stalls next meeting</i></p> <p><i>Carry over - Ramy Burjony to provide update pm progress re Silent auction and Scunchy Millers.</i></p>
<p>Christmas Tree Sales</p> <p>LM gave an update on Christmas Tree initiative for end of year:</p> <ul style="list-style-type: none"> • Recommending pre-orders again (with discounted rate) • Consider setting up a stall on East Coast Road and advertising with local media and socials with possible stall at the Gala. 10-15 trees to sell on side of the road on Saturday, float over to the Sunday • 10am-3pm on first two weekends on December • Reg \$28.50 to buy. Sell at \$45 • Large \$41.50 sell at \$75 	<p><i>No actions at this stage</i></p>
<p>Any other business</p> <p>Artwork</p> <ul style="list-style-type: none"> • Consensus to adopt a \$3 per item profit margin on each item, in line with 2023 pricing. 	<p><i>ZB to e-mail Time-zone for pamphlets</i></p>
<p>Closing of meeting</p>	<p><i>08.10pm</i></p>

APPENDIX:

August Chair's report:

A lot of exciting PTFA events coming up this term - Calendar Raffle, Disco, Artwork and Quiz night. These fundraisers and events will require help and support from the members of the PTFA. I hope that you will all be willing to assist where you can. Preparation for the Gala has commenced and there is a lot of excitement amongst the food stall



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holders as they start to plan what delicious morsels they will be serving. Great to see the planning beginning already and look forward to making this our most successful Gala yet! Thanks to everyone for all the things that you do to ensure our success.

-ENDS-

2024 Annual PTFA Plan Fundraising Target (\$50,000)

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
	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 th July – 21 st July: SCHOOL HOLIDAYS			
Term 3	TBC	Frozen Friday	Fundraising/Children
	23 rd 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
	30 th Aug	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
	18 th October	Mission Fair – sausage sizzle	Children/Catholic Spirit
	8 th November	Gala	Fundraising/Community
	December (TBC)	PTFA end of year drinks	Community
TBC	Frozen Friday	Fundraising/Children	

Meeting Dates 2024

- Tuesday 3 September 2024
- Tuesday 15 October 2024
- Tuesday 5 November 2024
- December meeting to be advised



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