



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 15 October**

Time: 7:00pm

Held in St Johns Staffroom

Chair: Amanda Dixon-Mclver Secretary: Michelle Burdett Treasurer: Ziad Burjony Apologies: Amanda Dixon-Mclver (ADM), Ashley Shearer (AS), Members Present: Ricky Curtis (RC), Michelle Burdett (MHB), Laura Mudford (LM), Tayler McGregor (TMCG), Sheryn Angus (SAN), Vivienne Fuaaletoelau (VF), Jamie Russell (JR), Ziad Burjony (ZB), Marina Binns (MB), Anne-Maire Percy* (AP), Alice Lellman (AL), Henrietta Sinclair (HS), Rachael McKewen (RMK), Mary Field (MF), Kerry Nam (KN), Tim Gunn (TG)* <i>*Virtually</i>	
Meeting was opened at 19:01 with a Karakia	MHB
Minutes from previous meeting	Proposed: LM Seconded: MF
Matters arising from previous minutes (Actions)	
<ol style="list-style-type: none"> Send class stall list re Gala for feedback/ input/ vols Follow up email to PTFA with Ezlunch menus for feedback Send comms to stall holders re donations/ claiming expenses to provide better clarity Action re call out to families via CLPs to see if anyone has items to donate (e.g. signed rugby balls etc). Actions re 32 auctions platform 	ADM - Done MHB - Done ZB - Done ADM - Done SAN - Done
Chair's Update (ADM): Tabled and read (<i>Appendix 2</i>)	
Principal's Update (MB): School Newsletter tabled and read as pre-read (<i>see attachment</i>)	
Board Report: <ul style="list-style-type: none"> Tim Gunn and Anne Marie attended from Board Board meeting was held on 12 Sept. AMPcCommented on the busyness of the school, with so many wonderful activities being offered to the children, such as the school production and the Yr6 Weta Workshop which was a huge success. They expressed their gratitude to the PTFA for their contribution towards this event Spent time talking about budgets, new fee structure for 2025, and possible Board member election next year. 	



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<ul style="list-style-type: none"> Focus was on preparing for ERO school visit. 	
<p>Treasurer's update (ZB):</p> <ul style="list-style-type: none"> August saw income of \$4.5K – mostly attributed to the Disco and Quiz sales. Total funds \$114K Profit YTD \$58,400k Term deposit also brings in good monthly interest. 	
PTFA Annual Plan: See below - Appendix 1	ACTIONS
<p>Ezlunch</p> <ul style="list-style-type: none"> Menu options circulated to PTFA and selection of options made All set up in Kindo ready to commence week following MHB to email MB all details for Office 	<i>MHB to send email</i>
<p>Mission Fair</p> <ul style="list-style-type: none"> Great feedback on the event from the school New Kindo payment process was very successful Huge thanks to SAN for sourcing the sausages, LM and AL for assisting with the bread, and to RMK and class volunteers who assisted on the BBQ! 	NA
<p>Calendar art</p> <ul style="list-style-type: none"> MHB confirmed orders had been placed and expected at the school in the coming days Profit est \$798 ADM to offer another round of orders in Nov 	<i>ADM to offer another round of orders in Nov</i>
<p>GALA</p> <p>Significant conversation was held on the Gala and the logistics around this event including updates from all the stall coordinators. Discussion re volunteers and how many are still needed, stall requirements and questions, and other event admin.</p> <p>Key actions included:</p> <ul style="list-style-type: none"> Committee voted no to updating signage creative due to the tight timings. Revisit next year Sept/Oct SAN offered trailer for Chocolate trailer stall Dan McKewen to put up signage (following council regulations) JR to order large skip bin and trestle tables MB to arrange gazebos via ASB LM to provide contact re generators. JR to manage switchboard requirements SAN update re silent auction and discussed re items/ offering all online (e.g. offers of babysitting) Site map to be updated - TBC/ ADM ZB in need of runners for float Collection weekends discussed and agreed with LK. MF to manage comms SAN seeking images from previous gala events TM agreed to photograph this years event MHB to decline second ice cream supplier MHB to set up pre-gala meeting (wk com 28th Oct) 	ALL



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Any other business	
<ul style="list-style-type: none"> • NA 	
Closing of meeting	08.15pm

APPENDIX 1:

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 ^h 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
	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			
	All month of August	Month Raffle (Raffle draw every day in Sept)	Fundraising/Children
	23 rd August	Disco	Fundraising/Children
	6 th Sept	Quiz Parents' Night	Fundraising/Community
	30 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



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Meeting Dates 2024

- Tuesday 12 November 2024
- December meeting to be advised

APPENDIX 2:

October Chair's report:

Since the last meeting we've had a successful Quiz night, but our focus is now turned to the Gala. Trying to improve our comms on social media and have awakened the previous St John's Gala Page on Facebook. Hoping that with improved social media presence we can bring in a wider audience. Thank you to all those families/businesses who gave already donated various items to the Gala. The funds raised from the Gala will go to our COLA fund so the more we can raise the quicker we will be able to see our plans come to fruition. Thank you to all those putting in the hard work now to make this Gala a success.

-ENDS-