



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 3 September

Time: 7:00pm

Held in St Johns Staffroom

| | |
|---|---|
| <p>Chair: Amanda Dixon-Mclver Secretary: Michelle Burdett Treasurer: Ziad Burjony</p> <p>Apologies: Rachael McKewen (RMK), Mary Field (MF), Jamie Russell (JR), Helen Perry (HP), Alice Lellman (AL)</p> <p>Members Present: Amanda Dixon-Mclver (ADM), Michelle Burdett (MHB), Tayler McGregor (TMCG), Laura Mudford (LM), Ashley Shearer (AS), Ziad Burjony (ZB), Marina Binns (MB), Sheryn Angus (SAN), Shelley Kingston (SK), Sam, Ricky Curtis (RC)*, Caren Casey (CC) <i>*Virtually</i></p> | |
| <p>Meeting was opened at 19:01 with a Karakia</p> | |
| <p>Minutes from previous meeting</p> | <p>Proposed: TG Seconded: MB</p> |
| <p>Matters arising from previous minutes (Actions)</p> | |
| <p>1. ZB to draft a process on covering food stall donations</p> <p>2. JR to update re food stalls</p> <p>3. Ramy Burjony to provide update progress re Silent auction and Scrunchy Millers.</p> <p>4. ZB to e-mail Time-zone for pamphlets</p> | <p><i>Done</i></p> <p><i>Done</i></p> <p><i>Carry over to next meeting</i></p> <p><i>Done</i></p> |
| <p>Chair's Update (ADM): Tabled and read as pre-read (<i>Appendix 2</i>)</p> | |
| <p>Principal's Update (MB): School Newsletter tabled and read as pre-read (<i>see attachment</i>)</p> | |
| <p>Board Report:</p> <ul style="list-style-type: none"> No Board meeting held since last PTFA meeting | |
| <p>Treasurer's update (ZB):</p> <ul style="list-style-type: none"> August saw income of \$15k – mostly attributed to raffle sales and second-hand uniform sales. Disco fund yet to appear in PTFA accounts from Kindo; will be available for next meeting Total funds \$110k | |



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| <ul style="list-style-type: none"> Profit YTD \$54k | |
| PTFA Annual Plan: See below - Appendix 1 | ACTIONS |
| Review: Raffle <ul style="list-style-type: none"> Update from SA: Profit of approx. \$14K which was fantastic, with 19 sponsors providing great prizes. Special thanks to the kids who helped sell these at the supermarkets; they were amazing and seemed to really enjoy the experience, with positive interactions between the public and school. The PTFA acknowledged and appreciated all Sheryn's hard work on this initiative. Letters sent to thank volunteers and sponsors from PTFA Chair. Learnings for next time include: Clearer comms to return any unsold tickets ASAP so they can be included in supermarket resales. Pricing was good at \$5, with a good range of prizes and sponsors. Investigate future tagging of sponsors in social media for future recognition. | NA |
| Review: Disco <ul style="list-style-type: none"> Feedback was very positive on the event, with teachers reporting high levels of engagement. Parent support + help with decorations/BBQ was very much appreciated (all received thank you emails from PTFA chair). What worked well: The new glow wands were very successful; Staff room available for parents waiting; Kindo sausages a lot easier to process, less need for large float. For next time: Consider a 1–3-year disco, and a 4-6 disco (to align with junior/senior school split). | NA |
| Quiz <ul style="list-style-type: none"> Thanks to Sam K for offering to DJ after quiz event. MHB to send email to confirm helpers for set up and on the night. | <i>Volunteers needed for set up and on the night</i> <i>MHB to send follow up email - Done</i> |
| Gala <ul style="list-style-type: none"> ZB has drafted notes for stall expenses re making donations/ claiming expenses to provide better clarity on this for stall holders. Gala reporting to include any donations Silent Auction - some fantastic donations received so far. Challenge identified around ensuring value of item is reflected in bids received (50% of value recouped | <i>JR to provide ballpark costs; ZB to action</i> <i>ADM to action with CLPs</i> |



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| <p>is considered good). Action re call out to families via CLPs to see if anyone has items to donate (e.g. signed rugby balls etc).</p> <ul style="list-style-type: none"> • Silent auction platform - decision to proceed with 32 auctions. Launch before gala and to share on socials and community pages. • HP updated that the dunk-tank can be built for \$250 or less. PTFA confirmed to proceed • Class stall lists to be circulated for confirmation | <p><i>MHB to compile stall list and send out for feedback/ input/ vols</i></p> |
| <p>Any other business</p> <ul style="list-style-type: none"> • Discussion re packing of calendar art and associated fee. Agreement we would pay for this service this year due to the timing / other priorities for volunteers around this time. • We spoke about introducing a new school lunch provider with Ezlunch. It was agreed this will be trialled in Term 4 and we will be offering the new lunches on Mondays and Wednesdays (in addition to Subway). Menu items to be sent to PTFA members for feedback. | <p><i>MHB to send out menus and gather feedback</i></p> |
| <p>Closing of meeting</p> | <p>08.25pm</p> |

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 | | | |



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| | All month of August | Month Raffle (Raffle draw every day in Sept) | Fundraising/Children |
| | 23rd 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 |
| | 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 15 October 2024
- Tuesday 5 November 2024
- December meeting to be advised

APPENDIX 2:

September Chair's report:

Another busy month with the Calendar raffle in full swing and the Children's disco. We now have a PTFA Certificate of Appreciation, which is to be used for the children should they assist us in a special way. The first recipients of this certificate were the children who helped with the selling of raffle tickets over the weekend. A second batch of recipients will receive theirs at the next assembly. In a similar vein, thank you letters have been sent to all those who helped with the school disco – decoration, supervision and BBQ and to the parents who supported their children on the weekends selling raffle tickets at Browns Bay and Long Bay New World as well as to the stores themselves for allowing us to do so. Important to acknowledge those who help us which may make them more inclined to assist again.

Looking forward to the Quiz night which is happening at the end of the week. Thanks to SK for organizing music for afterwards. All in all, a very productive month which I am sure that the Treasurer will also be reporting in a very positive light. Our attention for the next little while will now turn to the Gala and what we can do to ensure that this is the BEST Gala yet!

-ENDS-