

**Maunu School PTA
Annual General Meeting Minutes
March 6, 2018**

PRESENT: Refreshments from 7:00pm Meeting Commenced 7:30pm	Karla Capper, Taryn Marris, Melissa Noone, Dallas Malcolm, Robyn Hallberg, Kirsty Taylor, Kendra Bradley, Ben Smedley, Nigel Gilmour, Mike Haufe, Janine Diers, Megan Broughton Opening & Welcome: Ben Smedley
APOLOGIES:	Paul Shepherd, Caro White, Angela Taitoko, Nicole Hart, Marianne Thomas

MINUTES OF THE PREVIOUS AGM (March 7, 2017):

Moved as true and correct by Taryn, seconded by Karla.

MINUTES OF THE PREVIOUS REGULAR MEETING: (February 20, 2018)

Moved as true and correct by Ben, seconded by Taryn.

MATTERS ARISING FROM THE MINUTES: None

CORRESPONDENCE:

Incoming:

Speaker Melanie Vezey – fundraising idea ‘The 5 Love Languages and Appreciation in the Workplace’, we ran out of time to look at this, so will revisit in April.

FBC Chocolate Fundraising – Whittaker’s chocolate (we have already heard from the House of Fundraising (Deb Bennett), who we purchased chocolate from in March 2016.

Outgoing:

Letter written to the Team at Pak’N Save Whangarei (Todd & Lillian Leathem) thanking them for their continued generosity and support of the Friday Sausage Sizzle.

STAFF REPORT:

Presented by Kendra Bradley.

Swimming Sports/Demonstrations

All teams have had either their swimming sports or class demonstrations with excellent results. Thanks to those parents who came along to watch and help out.

Swimming at school finishes at the end of this week, and the pool closes for key holders on Sunday March 11.

PMP

Juniors have started PMP (Perceptual Motor Programme) on a Friday with Alana Fromont. They are really enjoying getting back into this movement programme which helps with coordination and learning in general.

Juniors Gym Visit

The Junior school will visit WAGS by bus on the 6th of April for a gymnastics rotation and play at the Kensington playground.

Wet Day Games Request

In the past the PTA have provided funding for each class to purchase wet day games. The staff would like to make a request for the PTA to support some purchasing of in-class games for use during wet day lunch times. The games/equipment previously purchased have been very well used. Games don’t last forever so it would be great to add to the class collections and replace tired/worn-out games and equipment.

**** The PTA agreed unanimously to donate \$2800 so that each of the 14 classroom teachers can spend \$200 on games and activities for indoor play on wet days.** Moved for acceptance by Mel, seconded by Taryn.**

Staff report moved for acceptance by Ben, seconded by Megan.

TREASURER'S REPORT:

Financial Report for 2017 presented by Melissa Noone.

Please refer to the handouts for more detail. Handouts are: Charities Services Annual Return Summary; Notes to the Financial Report (Charity Commission template – only pages that are relevant); PTA Cashbook 2017; Donations Paid to Maunu School (Breakdown); ASB Dec 2017 transaction history.

Our opening bank account at 1 January 2017 was \$77,201. The PTA's closing bank account balance as at 31 December 2017 was \$59,834. The difference was a decrease of \$17,367.

The PTA's total operating receipts for the year was \$58,702 (money banked): \$57,978 from fundraising/donations, \$95 (parent payments-incorrect account) and \$629 bank interest.

The PTA's operating payments were \$76,069 (outgoings)

*The cost of fundraising was \$2,470

*Donation to the school was \$72,890

*Other miscellaneous expenses were \$709 (\$614 cost of running the PTA & \$95 transferring incorrect parent payment back).

Changes during 2017:

Accounting report system from MYOB to IRD cashbook system occurred in July 2017.

Charities Services Annual Return submitted 4th March 2018 online and payment made of \$51.11 followed.

The cost of running the Country Fair in 2017 was \$14,200, and we will confirm the donation to the school at our next meeting in April. Ben will follow this up with Paul and the BOT.

Moved for acceptance by Ben, seconded by Taryn.

AGM BUSINESS:

Election of Officers:

Chairperson - Ben Smedley

Vice Chairperson – Taryn Marris

Treasurer – Kirsty Taylor

Secretary – Robyn Hallberg

Staff Representative - Kendra Bradley

Moved for acceptance by Ben, seconded by Karla.

The Charities Commission will need to be updated of our changes to office to make it official.

Thank you to everyone for your interest and involvement!

Thank you to Megan and Melissa for their hard work behind the scenes.

Sausage Sizzle

Karla Capper – Coordinator

Lillian Leathem – Pick-up and delivery for Term 1 – thanks Lillian!

Friday Team – Full roster and Dallas Malcolm will add her name to the roster as well, thanks Dallas.

GENERAL BUSINESS:

Chocolate Fundraising – Is this fundraiser necessary? Do we need the money? What specifically will the money be spent on? The chocolate fundraiser requires a coordinator who will liaise with Carolyn and Michelle in the office, and see it through to the end in a timely manner. Are we better to focus on our one major fundraiser The Country Fair – build a strong team and begin the long-term planning process. We decided as a group to give it a miss this year. Megan will contact the two suppliers who have been in touch to let them know what we have decided.

Calendar Fundraising – If this is to be called a PTA fundraiser, it will require PTA members to help coordinate it. The staff look after the artwork, and we need a member to attach the correct piece of art with the corresponding order form. Taryn and Melissa have offered to help with this. Kendra will survey the staff to see how they feel about continuing this fundraiser. About half of the students in each class order a calendar/cards, it makes approximately \$2000, and the calendars make nice Christmas gifts. We will revisit this at our next meeting.

Readathon / Spellathon – The school will run one of these fundraising events again this year. Last year the Mathathon raised approximately \$14,000!

Country Fair Coordinator & Team

Put the feelers out for a parent or caregiver who wants to take on the Fair Coordinator role. Perhaps someone with skills in event planning or project management. He/She will oversee an enthusiastic team of parents and support them as they move through this process. We may be able to get some help from some NorthTec students in the Sport & Rec Programme.

Previous team members please get in touch if you are keen to carry on with your roles from last year. Thanks to Taryn for her continued work with Rides & Attractions, and Karla who will coordinate the Café again this year.

Check out the website www.smileinflatables.com. Taryn has been in touch with this company and is currently looking for some new, fun activities to try this year.

Other large areas that we will require coordinators for are; White Elephant, Sponsorship, Food

Paintball – Can we provide some funds or have timber donated to repair the paintball cage?

White Elephant – Part of the planning for this requires a process for donating all of the leftover 'stuff' after the fair. Clean up time and volunteers need to be organised in the lead up to the event. Perhaps we need to limit what items we request – just toys, kids' clothes, baby gear and books/games, the best sellers? Advertise on Buy Sell Swap that prices will be \$1/box starting at 2pm?

Other ideas; nerf wars area, waterslide or waterplay area

Bring your Country Fair ideas along to the next meeting!

Meeting finished at 8:50 pm.

Next meeting is April 10th, 7:30pm in the staffroom. All welcome.