

**Maunu School PTA
AGM Meeting Minutes
3 March 2015**

PRESENT: Meeting Commenced 7:40pm	Angela Taitoko, Kristy Wolff, Marysha Gardner, Cleve Bloor, Caro White, Morag van der Veer, Bridget Lambert, Megan Broughton Opening & Welcome: Marysha Gardner
APOLOGIES:	Natasha Hammer, Jo Delemare, Lara Harvey, Suzy Watkins, Tracey Wickens, Lillian Leathem, Denise Finchett, Kendra Bradley, Carolyn Boyce-Bacon

MINUTES OF THE PREVIOUS AGM (4 March 2014):

Moved for acceptance by Marysha and seconded by Cleve.

MATTERS ARISING FROM THE MINUTES:

- Angela Taitoko intended to step down as Treasurer in 2014, but has continued on as our Acting Treasurer since then, because a suitable replacement/volunteer was not found. Due to the fact that she is also the Country Fair Coordinator, her financial reports in August, September and October will be brief in format.
- The carpark beside the hall will be completed this year, once the hall repairs have been done.
- The Youth Summit will not take place this year, as it is a biennial event.

MINUTES OF THE PREVIOUS MEETING (10 February 2015):

Moved for acceptance by Marysha and seconded by Kristy.

MATTERS ARISING FROM THE MINUTES: None

PRINCIPAL'S REPORT:

As provided by Cleve at the meeting. Please see email attachment.

Principal's Report moved for acceptance by Marysha and seconded by Kristy.

TREASURER'S REPORT:

As provided by Angela at the meeting;

**Financial Report for the 12 months ending 31 December 2014
PTA AGM held 3 March 2015 at Maunu School**

Please note that effective 1 April 2015 the Charities Services, whose rules we must meet to continue being a registered charity, are changing. The change is largely to the reports that we must produce and submit each year. Hence the change in reporting format this year. I wasn't going to produce two sets of reports so I have adopted their changes early. All charities similar to ours will use the same report standard, so if you are affiliated with other parenting support groups or sports clubs then this report format will become familiar.

- The PTA Bank account as at 31 December 2014 was \$67,970.67.
- The PTA's total operating receipts for the year ending 31 December 2014 was \$65,675
- The total of funds raised from the 5 fundraising events (Sausage Sizzle, Country Fair, Calendars, Chocolate sales and two Discos) was \$64,245. The other income of \$1,431 was from bank interest.

The total operating payments were \$61,180 made up of

- the cost of fundraising expenses of \$16,979 and
- actual donations already made to the school of \$43,684.
- The PTA only incurred \$518 of operational expenses, this still remains low largely due to the PTA members absorbing the costs they may incur on behalf of the PTA and not seeking reimbursement for them.

The year gone.....

- No major changes took place during 2014, all systems implemented earlier continue to work well between the Treasurer and the School office.
- The profitability of the Sausage Sizzle still continues to be profitable 96% due solely to the generosity and sponsorship of New World Regent, who each week donate and deliver fresh bread, sausages and chocolate milk. This has created a savings of at least \$5000! The costs of \$145 is from the gas, sauce, gloves and serviettes. Thank you to all the parent helpers during the past year; Suzy Watkins, Ainzlee Semenoff, Moana Shortland, Marysha Gardner, Leona Dunn, Kristy Wolff, Bernie Hope, Dionne Stroebel,

Viv Lamb, Vaughan Williams and Gabriel Torres. A BIG thank you and acknowledgement to Adrian Lamb who continues to support all the PTA events one way or another. We are incredibly lucky to have his support and energy!

- The Chocolate Fundraiser was also hugely profitable at 51% again , the PTA continue to stand behind the belief that it is worth continuing with selling chocolates despite it not being a healthy option and the next sale of bars is planned for 2016. We will need to appoint a PTA member to order and coordinate this .
- The Country Fair's profit was almost \$27,000 . This result can be contributed to better weather, a good community turn out, the addition of a major sponsorship categories supported by Wendy Ruddell, Waipapa Pine, New World Regent, Educare, Smith's Sports Shoes and Hunting and Fishing. It was orchestrated by a bigger team including myself, Bridget, Lara, Lillian, Jane, Megan, Kat, Kendra, Jonelle, Tracey, Tracy , Diane, Nigel , Amy and Alison , the Teaching Staff and the South African community, and all the enlisted help from their family and friends and the other many parent volunteers.

The year to come2015

The projected income and expenses cashflow is no way set in stone, this is a plan based on the receipts and payments raised in previous years and knowing what fundraising activities we can plan for 2015. It is a tool to show we have the ability to raise the required funds to make a significant contribution to the school's priority list as discussed and last prioritised during past meetings with the Board.

In 2015 the PTA plan to continue the weekly Sausage Sizzle, host a Trivia Night , and continue the Calendars and the Country Fair . There will no chocolate sales this year. It is estimated that this effort will realistically raise around \$31,000 .

Could you please approve a payment of \$96 to Megan Broughton for reimbursing her for items purchased on behalf of the PTA for tonight's meeting and last months meeting? **Moved for acceptance by Cleve and seconded by Marysha.**

Maunu School PTA Fundraising Profitability Y/E 31/12/2014

	\$	Profit	%
Sausage Sizzle			
Income	8,099		
Costs	<u>-145</u>	7,954	98%
Country Fair			
Income	35,720		
Expenses	<u>-8,794</u>	26,926	75%
Calendars			
Income	4,344		
Expenses	<u>-2,604</u>	1,740	40%
Rave			
Income	1,833		
Expenses	-1,138	694	38%
Chocolates			
Income	13,874		
Expenses	<u>-6,730</u>	7,144	51%
Other Income 100% (not included in TFR)			
Bank Interest		1,431	
Cash Donations (BOT)		<u>375</u>	
		1,806	

Total Funds Raised (TFR)	63,870		
Total Fundraising Costs	-19,412		70%
Profit from Fundraising		44,458	
Plus other income		1,806	
Funds raised during past 12 months available for donation		46,264	

Treasurer's Report moved for acceptance by Kristy and seconded by Megan.

EXECUTIVE COMMITTEE:

On behalf of the Executive Committee, Marysha thanked everyone for all of their efforts this year. We can't do what we do without our regular meeting members, and the wider PTA and community.

- We are very fortunate to have the significant support of Todd & Lillian Leathem and Regent New World. We recognise their generosity in sponsoring our Sausages Sizzles every Friday, donating fresh bread, sausages and chocolate milk.
- We also recognise Angela Taitoko's contributions in her roll as Treasurer and Country Fair Coordinator. She also works quietly behind the scenes to organise just about everything else!
- We enjoy a good working relationship with the Principal, Staff, and BOT of Maunu School as well. This cohesive group makes our job easier and we have a streamlined and effective dialogue, making it easier to function effectively.

ELECTION OF OFFICERS:

Cleve moved that all of the current executive committee continue on in their rolls, this was seconded by Bridget. Kristy Wolff will step down as Co-Chairperson and Marysha Gardner will continue as Chairperson.

Chairperson - Marysha Gardner
Treasurer - Angela Taitoko
Secretary - Megan Broughton
Staff Representative - Kendra Bradley

Angela moved that Kristy be removed as a cheque signatory and the others (Angela, Marysha, Megan) will carry on. This was seconded by Megan.

GENERAL BUSINESS:

Correspondence - We received some Thank You emails from Room 1 and 7 students who are very happy with their new Lego. The Lego has been unpacked into containers and delivered to classrooms.

Sun Hats - The larger sizes have been ordered and should arrive any day. There will be 400 more in two larger sizes. Thanks Bridget for your organisation. **Marysha moved that the PTA pay for the subsequent hat order, seconded by Bridget.**

Upcoming Dates

31 March - Combined BOT / PTA / Staff BBQ and Meeting (discuss Wish List). The BBQ will begin at 5:30pm. The BOT will provide the meat, Staff the salads and PTA the desserts. More details to follow.

5 May - Our next regular PTA meeting

Wish List - Cleve and the staff will canvas the children so they can have a say in what they would like to see in our playgrounds and school yard, so that we can take their wishes into consideration at the March 31st meeting.

Country Fair - Angela will need 4 new team leaders for this year's fair; Auction Coordinator, Food Coordinator, Ride & Attractions and Ticket Sales. We will discuss this further at our meeting next term in May. If you, or someone you know wants to contribute, please let us know. There is a lot of support available and records from previous fairs are kept so you won't be starting from scratch! New ideas and new energy are most welcome!

Disco - Nikki Hilton has offered to coordinate the discos - thank you! We are looking at having one this term and again early in Term 4.

Trivia Night - We are looking at the possibility of holding a Trivia Night again this year, in June/July. Angela will check to see if Lillian is able to coordinate this, and if not, Bridget has a contact who may be able to help us. The hall will be under construction during this time, so we will likely use the Barge Park facilities.

Sausage Sizzle - We need to recruit 3 more sausage sizzlers. Caro White volunteered and Bridget volunteered her Mum - thanks ladies. If you are able to give up 1.5 hrs on a Friday morning to help out, please contact Angela or myself at maunuschoolpta@gmail.com or secretary.maunuschoolpta@gmail.com

Meet the Teacher evening - Big thanks to those who helped out with the sausage sizzle at this event; Marysha Gardner, Angela Taitoko, Caro White and Megan Broughton. We cooked 400 sausages and this was enough. Note for next time - don't put them in the oven to keep warm or they will explode!

Meeting finished at 9:30pm.
Next meeting is 5th May at 7:30pm in the staffroom. All welcome.