

**Waipu Primary PTA Meeting**  
**4 April 2022**  
**7pm - 8.45pm**

**Apologies:** Sammy-Jo, Simon Couper, Rebecca Cook

**Present:** Julie Turner, Dee Field, Janine Boulton, Heather Beaton, Jordan McDonald, Neil Troost, Glenice Andrews, Tori Nathan, Paula Ewers (Zoom), Sonika Barrington (Zoom).

**Previous Minutes:** Accepted (Janine)

**Reports:**

**Chairpersons Report - Jenni Mansell**

No report from Jenni. Nothing has been needed to be done last month.

**Treasurer's Report - Sonika Barrington**

Sonika has submitted a report for March, not much has happened due to limited fundraising activities. Only thing of note is interest on the call account, 91k balance.

Auditor is John Draper, queried by Heather. He is busy and will only be able to look at it in April. This is fine for Sonika. Deadline is June 30. The PTA has been given the option to get a review rather than an audit. Audits are more expensive. Our financial year is the calendar year.

Janine knows other accountants if needed.

Treasurer's report: passed by Janine, seconded by Jordan.

**Principals Report - Julie Turner**

Julie has reported that there are rolling staff losses due to Covid, but numbers are manageable. With regard to students there seems to be an even spread across classes, aside from Torea which has seen most of the class absent last week.

Aside from the TRYathlon and goal setting conversations, the schools calendar is looking empty. The Senior schools EMR and WC trips are still to go ahead in April.

Driveway is finished and the Learning Support Building projects are being closed off. Julie is waiting for word on whether we have funding for the library toilets and accessibility plans. Costs have exceeded the available pot of money.

There have been lots of new enrolments, a lot of which are coming to us with behavioural issues. High percentage of additional needs presenting themselves. Julie noted that the school has been quite lucky up until this point. The school needs to reconsider how we

manage this. Some come with funding, but generally schools struggle to get other funding for teacher aids.

Julie noted that the goal setting interviews went really well and using Zoom presented no problems. It was initially thought there would be a drop in numbers, however this did not eventuate. Zoom made it easier to keep to time and worked well for parents who work. Skoolloop made it easy and was not considered a barrier.

### **General Business**

#### **ASB accounts:**

We need to add Dee to the ASB accounts and formally remove Mel.

Motion: Approved unanimously, Moved by Janine, seconded by Jenni.

#### **PTA Calendar**

Jenni has created a calendar in Excel of important dates for the PTA including rough event timetable, specific dates for certain PTA activities.

Janine looked into the First Aid kit fundraiser. Decided we will aim for Term 2. There are two first aid kit options that will be available. These will give us a profit between \$6 and \$16 per kit.

Generally supportive of the Whittakers fundraiser and to support that again this year (this is a school fundraiser, not a PTA one).

Resolution: Dee to add the dates and events into the PTA calendar on gDrive

#### **Food cabinet**

A small chilled food cabinet has been donated. Hasn't been picked up yet. Jenni will sort it out.

#### **Thanking Role Holders**

Jenni raised that when Mel left we hadn't done anything nice to thank her for her time and dedication to the PTA over a number of years. Jenni was wishing to clarify whether we are allowed to spend PTA money on gifts for ourselves once we had left a role. General thoughts that we don't do it for thanks, but members, especially role holders do give up their time just like sports coaches who we acknowledge and thank. There are too many thankless jobs, we need to show our appreciation.

Propose that we thank someone by providing a gift if they have been a role holder for 3 years for example.

There is a \$300 limit on spending. Over this it needs to go to the committee, under this, two members need to approve.

Three years in a role shows commitment, and is a good period of time without watering down appreciation for those who have done it for longer. Need an agreed amount.

Motion: \$100 gift for three plus years in office (secretary, chair, treasurer). Moved by Heather, seconded by Janine.

### Constitution

The Constitution needs updating, PTA members were sent a copy last month to look over. Heather has volunteered to redo the constitution, she has many suggestions and noted the current constitution has a number of contradictory statements. Heather has also rewritten a number of paragraphs and seeks feedback from the PTA members. Heather has offered to change her edits into a working document for us to provide feedback on.

Julie raised the issue of whether the purpose of the PTA meetings is to raise day to day school issues rather than focusing solely on fundraising and resourcing. Julie felt it wasn't fair to discuss these issues without giving her prior warning.

The members are in agreement that the PTA is not an appropriate place for personal agendas to be raised and discussed. Jenni queried what mandate exists for the Chair to have to say that this is not appropriate, it is agreed that that is the Chairs role to ensure that discussion follows proper meeting etiquette.

Attending PTA meetings is an opportunity to get further information about what is happening in the school.

Need to clamp down on additions to the agenda. Cutoff dates need to be adhered to. Starting from now, we will be enforcing the agenda, items need to be added prior. We need to follow basic meeting protocols.

It was emphasised that having the ability to use Zoom to allow people who could not be there in person to attend is really beneficial for the PTA. Jordan will set up a standing PTA zoom link to advertise to parents that are unable to join a meeting in person.

With regard to the constitution there are areas that need to be clarified before Heather can create a working document for the committee to provide feedback on: the objectives of the PTA; a mission statement is required; who is a member and who is on the committee (do we need a register); can a BOT member be on the PTA; the document also lacks a winding up clause.

It was decided that there are clear benefits of having people on the BOT and PTA and that this does not pose a problem.

Actions:

Dee will send minutes to regular attendees and reinstate uploading them on the school website and linking to them in the newsletter and on the school website. It was agreed that we do not need a formal members register. Seems to over complicate the PTA and stops it from being fun and casual.

Heather will create a constitution working document and distribute to PTA members before the next meeting. She has recommended that we aim to have the new Constitution ready for the June PTA meeting.

## **General Business**

### PTA Supported Projects

Neil noted that the PTA has previously funded structured literacy and numicon programs across the school. It is his understanding that the school was going to review how well the programs were working and there was talk about extending it further. He queried whether this was an ongoing area of PTA funding as Neil was really pleased that the PTA funded this rather than just shiny bells and whistles.

Do we need more money and support for this or something similar? Glenice doesn't think so at the moment.

How are we going to measure the success of this project. Glenice noted that the Junior school and team will be working on this. School currently have all the resources that are required.

New students with behavioural issues was previously raised and that funding is difficult. Is this something the PTA can help fund with although it was noted that previously the PTA is hesitant to fund things that only benefit individual children or only a small number.

Julie is keen to get support in straight away for students we know about. Neil is in favour of directing funds to help those with challenges, in the long run it does help the other students by removing distraction within the classroom

Julie noted that if felt she needed PTA money to help these students she would come to us.

### Uniforms

It's Kylie Jacoby's last year as a parent at WPS, the PTA will require a replacement second hand uniform coordinator.

Action: Dee will place an ad in the next newsletter looking for a replacement for Kylie. Just require a description of what she does.

It was noted that it would be good to have a sales event pre winter to sell jerseys. 1st week of Term 2 was suggested. Janine offered to help staff the sale.

**Next Meeting: Monday 2 May, 2022**