

# **Onslow College PTA**

## **Minutes**

**Monday 23<sup>rd</sup> May 2011, 7.30pm, College Library**

**Present:** Maree Kibblewhite, Marina Stevenson, Lynley Graham, Anne Johnston, Janet Green, Kate Koch, Kate Williams, Karen Doogan, Kirsty Hosie, Jo Ager.

### **1. Welcome and apologies**

Peter Leggat, Debbie Iversen, Ruth Smith.

### **2. Confirmation of minutes and matters arising**

Actions from the previous meetings minutes were identified and reported on.

- **5. Chair's report (June 2010 meeting)**

It was noted that Anne Burrage, Deidre Burke and Penny Kinsella are meeting later in the week to discuss financial arrangements for the Arboretum.

Some information has been passed onto Marina but a starting balance can't be established until Anne Burrage returns to school. Anne and Marina are to meet on Anne's return.

This issue remains unresolved because no starting balance can be found to exist and it appears that there is a \$2000 discrepancy between PTA records and the school's ledger. Jane Hunter (previous Treasurer) commented that as the PTA accounts have been audited every year the arboretum funds should be able to be tracked and the discrepancy resolved.

Marina reported that she had met with Jane Hunter but they had still not been able to resolve the issue. This is largely due to the fact that the audited accounts for 2003/04 are missing.

**Action: Marina to meet with Anne Burrage to try to determine a starting balance.**

**Marina to contact the bank and auditor to arrange for copies of the statements for the period in question.**

Marina reported that this issue has been resolved to everyone's satisfaction. It appears that Deidre believed that the PTA had given the Arboretum \$2000 more than we actually had. The Arboretum, PTA and the College now agree that the PTA has gifted the Arboretum \$8000 plus \$800 for a memorial seat.

**Action: Marina to make a note in the PTA accounts documenting the resolution.**

- **6.3 PTA Committee position duty statements (October 2010 meeting)**

All PTA Committee members with roles to work on creating a duty list specific to their role. Up-to-date copies of the duty lists to be kept on file by the Secretary.

**Action carried over.**

- **6.1 Review of outstanding actions (November 2010 meeting)**

Link on college website to VUW Student Support information

Kate Williams to follow-up with Maria Goncalves-Rorke to get a link to VUW information regarding student support.

Kate reported that the link to VUW exists on the college website under Community – Helpful links for parents.

**Action completed.**

Parent-teacher interviews – information to parents

Minka Maree to email principal in 2011 to ensure that a note to parents to bring cash with them to parent-teacher interviews for the PTA raffle is included in the notice that goes home.

**Action: Peter to include a note to remind parents to bring cash with them to parent-teacher interviews for the PTA raffle.**

**Action completed**

- **5. Chair's Report (February 2011)**

Minka to get all pertinent 2011 dates from Charmaine and pass on to Maree.

**Action completed**

Maree to create PTA schedule for 2011

**Action completed**

**Action: Peter to ask if ERO want to meet with the PTA when they visit.**

Kate noted that ERO didn't talk to many people at all during their visit. This is in line with their updated streamlined visit plan.

**Action completed.**

**Action: Maree to ask Charmaine to put the PTA meeting dates into the school calendar on the website and to promote the meetings more visibly on the website in future.**

**Action completed.**

**Action: Maree to contact Charmaine and pass on the Committee's concerns that the calendar is not in a visible or easily accessible place.**

- **6.2 AGM**

Maree to ensure that the AGM is publicized externally (advertisement placed with the Northern Advocate) and internally (website etc.)

**Action completed.**

There were no other matters arising. Marina moved that the minutes be accepted. Seconded Karen. Carried.

### **3. Treasurer's report**

Held over.

Marina had not been able to compile a Treasurer's report except to be able to say that the PTA balance at the end of April was \$14,799.86

#### **4. Principal's report**

Peter Leggat was unable to attend the meeting.

Kate Williams noted that EROs report about Onslow is available on the college website.

#### **5. Year 9 Tea debrief**

The Committee agreed that the event was a success despite the different format (being held in conjunction with parent-teacher interviews) that occasionally created confusion for parents and teachers alike.

Many parents didn't know where O Block was and teachers were uncertain about what their role was in regards to the Year 9 Tea.

It was noted that many parents went to teacher interviews but did not attend the tea.

The combined total of money made from the raffle and koha was \$227. It was disappointing to note that the koha total was just \$105.

After assessing the probability of lower numbers attending, Lynley and Anne cut back food quantities by a third spending around \$900.

There were a number of buns left over but otherwise the quantities were about right.

It was noted that the peer supporters did not help as we expected they would. Trestle tables had been put up in the hall but hadn't been put up in the foyer. Nor were the trestle tables covered with paper. The microphone system was not set up but wasn't needed in the end because of the lower numbers attending.

**Action: Kate Williams to alert the school about the things that had not been prepared as expected.**

**Action: Marina to update the Year 9 Tea Requirements document and email it to all Committee members**

#### **6. General business**

##### **6.1 Arboretum – funding request**

Maree gave the background to the funding request from the Arboretum – Deidre Burke had emailed Maree and Marina asking if the PTA would consider funding the purchase of some plants for the Arboretum.

Copy of Deidre's email –

Hi

I've just ordered and had delivered plants for the arboretum winter planting. I was wondering if the PTA might be interested in funding these plants for us? I have bought 80 plants in all. 20 x pittosporum, 20 x akeake, 20 x coprosma and 20 x flax. These will be planted on the bank below the tennis court where the gorse has been sprayed and cut back. As discussed on our walk around at the end of last year, our aim is to tidy up this bank and provide a vegetation link between the Waipahihi Stream area and the arboretum. This is the first planting of this area.

There is no pressure for these funds. We will either cover it with funds remaining in the arboretum account or Terry and I will donate the cost. I just thought this was a clear and isolated purchase that the PTA might like to invest in. It's also been a wee while since the PTA put funds into the project.

I think the cost is about \$550. Let me know if you're interested.

We'll be doing this planting on the second Sunday in June (12th).....weekend after Queen's Birthday weekend.

The Committee agreed that supporting the Arboretum was something that the PTA was keen to continue to do.

**Motion: Marina moved that the Onslow PTA fund the purchase of plants for the Arboretum.**

**Seconded: Anne Johnston**

**Carried.**

**Action: Marina to contact Deidre and Ann Burrage to arrange for the transfer of funds to the Arboretum.**

Kate Williams noted that the Arboretum now has consistent and dedicated support from the school and individual staff members.

### **6.2 Year 10 Report Evening**

Kate Koch noted that a number of events were coming up soon but that our next meeting was not until late June so we needed to organize arrangements tonight.

The Year 10 report evening is scheduled for Wednesday 1<sup>st</sup> June (next week), 6-8pm

The PTA provides drinks and chocolates for the teachers.

Kate Koch has checked the PTA supplies and confirmed that there are enough chocolate bars and cups. The leftover juice from the Year 9 Tea which is already made up can be used.

**Action: Karen to confirm start/finish times for the evening with Charmaine and ask Charmaine to include a note to parents about bringing along money for the PTA raffle.**

**Action: Karen to organize volunteers for the night.**

**Action: Anne to prepare a small raffle and float.**

Marina volunteered to sell the raffle. Karen will unlock the kitchen and Anne will lock up and get the raffle money from Marina.

### **6.3 Open Evening**

The Open Evening is being held on Wednesday 15<sup>th</sup> June at 5pm.

The PTA provide tea, coffee and biscuits at the start of the evening. There is no PTA raffle.

**Action: Karen to confirm start/finish times and format with Charmaine.**

**Action: Karen to organize one more volunteer helper.**

**Action: Kate Koch to check with Minka about quantities of biscuits to purchase.**

**Action: Kate Koch to purchase biscuits.**

**Action: Lynley to make up juice on the day.**

#### **6.4 Year 12 and 13 Report Evening**

The Year 12 and 13 report evening is being held on Thursday 30<sup>th</sup> June, 6-8pm.  
The PTA provides drinks and chocolates for the teachers.

**Action: Karen to confirm start/finish times for the evening with Charmaine and ask Charmaine to include a note to parents about bringing along money for the PTA raffle.**

**Action: Karen to organize volunteers for the night.**

**Action: Anne to prepare a small raffle and float.**

**Action: Kate Koch to check PTA supplies.**

Kirsty volunteered to sell the raffle.

#### **6.5 Charities Commission**

Marina reported that the Charities Commission had invited the PTA to submit a victim impact statement concerning David Williamson who has been found guilty of dishonest conduct in relation to two charities.

The Committee agreed that because we don't issue tax deductible receipts and we are not audited because our assets are less than \$10,000, this issue is not applicable to us and did not require any action on our part.

**Action: Marina to complete the annual Charities Commission return.**

#### **6.6 Correspondence**

Maree reported correspondence received from the NZPTA and Nigel Kennedy (fundraising invitation).

There was some discussion about the benefit of our remaining members of the NZPTA and the Committee agreed that there was little benefit for the cost outlayed.

**Motion: Maree moved that the Onslow PTA does not renew its membership to the NZPTA once our current membership expires at the end of 2011.**

**Seconded: Janet Green**

**Carried.**

#### **7. Key points from meeting**

- The Committee talked about the Year 9 Tea function and agreed that the PTA's aim to host the event and provide a light meal and an opportunity for families to socialize was achieved.
- The Committee discussed arrangements for catering for the Year 10, 11 and 12 report evenings and the Open Evening.
- The Committee agreed to fund a purchase of plants for the Arboretum. The plants bought are 20 x pittosporum, 20 x akeake, 20 x coprosma and 20 x flax.

There was no other business.

The meeting ended at 8.50pm.