

Onslow College PTA

Minutes

Monday 27th June 2011, 7.30pm, College Library

Present: Marina Stevenson, Lynley Graham, Anne Johnston, Janet Green, Kate Koch, Kate Williams, Karen Doogan, Kirsty Hosie, Ruth Smith

1. Welcome and apologies

Peter Leggat, Maree Kibblewhite, Jo Ager, Debbie Iverson

2. Confirmation of minutes and matters arising

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

- **5.0 Chair's report (June 2010 meeting)**

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

Marina tabled a report which now clears this outstanding action (titled "Arboretum Account Report – 11th June 2011 – see attached). To summarise the report: "It would appear that there was an error in the initial report received and that the PTA actually donated \$8,846 to the Arboretum account up to the end of 2007. It is believed that there was no payment in 2005 to the Arboretum account. This matter is, I believe, now closed".

Moved: Marina Stevenson Seconded: Janet Green

Carried.

Action: completed

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

Maree has received most reports –outstanding reports still required from Marina and Anne.

Action: Marina and Anne to hand their reports to Maree once complete.

- **6.1 Review of outstanding actions (May 2011 meeting)**

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.

Maree advised prior to the meeting that this action was completed and the PTA meeting dates have now been added to the Calendar of Events on the website.

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.

An email was received on Friday 27 May from Charmaine, advising that the calendar can be found on the school website under: [About Us\General Info\Calendar of Events](#). She felt it was better to get people used to navigating around the school website.

Action: completed

- **5. Year 9 Tea Debrief (May 2011)**

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

Kate noted she has passed on the relevant information and details to the school.

Action: completed

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

Marina has updated the Year 9 Tea Requirements document and all committee members have had a chance to review this.

Action: completed

- **6.1 Arboretum – funding request (May 2011)**

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

Marina noted that the PTA paid \$534.00 to the Arboretum for the purchase of plants. An email was received from Deidre Burke on Monday 20 June thanking the PTA for their assistance with the recent plant order. They put in 30 plants last Sunday and a working bee is planned for the first Sunday in July to complete planting. She also noted that next year marks the 10th anniversary of the arboretum project and they are hoping to mark this occasion in March next year.

Action: completed

- **6.2 Year 10 Report Evening (May 2011)**

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.

Karen reported that this report evening went well and all actions were completed. See debrief on point 5 below.

Action: completed

- **6.3 Open Evening**

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.

It was agreed the Open Evening went well and all actions complete. See debrief on point 5 below.

Action: completed

- **6.4 Year 12 and 13 Report Evening, Thurs 30 June - planning**

The Year 12 and 13 report evening is being held on Thursday 30th 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: completed

Action: Karen to organize volunteers for the night.

Action: Anne to prepare a small raffle and float.

Action: Kate Koch to check PTA supplies.

See planning notes below on point 6.2.

- **6.5 Charities Commission**

Maree and Marina still need to confirm they are position holders and send this in. Marina noted this will be done at the next meeting.

Action: Marina and Maree to complete the annual Charities Commission return at next meeting.

There were no other matters arising.

Marina moved that the minutes be accepted.

Seconded Kirsty

Carried.

3. Treasurer's Report

Marina presented the Treasurer's Report and noted we received income from Koha/Raffle and interest, totaling \$306.00. She noted the interest for January 2011 on this report was not put into the previous ledger. Expenses included \$534.00 for plants for the Arboretum and \$938.00 for the Year 9 tea, totaling \$1,462. The closing balance as at 31.05.11 was \$13,644.00.

Marina moved that the financial report be accepted.

Seconded: Karen

Carried.

4. Principal's Report

Peter Leggat was unable to attend the meeting.

The committee all agreed that the new sign at the front gate of the College looks fantastic.

Marina noted that the enlargement of the link "Intranet" on the College website homepage is a good improvement and will hopefully help people to find their way to the daily notices.

5. Debriefs: Parent-Teacher Evenings and Open Evening

5.1 Parent-Teacher Meetings – Year 10 (1st June)

Karen reported the evening went well. The volunteers were there for two hours. We had 2 volunteers to hand out drinks/chocolates to the teachers and Marina who sold the raffle tickets. The 3 helpers were enough and covered everything easily.

Anne noted that being a Year 10 parent, she felt the set out was easy to find your way around the teachers – they had Maths teachers in one room, and all elective subjects grouped in the centre of the hall which worked well.

5.2 Open Evening (15th June)

There was a good turn-out and the hall was full for the speeches. It was noted that everyone seemed to arrive at once into the hall and it was a very chaotic 10-15 minutes for the PTA serving drinks. Also hard for a lot of people to get a drink due to the hall being so full. The back of the hall was overflowing with people with no room to move, and the PTA had to wait until the speeches were complete to be able to get out/tidy up and leave.

Feedback of the evening from the PTA:

- Some of the speeches were maybe a little too long.
- Some speeches were a little "loose" and sounded ad-lib.
Need to promote a more professional image of the school.
- Needed a little structure around the speeches.
- Lots of good feedback on the school – lots happening/demos etc to look at, helpful people guiding everyone around, having strategically placed students to talk to rather than having guides (people liked the flexibility of moving at their own pace plus a well organized circuit to follow around the school and useful traffic controllers.
- The focus of the ex-students (good idea) was too much on 'what I did at Onslow' when it would have been valuable (and more of a selling point) to have a 'this is how Onslow prepared me for tertiary study and life' approach.

Action: Kate W to draft up an email with this feedback, send to the committee to confirm, then forward onto the school.

It was agreed that the schedule for the night worked well:

- Families went on their tours around the school from 5pm – 6.20pm.
- PTA arrive at 5.30pm to set up. (We had x6 volunteers and had plenty of time to set up, but were all busy once the hall started filling up).
- PTA ready to serve drinks 6pm – 6.20pm. Families arrive into hall for a drink and a biscuit.
- Speeches start at 6.20pm.
- PTA clean up. Home around 8pm. Need x3 helpers to stay and clean-up.

Action: Kate K to change Minka's notes to adjust for "times" schedule to use as a standard reference.

Recommendation for future evenings: Drinks to be set up in foyer at back of hall.

6. Planning: Senior Parent-Teacher Evenings

6.1 Confirm arrangements for Year 12/13 Report Evening (Thurs 30 June)

Karen noted the evening is to start at 6pm. She confirmed 3 helpers needed: Anne, Gaye Teesdale and Kirsty agreed to help. Karen will also be there but attending interviews. Anne has key to unlock/lock up. Volunteers to arrive at 6pm to mix drinks and set up cups/chocolates. Take 1st tray of drinks around teachers at 6.20; 2nd tray at 6.50 and 3rd tray at 7.15pm. Then clean up and go. Kirsty to sell the raffle tickets. Anne to organize raffle and small float. Kate K has checked supplies of Juice, Chocolates and Cups.

Karen Thompson to remove water from the fridge during the day – the fridge had frozen the water at the last event. Mix up any further juice as required.

Kate K noted it is very hard to get into the kitchen/back of the hall at present due to the production team storing gear. Kate W said this will stay there until the production, so only the front of the hall and other rooms will be used for the interviews. It was agreed that we will see what it is like when we get there and decide then if it will be best to operate out of the staffroom instead.

Action: Anne and Gaye to hand around drinks.

Action: Kirsty to sell raffle tickets.

Action: Anne to organize raffle and small float, and to unlock/lock up.

Action: Kate K to check supplies.

Action: Karen Thompson to mix up juice and remove any frozen water from the fridge during the day.

Action: Karen to email Charmaine to remind parents via email to bring money for the raffle.

Recommend: Any left-over juice after tonight should be thrown out.

6.2 Plan Year 11 Report Evening (Weds 13 July)

Karen to send out an email requesting volunteers. Ruth offered to help if Karen doesn't get enough offers. Kate K is attending as a parent, but has a key and will unlock. Anne to organize raffle and small float. Karen to organize a volunteer to sell raffle tickets on the night (via email request). Kate to check supplies.

Action: Karen to organize volunteers to help/instruct them on what to do.

Action: Karen to organize volunteer to sell raffle tickets.

Action: Anne to organize raffle and small float.

Action: Kate K to check supplies and purchase more if needed. Unlock/lock up.

Action: Karen Thompson to mix up juice and remove any frozen water from the fridge during the day.

7. Planning – NCEA Evening (Thurs 11 August)

Kate Williams and Penny Kinsella are organizing this from 5 – 7.30pm on Thursday 11th August (Term 3). They haven't confirmed details yet, but the unconfirmed plan is to run teacher interviews first, followed by a presentation in the hall on NCEA. Kate will email the format once confirmed.

It was agreed tonight on the following:

- PTA to arrive at 5.45pm to set up.
- Serve cups of tea/juice from 6 – 6.30pm.
- Marina agreed to do a PTA speech at beginning of the presentation.
- One person required to sell raffle tickets.
- Karen will organize volunteers (x3) via email.

Action: Kate to email format of the NCEA Evening to the PTA once confirmed.

Action: Karen to organize volunteers (x3)

Action: Marina to do PTA speech/sell raffle tickets.

Action: Kate K to check supplies of juice/biscuits.

Action: Anne to organize raffle and small float.

Action: Someone to unlock/lock??

Action: A volunteer to be the main co-ordinator for the evening??

8. Planning – Tertiary Costs Evening (Monday 15 August)

Kate Williams noted the main job here is publicity. The school to work on this.

She noted that the staffroom is too small (chairs are too large). It was agreed we hold this evening in the Library – seats 160 or more if we move everything back, and more chairs can be brought in. Kate W to ask the property staff to set up the Library and shift bookshelves.

Maree noted via email that the Library has been booked and our guest speaker, Maria Goncalves-Rorke has agreed to come and speak.

Janet noted she works for Study Link and will bring along 200 Study Link Brochures. She also asked if we want someone from Study Link to come and talk?

PTA volunteers to arrive at 7pm. It was agreed by the committee that with an expected big turn-out (going by what we had last year) that we DO NOT serve up tea and coffee to guests as it is too hard with these numbers. PTA members to be there are facilitators. It was suggested that a PTA member welcomes everyone at the start, and notes fire exits/toilets.

Anne to purchase a thank you gift for Maria (suggested a book voucher, bottle of wine and a thank you card to the value of \$50).

Note the PTA have a meeting scheduled after this presentation in the Library, so Karen shouldn't need to organize helpers as we'll all be there anyway.

Action: Kate Williams to request the College's property staff set up the Library.

Action: Maree to confirm with Maria Goncalves-Rorke the time and venue.

Action: Maree to contact Charmaine to ensure publicity goes out in newsletter, daily notices and direct email to parents (as last year).

Action: Janet to bring 200 Study Link Brochures.

Action: Kate Williams to ask school if they want someone from Study Link to talk.

Action: Anne to purchase a thank you gift for Maria to the value of \$50.

Action: Maree or Marina to welcome everyone at start and point out fire-exits and toilets.

Recommendation: No tea/coffee to be served to guests this year.

9. General business

9.1 Correspondence

There was no correspondence reported for this month.

9.2 Teenage Social Awareness Evening

Kirsty raised the idea of holding a parent evening at the College organized by the PTA on Teenage Social Awareness with an emphasis on alcohol and inviting a guest speaker from the Police and/or other organizations to talk on the subject. It was suggested we could think about running this in Term 4.

Kate Williams noted that the College have run "Sex, Drugs and Rock 'n Roll" evenings in previous years, and they also run the "Love Bites" programme for Year 12's, but agreed this could be a good idea. Kate will talk to Janet Glen about what was done in the past.

Action: Kate Williams to talk to Janet Glen about previous year's talks.

Action: PTA to decide at next meeting whether to hold a "Social Awareness Evening" in Term 4.

9.3 Meet the Candidates - Board of Trustees

Plan and discuss at the next PTA meeting.

10. Key points from meeting

- The Committee had debriefs from the Year 10 Parent-Teacher Evening and the College Open Evening, and suggested that in future the drinks should be set up in the Foyer outside the hall to help prevent congestion at future Open Evenings.
- The Committee discussed arrangements for catering for the upcoming Year 11, 12/13 Report Evenings in Term 2, the Year 10 NCEA Evening (Term 3), and the Tertiary Costs Evening (Term 3).

There was no other business.

The meeting ended at 9pm.