

# Onslow College PTA

## Minutes

**Monday 29<sup>th</sup> August 2011, 7.30pm, College Library**

### **1. Welcome and introduction**

Marina welcomed and introduced Maria Goncalves-Rorke from Financial Support and Advice, part of the Student Services at Victoria University of Wellington.

### **2. Presentation by Maria Goncalves-Rorke**

Maria gave a comprehensive and enlightening presentation about how the student loan scheme works, including advice about how to make the scheme work for you and plenty of advice about how to avoid the common pitfalls.

Although we had anticipated a larger audience this year and arranged for the library to be set up for 120 to 130 people seated, there were still more attendees than expected (approximately 170) which necessitated grabbing chairs from nearby classrooms. The people who attended the presentation were able to ask questions and take away a budgeting survival guide.

### **3. Vote of thanks**

Marina thanked Maria on behalf of Onslow and presented her with a small gift of appreciation.

**Present:** Maree Kibblewhite, Marina Stevenson, Lynley Graham, Janet Green, Kate Koch, Kate Williams, Karen Doogan, Kirsty Hosie, Ruth Smith, Peter Leggat

### **4. Welcome and apologies**

Anne Johnston

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

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

- **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.**

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

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.

**Actions completed.**

- **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.**

- **5.2 Open Evening (15<sup>th</sup> June)**  
Actions completed.
- **6.1 Confirm arrangements for Year 12/13 Report Evening (Thurs 30 June)**  
Actions completed.
- **6.2 Plan Year 11 Report Evening (Weds 13 July)**  
Actions completed.
- **7. Planning – NCEA Evening (Thurs 11 August)**  
Actions completed.
- **8. Planning – Tertiary Costs Evening (Monday 15 August)**  
Actions completed.
- **9.2 Teenage Social Awareness Evening**  
**Action: Kate Williams to talk to Janet Glen about previous year's talks.**  
Kate reported that Janet is very happy for the PTA to arrange a teenage social awareness evening, particularly as it tied in with her current programmes.  
**Action: PTA to decide at next meeting whether to hold a "Social Awareness Evening" in Term 4.**  
The Committee agreed to talk about this in more detail at the next meeting with the idea of combining this evening with next year's AGM.

There were no other matters arising.

Karen moved that the minutes be accepted.

Seconded Ruth.

Carried.

## **6. Treasurer's Report**

Marina presented the Treasurer's Report and noted we received income from raffles and interest, totaling \$465.00. Expenses included \$156.00 for supplies for the Open Evening and parent-teacher evenings. The closing balance as at 31.07.11 was \$13,953.00.

In discussion about the Year 9 Tea, the Committee agreed to fund the 2012 Year 9 Tea before making a decision to continue to completely fund it asking only for a koha, or to charge for it in the future.

Marina moved that the financial report be accepted.

Seconded: Karen.

Carried.

## **7. Principal's Report**

Peter Leggat passed on a message from Debbie Iversen – The Board are planning a community consultation evening towards the end of the year where they intend to invite a random selection of parents from each year group. The purpose of the consultation evening is to ask for feedback about how the parents/caregivers feel that Onslow is doing.

Peter noted that there had been some criticism about communication regarding the closure of the school due to snow. The real issue was with the time delay of the direct email system. This was because the company administering the service was forced to handle over 70,000 emails instantaneously. Lessons have been learned and in future the direct emails might be

sent offshore before being delivered to avoid such a bottle-neck again. The school will investigate ways in which to saturate the parent community with a system that can handle multiple email addresses.

Peter said that the inclement weather was actually a very good test of the school's emergency preparedness. The website proved to be the most stable and up-to-date method of informing parents and students about school closures.

Enrolments for 2012 are heavily over-subscribed especially with out of zone applications.

## **8. Debriefs - report evenings and NCEA information evening**

### **8.1 NCEA and Year 10 report evening (11<sup>th</sup> August)**

Kate Williams reported that there had been some useful feedback about the need to repeat the NCEA information event for the students who were not present at the evening on 11<sup>th</sup> August. It is planned to repeat the event for students at an assembly later in the year. Committee members who were present at the evening remarked on the usefulness of the information.

Kate advised the Committee that she will be retiring at the end of next year and that the school was considering who would take over her NCEA responsibilities. Kate asked what the Committee would prefer in terms of a teacher representative on the PTA – that the position is rotated amongst a number of teachers so the PTA gets a variety of perspectives or a single teacher as we have currently. If the Committee preferred the single person option then it would probably make sense that that person was also the one taking over the NCEA responsibility.

The Committee responded that they would prefer to have a single teacher representative to ensure that a strong relationship is developed between the PTA and the teaching staff through the representative.

**Action: Kate Williams to pass on the PTAs preference for a single teacher representative on the PTA after she retires at the end of 2012.**

The meeting agreed that the format of combining the Year 10 report evening with the NCEA event didn't work well and recommended that it not be repeated next year. The meeting also recommended that the NCEA evening begin at 7pm with supper on arrival.

**Action: Kate Williams to pass on the PTAs recommendation that the report evening and NCEA evening remain separate events in 2012 and that the NCEA evening begin at 7pm with supper on arrival.**

### **8.2 Open evening**

The meeting agreed that the Open evening worked very well.

### **8.3 Tertiary Costs evening**

The meeting agreed that because Maria doesn't need to access the internet as part of her presentation, next year the screen be angled across the windows in the corner of the library. This would ensure a better view for most attendees.

The meeting agreed that next year we arrange seating for 170 people based on this year's attendance.

Maree reported that Maria has said she is happy to continue coming to deliver her presentation at Onslow on an annual basis for as long as she is in her position at Victoria University. This is a very generous offer indeed.

## **9. Charities Commission return**

Maree and Marina completed the Charities Commission return.

**Action: Marina to email the Charities Commission return to the Charities Commission.**

## **10. General business**

### **10.1 Correspondence received**

Maree reported that she had received two pieces of correspondence –

- A letter from Warren Henderson thanking the PTA for their support and assistance at the Open evening.
- A proxy voting form for the NZPTA.

### **10.2 Newsletter**

Kirsty advised that the next newsletter is due on Wednesday and asked the meeting for any items to include.

**Action: Kirsty to include the names of the winners of the recent raffles and a brief report about the successful Tertiary Costs evening.**

### **10.3 Study planner**

Kate Koch asked the meeting about an initiative at Wellington Girls' College where there was a talk for students and parents about how to study for exams i.e. time management, stress etc.

Kate Williams responded that at Onslow the senior deans have given all students a study planner and regular talks are given at assemblies about how to study effectively.

Karen asked about a course on how to achieve which was run successfully in the past at Onslow for about \$25.

**Action: Kate Williams to make enquiries about the achievement course run at Onslow in the past and whether it is still being run.**

### **10.4 Previous exam papers on the website**

In response to a question from Kate Koch, Kate Williams noted that previous years' exam papers and the answers are available on the NZQA website for anyone to print off. Look at the external standard papers. Kate also advised that in preparation for an exam in languages students must learn their vocab, in maths practice exercises and for everything else revise study notes.

Lynley added that in her experience it helped to have all study materials organized into separate folders beside the study area.

Week 7 has been set aside for revision with exams following in week 8. Weeks 9 and 10 will concentrate on completing course content. After the holidays students are only back at school for a week and a half before external exams begin.

### **10.5 Teenage Social Awareness evening**

Kate Williams reported that she had talked to Janet Glen about the possibility of the PTA hosting this event and that Janet was very keen saying that it would dovetail very nicely with the keeping yourself safe programme that she is already running.

The Committee agreed to talk about this in more detail at the next meeting with the idea of combining this evening with next year's AGM.

**Action: Karen Doogan to make enquiries from her contacts at Wellington Girls' College to determine who to contact in the Police to book an event with.**

#### **11. Key points from meeting**

- The Tertiary Costs Evening was a great success with about 170 students and their caregivers attending the presentation by Maria Goncalves-Rorke, Manager Financial Support and Advice, Victoria University of Wellington.

There was no other business.

The meeting ended at 9.30pm.