

Onslow College PTA

Minutes

Monday 26th September 2011, 7.30pm, College Library

Present: Marina Stevenson, Lynley Graham, Anne Johnston, Kate Koch, Kirsty Hosie, Ruth Smith, Jo Ager, Maree Kibblewhite, Peter Leggat

1. Welcome and apologies

Janet Green, Karen Doogan, Kate Williams

2. 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.

• 6.5 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.

Action completed.

• 8.1 NCEA and Year 10 report evening (11th August)

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.

Action completed.

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.

Action completed.

• 9. Charities Commission return

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

Action completed.

• 10.2 Newsletter

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

Kirsty reported that the newsletter had gone out but that she had been unable to discover the name of the person who had won the raffle in time.

Action completed.

• 10.3 Study planner

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

Action carried over.

- **10.5 Teenage Social Awareness evening**

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

See meeting item 8.

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.

Action completed.

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 raffles and interest, totaling \$149.00. Expenses included \$90.00 for supplies for the NCEA/Year 10 Evening and \$50.00 for the gift for Maria Goncalves-Rorke. The closing balance as at 31.08.11 was \$13,962.00.

Marina moved that the financial report be accepted.

Seconded: Ruth

Carried.

4. Principal's Report

Peter handed out copies of a number of documents he had prepared:

- End of year timetable
- Term dates for 2012
- Summary of searching students and confiscation (draft document)

The summary is based on a Department of Education report setting out clear guidelines to ensure the safety of students when the situation requires that they be searched. The search must be appropriate and carried out in a safe way. The guidelines must be well known and understood by the school community. The summary document will go to the BOT for approval and then it will be published on the school website. Peter affirmed that if the school was in any doubt, parents would be invited in. Parents need to be informed before police are allowed to interview a student.

Peter reported that he had arranged a number of community consultation evenings to ask two questions – what is Onslow doing well, what more could Onslow do?

Every fifth parent/caregiver on the school roll in each year group was sent an invitation, except for years 12/13 where every tenth parent/caregiver was invited.

Peter will summarize the feedback and communicate it back to the school community. The response rate had been good. Peter also intended running something similar for students.

Peter reported that the school is looking at the range of courses that are offered with a view to creating a better balance for those students who want to go onto some sort of tertiary training after college, but not necessarily university. The changes will be implemented in 2013.

Enrolments are looking good.

Senior tutorial week (31 October – 3 November) will be advertised on the website. Marina suggested direct emails to year groups as well. During the senior tutorial week, quiet spaces will be made available for students to study in quiet. Teachers have offered to supervise these sessions.

The Knowledge Shop will be running a range of paid tutorials that students can sign up to

over the holidays. The tutors are all registered teachers and their tutorials were well received last time they visited Onslow.

Marina stated that she likes the intranet button on the front page of the website and remarked how easier it is to navigate to now.

Peter reported that the school is moving towards integrating Moodle into all learning areas. Some subjects are already using Moodle to allow students from home to access reading materials and related resources. Moodle is an open source learning platform. The plan, from 2012, is that students will be able to submit their assignments electronically from home via Moodle, teachers will be able to broadcast their lessons and parents will be able to access timetable information.

5. Debrief – Tertiary Costs Evening

Kate Koch reported that she had met a parent who had attended and that the person had said that Maria made a boring subject very interesting and that her child had been shocked.

It was agreed that in 2012 we should arrange seating for 170 people with a split screen datashow angled across the corner windows.

In all communication/promotion to parents there should be a note advising them to bring pens and paper.

Maria has undertaken to continue to give this annual presentation for as long as she is in her current position at Victoria University.

6. Planning

6.1 Planning - Sports Awards (Thur 27 October)

Ruth asked why it was that Onslow had sports awards but no cultural or academic awards. The meeting was unable to answer the question completely except to recount that someone was once told that sports are voluntary at Onslow and so therefore there are individual awards.

Peter stated that he believes that there should be some way to publically acknowledge students achievements in all areas of their school lives without challenging the Onslow way.

Committee members reported that it was difficult to know who was supposed to attend last year's Sports Award ceremony and that more needs to be done this year to clarify who should attend.

Kate noted that emails should go out to previous winners now to return trophies for engraving.

Action: Peter to take PTA's feedback about more clarity around who should attend the Sports Awards to the organisers of the event.

Action: Karen Doogan to check with Brenda to see if she requires PTA helpers this year. If so, Karen to request and organize four helpers.

Anne noted that she was delighted to have received petrol vouchers for helping out at a recent table tennis tournament. Peter confirmed that acknowledging parent support at sporting fixtures with petrol vouchers was something new that had just been implemented.

6.2 Planning - Leaver's Assembly (Fri 4 November)

Peter reported that the date for the Leaver's Assembly had changed to Friday 4th November.

Maree read out an email she had received from Penny Kinsella asking for the PTAs input into the setup of the hall, foyer and rec. Penny also asked if the book fundraiser was run by the PTA as well.

The Committee responded that the book fundraiser is organized by the library staff and that the only area the PTA needs to have input into is the rec. Kate drew a diagram of how tables should be arranged which Peter will take back to Penny.

Action: Peter to pass the diagram showing how the Rec Centre should be set up to Penny Kinsella.

The PTA function notes advise two PTA volunteers and four Year 9 helpers. Lynley and Kate managed this event last year and noted that some extra helpers to help clean up would be good.

Ruth and Anne volunteered to help set-up with help from Kate. Maree and Kirsty volunteered to help clean up.

Action: Ruth, Anne and Kate to begin setting up at 12.30pm.

Action: Maree and Kirsty to arrive no later than 4.00pm to help clean up

Action: Kate to check PTA supplies and replenish as necessary.

Action: Maree to email Penny Kinsella advising that we need at least four Year 9 student helpers to pass around food.

Action: Maree to email Karen Thompson to ask her to make up juice.

7. Potential 'Meet the BOT candidates' evening

The BOT election is the 18th November and nominations close two weeks before on 4th November. Diana Bradley is the returning officer. There are two vacancies to fill.

The meeting agreed to set aside Monday 14th November as a potential 'Meet the BOT candidates' meeting should there be more than two candidates for the two positions.

Action: Maree to book the library on Monday 14th November and relay the information to Diana Bradley.

8. Teenage Social Awareness Evening

Kirsty and Ruth advised that they had been to the teenage social awareness event held by Wellington Girl's College and had thought that it would be a great event for Onslow to host. Karen Doogan has the name of the police contact.

The meeting agreed that the event would warrant its own evening and to not use it as a draw card for the AGM.

The meeting agreed to organize this event early in 2012.

9. General business

9.1 Newsletter

Kirsty noted that another newsletter is due out and that the PTAs column will include the upcoming events that we are helping at and invite anyone to attend our next meeting.

9.2 Library roster

Lynley reminded the meeting that she will be standing down at the end of the year and that someone will need to take over organising the library roster.
Ruth volunteered to take on the role – thank you Ruth.

Action: Maree to email Ruth a copy of the library roster duties list.

There was no correspondence reported for this month.

10. Key points from meeting

- Peter Leggat attended the meeting and reported on recent school activities and plans.
- Plans were made for the PTA to help at the Sports Awards and Leaver's Assembly.
- Monday 14th November was set aside for a potential 'Meet the BOT candidates' meeting. The PTA will host this meeting if it is required.

There was no other business.

The meeting ended at 8.55pm.