

# Onslow College PTA

## Minutes

**Monday 28 November 2011, 7.30pm, College Library**

**Present:** Marina Stevenson, Lynley Graham, Janet Green, Karen Doogan, Anne Johnston, Kate Koch, Kirsty Hosie, Ruth Smith, Jo Ager, Minka Bupha-Intr, Karen Thompson, Maree Kibblewhite, Debbie Iversen, Peter Leggat, Kate Williams

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

Marina welcomed everyone to the meeting, noting that it was especially nice to see Minka return to a PTA meeting and to see Karen Thompson who has made up the juice for the PTA all year.

There were no apologies.

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

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

- **5.1 Debrief – Sports Awards**

**Action: Kate K to update the catering list.**

- **5.2 Debrief – Leaver's Assembly**

**Action: Kate K to update the catering list.**

**Actions held over.**

- **6. Planning – Meet the BOT candidates (Monday 14 November)**

**Action: Maree to email Charmaine and arrange for Graeme to set chairs out in the library.**

**Action completed.**

- **7.1 Chair and Secretary roles**

**Action: Committee members to consider the roles of Chair and Secretary and volunteer at the next meeting on Monday 28 November.**

See agenda item 6.

- **7.2 Potential funding ideas**

- **7.2.1 Defibrillator**

**Action: Kate K to investigate the cost of a defibrillator.**

**Action: Kate W to make enquiries amongst staff with first aid responsibilities if they feel there is a need for a defibrillator on site.**

See agenda item 7.

- **7.2.2 Wall mounted school map**

**Action: Maree to ask Debbie Iversen if she remembers any details about the original purchase of the map.**

**Action: Kate W to check with other staff that an updated map of the school layout is required, and to investigate how we would go about purchasing an updated version.**

See agenda item 7.

- **7.3 Year 13 Common Room furniture**

**Action: Kate W to pass onto Peter that either the Common Room should not be used for the St John's Fair next year or that it be managed better so that offending furniture is not on public display.**

Kate reported that the common room space is not specifically rented to St John's but in the past they have used the space, probably because it is left open. In future either the room could be locked or furniture packed away. Karen Thompson, who is on the St John's Fair Committee responded that they would be keen to continue using the space because it fits their purposes. Peter added that he is meeting with the Year 13 council (2012) to talk about their repainting the room so that they take ownership of the space and hopefully the problem will not be repeated next year.

- **7.4 Emergency texts sent by Onslow to parents/care givers**

**Action: Kate W to report back to college administration the requirement to include sender identification in all future texts sent by the school to parents/care givers.**

**Action: Kate W to suggest to college administration that an email be sent to all parents/care givers outlining the emergency communication procedure and inviting people to contact them if any part of the procedure has failed.**

Kate W explained that the company responsible for sending out the bulk text messages to parents/care givers uses a different sending number each time a message is sent, however all texts being sent from now on will feature the Onslow ID at the start of the message.

Kate added that next year the entire email system is being overhauled so that it will be possible to send the same email to all email addresses associated with a child – home and multiple parent/care giver work email addresses. The success of such a system depends on the school having up-to-date contact information. Kate noted that the best place to go to find information is the college website.

Peter added that at the start of 2012 there will be a single mail out of the newsletter explaining that all subsequent communications will be sent electronically.

- **7.5 Sports events on the website calendar**

**Action: Maree to email Charmaine to alert her to the problem of changed sports events dates not being updated on the website calendar.**

Action completed.

There were no other matters arising.

Karen moved that the minutes be accepted.

Seconded Kirsty

Carried.

### **3. Treasurer's Report**

Marina explained because this was the second meeting in November, there had been no change to our accounts and there was no new ledger to receive.

Marina noted that she expected some activity in the next report relating to expenses covering the leaver's assembly.

The closing balance remains the same, as at 31.10.11, and is \$14,035.00.

Marina moved that the financial report be accepted.

Seconded: Karen

Carried.

### **4. Principal's Report**

Peter advised that all dates pertaining to Term I in 2012 had been set, including the Year 9 Tea and camp. Peter will email these dates to the committee.

Peter asked that any information that the PTA want communicated to prospective Year 9 parents regarding the Year 9 Tea, be sent to him to be included in a college mail out.

The Year 9 Tea is planned for Thursday 9 February, which is the second week of term.

Peter apologized for the communication mix-up that happened over the planned acquisition of seating and rubbish bins around the basketball court area that was communicated to Year 9 parents. Peter explained that he was really keen to improve the environment for students by the basketball courts. At present there are just two seats and the area is a nice place to sit. Peter has sourced some durable aluminium seating and each Year 9 class will be asked to design some artwork with a New Zealand indigenous theme to surround rubbish bins. The plan is to create an area that the students will own and it will be somewhere for junior students to sit. The communication mix up had occurred because Peter had mentioned to staff that it was the sort of project that the PTA might be keen to fund because it fell neatly within the PTAs funding brief but staff assumed that that had already happened and publicized their thanks to the PTA for the support. Peter added that the seating cost \$2,500 and he expected the rubbish bin surrounds to be about \$500 bringing the total project cost to about \$3,000.

Peter thanks the PTA for hosting the meet the BOT candidates meeting – Julian Moore and Jeff Thompson have been elected to the Board.

Peter also thanked the PTA for their support of the school over the year.

#### **5. Debrief – Meet the BOT candidates**

Janet reported that the turnout was low with just two members of the school community who were not Board or PTA members attending. Debbie stated that because these were mid-term elections the number of votes was also low with about 300-400 votes received. Karen noted that Maree had received an email from Charmaine saying that Graeme Thomas had kindly stayed behind after school to set out the library chairs as we had advised and had been upset that the PTA had changed the configuration. Karen explained that because so few people attended on the night, those who were there changed the seating into a more informal setting to suit the smaller numbers. The PTA has no wish to offend Graeme especially after all his hard work on our behalf this year. Maree has emailed an apology to Graeme but it is important to be more aware and careful in future of all our communications regarding furniture set up and that we advise that wherever possible the PTA will put the furniture back.

#### **6. Chair and Secretary roles**

Karen and Kate Koch have agreed to share the role of Chair. Karen said that she is happy to organize events but is unable to commit to attending every event which is the same for Kate. The meeting agreed that the Chair attending every event was no longer necessary provided everyone knew what to do at each event.

Karen and Kate will meet with Charmaine to discuss event and meeting dates for 2012.

**MOTION: That the Onslow PTA accepts the nomination and election of Karen Doogan and Kate Koch as Co-Chairs of the Committee.  
Moved by Marina Stevenson, seconded by Ruth Smith. Carried unanimously.**

**Action: Karen and Kate to meet with Charmaine to discuss event and meeting dates for 2012.**

Kirsty Hosie volunteered to take over the role of secretary when Maree stands down at the next AGM. Kirsty will be nominated for the role at the AGM and if there are no other nominations she will then be elected to the position unopposed.

Maree and the rest of the Committee thanked Karen, Kate and Kirsty for volunteering for these important roles, ensuring that the PTA continues with strong leadership into the future.

## **7. Potential funding ideas**

### **7.1 Defibrillator**

Minka tabled an article that appeared in a recent Listener issue about the importance of defibrillators in the community.

Kate Williams reported that she had spoken to Peter and the school's first aiders about Onslow purchasing a defibrillator and had been told that the issue may be taken to the Board with a view to funding one.

Kate Koch reported that she had investigated costs and that a unit costs upwards of \$4,000 plus consumables.

There are already a number of defibrillators in the Johnsonville area with one at Keith Spry Pool, the Community Centre, the Johnsonville Library and the Johnsonville Medical Centre.

**Action: Kate Williams to have further discussions with school staff about the need for a defibrillator on site.**

### **7.2 Updated school map**

Kate Williams reported that the school graphics department had help to create the existing map that appears in the hall foyer.

Peter agreed that an updated map was necessary but questioned whether inside a building was the best place for it and in fact the school may need more than one map in more than one place.

As an aside Ruth commented that it would be useful to have a college campus map included on the school website. Kate Williams agreed, noting that a current map exists in an electronic format and it would just require tidying and uploading to the website.

**Action: Peter to investigate the costs of creating a college campus map to exist outside and also inside a building.**

**Action: Kate Williams to ask Charmaine to source a current college campus map to upload to the school website.**

### **7.3 Outside seating and rubbish bin surrounds**

Peter explained that he was really keen to improve the environment for students by the basketball courts. At present there are just two seats and the area is a nice place to sit. Peter has sourced some durable aluminium seating and each Year 9 class will be asked to design some artwork with a New Zealand indigenous theme to surround rubbish bins. The plan is to create an area that the students will own and it will be somewhere for junior students to sit. Peter added that the seating cost \$2,500 and he expected the rubbish bin surrounds to be about \$500 bringing the total project cost to about \$3,000.

**MOTION: That the Onslow PTA funds the cost of the proposed seating around the basketball courts and the rubbish bin surrounds.**

**Moved by Marina Stevenson, seconded by Janet Green. Carried unanimously.**

### **7.4 Updating of old school logos**

Kate Koch raised the question of updating the old school logos that appear around the school. Debbie responded that the Board had agreed to leave the more permanent old school logos where they existed around the school in response to concerns raised by past pupils. Debbie noted that there are sensitivities around the issue and that at some time in

the future it is planned that the entranceway will be upgraded and that that may be the time to revisit the issue.

#### **8. PTA calendar -2012**

**Action: Karen and Kate to meet with Charmaine to discuss event and meeting dates for 2012.**

#### **9. Thanks to helpful Onslow staff**

Marina thanked Karen Thomas for all the times she has made up juice for the PTA in preparation for events this year. Marina presented Karen with a thank you card on behalf of the Committee.

**Action: Marina to write a thank you card to Anne Burrage for her help with the PTA accounts this year.**

**Action: Maree to write a thank you card to Graeme Thomas for his help setting up trestle tables, chairs and other furniture in preparation for PTA supported school events this year.**

This was Lynley Graham's last PTA meeting, her children having all left Onslow now. Marina thanked Lynley for her many years of service on the PTA Committee since 2007, an extraordinary feat, and for organising the library roster so ably. Marina presented her with a bouquet of flowers. Other Committee members added that Lynley's calmness and unflappability at events will be sorely missed!  
Thank you Lynley.

#### **10. General business**

There was no general business.

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

- Karen Doogan and Kate Koch were elected as co-chairs of the PTA.
- Kirsty Hosie agreed to take over the role of Secretary after the 2012 AGM.
- The PTA agreed to fund the purchase of seating and rubbish bin surrounds for the area surrounding the basketball courts.
- Other funding ideas were discussed, including the possible purchase of a defibrillator and updating internal and external college campus maps. Further investigation and discussion is required.
- Lynley Graham was fare welled and thanked for her participation on the PTA Committee since 2007. Lynley has very ably organized the library roster and her calm and unflappable nature will be sorely missed.
- Karen Thompson was thanked for all the times that she has made up juice for PTA assisted functions at school throughout the year.

The meeting ended at 8.30pm.