

**PTA MINUTES**  
**8 February 2011**  
**Chaired by Marianne Mahoney**

**Present:** Marianne Mahoney, Karla Coward, Sara Dixon, Dorothy Bodley, Vicki Hembrow, Kerri Riach, Brydie Greenfield, Sarah-Jane Moran, Brett Shields, Saleena Mohammed, Mrs Howie, Sheryn Murtic, Debra Johns, Dipika Ranchhod, Karyn O'Loughlin, Debbie Newman, Rowena Newson, Garry Boles

**Apologies:** Eileen Kjestrup, Adrienne Butler, Tanya Roux, Mirjam Visser, Christine Sweeney, Tara Moran, Jodi Bacon, Lara Hasselbach, Tracey Mercer

**General Business:**

*Sports Uniforms:* Marianne informed the committee that many long-standing members will be leaving at the end of this year so now is the time to recruit people to learn different roles. Getting apprentices to understudy this year is a great way for knowledge to be passed on and learn what duties are undertaken by certain PTA members. One of the main jobs is the sports uniforms which Debra, Vicki and Adrienne have undertaken. Washing is now done by the families themselves and teachers have become more involved in checking all sports uniforms that are returned which has taken a lot of the work out of the role. We need to do a list of all the roles that are undertaken by current PTA members and what amount of time is taken up for that role. Karla will start a list off of current roles and will email it around the team for them to add to it.

*Plant Me:* Wendy Hannah came from PlantMe who in conjunction with McGregors are encouraging families to grow vegetables and herbs from seeds. It is run very similar to the chocolate fundraiser. Most popular is the 20 seed pack box. \$1 profit from each packet of seeds. No up front costs. You order seeds and what you don't sell you take back. Other options are ten packet "garden in a box" which are ideal gifts for grandparents etc. Also they have compiled a voucher book which sells for \$25 and the profit is \$10. The best time to do the fundraiser in the second or third term.

*Class reps:* Marianne requested Dorothy get the teachers on to selection class reps as soon as possible so we can initiate communication between PTA and the class reps. Marianne and Karla will hold a training session to inform class reps what is required of them.

*Art exhibition:* Garry Boles had an idea to hold an art exhibition in conjunction with Uxbridge Art Gallery and GBS. Barry O'Shaunessey from GBS is interested in the idea, particularly on a quiet night at the pub. He suggested no entrance fee (or gold coin donation), a third of art sales going to school, a percentage of bar sales, no art over say \$300. Garry can direct whoever spearheads the fundraiser to the right people to organise it.

*Website:* There was a discussion about how the school website is not updated often enough. Dorothy advised that there have been several technical issues. Debbie and Karyn have offered their husbands' IT expertise and will liaise with Louise Johnson as to the best way to keep the website updated more regularly. Marianne and Karla will confer on what information we would like seen on the website from the PTA (ie. minutes, contact information, advertising fundraisers as well as being able to add PTA activities to the calendar). Thanks to Debbie and Karyn for taking this on!

*Nearly 5 Party:* Brydie has offered to rope in some contacts to help with the organisation of the Nearly 5 Parties. Karla and Rachelle will help with this term's party and train up the new organisers.

*Working Bee:* We need to check whether Lara is still able to organise working bees. It would be nice to organise a working bee, particularly focussing on weeding, this term. A suggestion was made to maybe have a weeding session one afternoon after school. Once the class rep system is in place then perhaps this is the best avenue to gather parents to help.

*Sunblock:* We need to organise an order form to go home to let families know that sunblock is available for sale at the school office. Karla will check with Adrienne whether she still has the order form from last year. We also need to have some posters up outside each classroom and in the office window.

*Entertainment Books:* Agreed to go ahead with selling books from the office again. This will be a term one fundraiser.

*Chocolates:* Possibly later in the year.

*Fudge:* Similar to the chocolate fundraiser but it was agreed that it would be harder to sell fudge than chocolate. It was agreed not to go ahead.

*Cookie Dough Fundraiser:* Still waiting to hear from the school family who are planning on organising the cookie dough fundraiser.

*Gala:* A suggestion was made to just do one big fundraiser rather than lots of little fundraisers during the year. To undertake a massive project like this then we need much more buy-in by a very enthusiastic committee. We will keep this in mind for next year and try and gauge feedback from school parents what fundraisers they would like to see the PTA focus on. Again, when the class rep system is in place then an email can be sent around gauging what parents would prefer.

*Disco:* Friday 25 March. Beach theme? Karla to circulate roster for disco helpers. Details to be organised at next meeting.

We also need to come up with a special project to fundraise for. We are waiting for the teacher's wishlist and also the Board's focus. If PTA members can go away from this meeting and brainstorm ideas of what they would like to see the committee target.

Term one fundraisers: Sunblock, Entertainment Books, Disco, sausage sizzles (1 March and 12 April).

*Date for AGM:* AGM meeting proposed 12 April.

**Meeting Closed: 9.30pm**

**Next meeting: Tuesday 15 March**