

Bucklands Beach Primary School
PTA Minutes - Tuesday 3rd December 2019 at Grangers, Half Moon Bay

Contact PTA: bbppta@gmail.com

Meeting Opened: Chaired by Candice Band at 1.25pm.

Present: Kelly Slater-Brown (Principal), Candice Band (Co-Chair), Anna Watson (Secretary), Helen Di (Treasurer), Tracy Carter (Communications), Megan Webster (SHUS), Philippa Boyes and Gene Cilliers.

Apologies: Steph Carter.

Approval of last minutes: Approved by Philippa Boyes and Helen Di.

Treasurer's Report: (please see attached)

PTA Update:

Maths Whizz-a-thon update:

- It was a successful fundraiser and we raised around \$6,700.
- We thought that giving out the forms at the end of term would give children more time to practice the questions and raise sponsors over the holidays; however, last year we gave them out at the start of the term and we raised more money. We will consider this next year when planning out this fundraiser.
- An idea was to have a teacher incentive of a bottle of bubbles or similar for the winning class to encourage some friendly competition.

Kids Artworks update:

- We raised around \$1,900 and should get this deposited into the PTA bank account in the next few weeks.
- Repeat orders are being sent home this week.

Howick Santa Parade:

- The tree and mural both look absolutely incredible. The tree is almost complete and the mural is taking shape.
- All the trailer decorations completed by the classes are amazing, the students have done a wonderful job, along with the parents who helped.

- 81 kids are signed up and 13 parent helpers are in the parade.
- We still need to follow up which staff are helping.
- Hoping for good weather as if it gets cancelled there's no postponement date.

Whittakers chocolate dates Term 1:

- Delivery is expected Monday the 24th February.
- We will need to get the opt out forms out at the start of term.
- Have ordered 280 boxes.

Update on Frozen Fridays:

- Children are enjoying the Frozen Fridays and we are getting a good turn out each week.
- Sold out of the 200 we had last week; Philippa will get another 200 for this week.

Solar heating in pool:

- The solar heating system is installed and the school is very happy with it.

Room behind hall (old PTA room):

- Donna Crowhurst has asked Megan to tidy this space.
- Megan has found a big glass jar and we discussed the merit of keeping it or donating it to an op shop. We decided to keep it for upcoming family fun nights and see if it gets used before making a final decision.

Coca-Cola Amatil donation:

- We have kindly received a donation from Coca-Cola Amatil (CCA) through a parent who works there - a big thank you for thinking of the PTA and school for your donation.
- The drinks include: Mini pump water, MOST drinks and coconut water.

Nathan Wallis talk 4 December 2019

- We will have the drinks donated by CCA for sale at the Nathan Wallis talk and future PTA events.
- Also for sale will be trail mixes and chocolates.

Second hand uniform shop:

- A new sign is now ready for installation. Megan is going to arrange with John Rist for this to be installed before the Christmas Holidays. We will write up the opening hours during the school holidays on this sign.
- There was an incident at the uniform shop where it appears someone has tried to break into the shop. There is damage around the door handle which Megan has asked John about and he has said he can fix it. No money is kept in the shop and

when Megan is there, there is only a very small float. Megan will also look at getting a small permanent sign saying "NO CASH HELD ON PREMISES" to discourage future break-ins.

- Confirmed that the PTA will pay the invoice for the signage (supplier: Grafix Wallart Limited).
- Pricing:

Minor changes to the pricing has been approved to make the prices easier to (1) work with for cash purchases and (2) to align pricing for items as they are currently all different. These prices will be effective from 1 January 2020.

Summary of Price Changes:

- Dresses go from \$49 up to \$50
- Skorts go from \$24.50 to \$25
- Polo Short Sleeve from \$22.50 to \$23
- PE Shirt from \$27.50 to \$28
- Drop by 50c each on Polo Long Sleeve, Shorts and Trousers.
- Drop by \$1 on Fleece from \$31 to \$30
- New design Bucket Hat up from \$8.50 to \$9

Items that would be aligned after making these price changes:

Polo S/S Shorts	\$23
Skort Polo L/S	\$25
Trousers Vest PE Shirt	\$28
Wide Brim Hat Beanie Hair Scrunchie	\$5

- Megan is going to laminate sheets showing the school uniform requirements for summer and winter and put these up on the wall in the SHUS, as well as add a file to the BBPS Community Facebook page.
- Megan is going to give out a hard copy of the "Receiving Uniform" form and a short letter outlining the process to Year 6 outgoing students in the 2nd to last week of school (week 8) to encourage them to bring in their uniforms on Sunday 22nd December and January shop hours. Megan to liaise with Jillian Redpath / Julie Bayer.
- We have purchased 100 clip coat hangers via AliExpress which are due to arrive by early January. Once we receive the hangers, we will be able to hang up all the skorts (still stored in large bin).
- We will run the shop hours during the holidays in the same way as 2019 (open up in afternoon next to swimming pool for receiving used stock and also for selling stock). Megan will need a few helpers for this and will contact people in the week commencing 20 Jan to pull a roster together.

Opening hours during the school holidays:

- Sunday 22nd December 2019 2.00pm – 3.30pm
 - Monday 27th January 2020 2.00pm – 3.30pm
 - Tuesday 28th January 2020 3.30pm – 5.30pm
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- Megan is going to talk to Julie and Vanessa about letting new families know about the School Holiday opening hours at the SHUS (possibly via email). Also, for the Automatic e-mail response that goes out when someone emails the office over the school holidays, it would be ideal to include the SHUS opening hours.
 - Julie has issued Megan with a key for the shop so we can open up the SHUS over the school holidays.
 - Megan is going to follow up with Julie about our stock of shoe labels. Megan is also going to look into uniform labels (potential to sell 'blank' stock via SHUS).
 - An idea was to sell brand new bike shorts (for wearing under the dress) at the SHUS. Megan is going to liaise with Kelly as she has a contact in the garment-making business.
 - The plastic bins that were used to store uniforms before the shop was set up will be donated to the school to use.

General business/other matters:

- The PTA put back into the school an amazing \$47,000 this year.
- Target set for PTA fundraising next year by the BOT is \$40,000 - a big thank you to everyone for their support.
- The board will confirm we will be fundraising for once they have collated the results from the recent survey sent out to parents.
- Teacher morning tea is set for Friday 13th December. We will send out communications through email and Facebook for donations of a plate of food.
- PTA Minute procedure - Anna writes up; Chairperson (s) review; they're then sent to Tracy for proofreading; Tracy then sends onto Kelly for review; updated (if necessary) Treasurer's Report attached and given to Julie to include in the next BOT pack and send link out to our community.
- Philippa and Helen to work on the end of year (31st January) financials over the next few weeks.
- The PTA committee will organise gifts for Julie, Vanessa, John, and Taryn to thank them for helping the PTA this year. The PTA would not be able to do what we do without their assistance. They help with numerous tasks on top of their usual workload and we really appreciate it. The gifts will be given out on Monday 16/12.
- Philippa's last PTA meeting. We have been so fortunate to have someone like Philippa involved in the PTA and school. She has been an incredible part of the PTA. Philippa has also kindly agreed to help Helen with the accounts to the end of financial year and has said we can contact her if we need advice or help. Thank you so much Philippa!
- Final newsletter to go out before the end of term covering what we have achieved this year, thanking the school community for their support, SHUS holiday hours, and best wishes for the holiday season.

Meeting closed: 2.15pm

Next meeting date: Tuesday 4th February at the staffroom 1.45 to 3.00pm

This is a true and accurate record of the PTA meeting held on Tuesday 3rd December 2019

Approved by _____ Seconded by _____