



Halswell School PTA Meeting

Date: Tuesday 24 March 2015

Location: Staff Lounge

Time: 7:00pm

Present: Bruce Topham, Jackie Hill and Clare Attenborough (Co-Chairpersons), Andrea Vercoe (Treasurer), Leigh Hurford (Secretary), Angela Gare, Ashwin Maharaj, Elizabeth Cooke, Karen McNicholl, Kim Williams, Sarah Armstrong, Janine Allingham, Kerry Sinclair, Tracey Henderson, Cheryl Etheridge and Jeneane Jefferson

Apologies: Francesca Brown, Vicki Holm, Tania Armstrong, Juliet Pullar

1. General Business

- Minutes of previous meeting held on 24 February 2015

Approved true and correct.

Moved: Andrea Vercoe

Seconded: Janine Allingham

- Correspondence

NZPTA Annual Subscription Information and Invoice – due for payment

Westpac – information regarding move to new block at Halswell

Cookie Time – statement

Barry's Newsletter Service – offering support for school newsletters

National Pen – Fundraising/leavers gifts opportunity

Trents Wholesale – new/replacement cash card.

- Financials

Accounts presented by Andrea. \$9900.00 paid for camp fundraising from sausage sizzle, cookie time sales and jelly and ice cream. Carnival account currently has \$560.00. New signatories for PTA account and fixed term deposit account to be added at Westpac Wednesday 25 March. Andrea to determine who are the current signatories on the Carnival account in order to get them updated.

Moved: Andrea Vercoe

Seconded: Unanimous

- PTA email address

Is in use, Clare, Jackie and Leigh have access.

- Polyprops/Thermals

PTA to coordinate the collection of polyprops and thermals to loan children for school camps.

2. School Representative – Mr Bruce Topham

- **New Buildings Update** - New administration building is now in use. Floor due to go down in the auditorium in the near future. Soil has been screened three times for the field and



progress continues to be made on the field area. Matting has been put down over whole filled area to ensure no glass comes through. Seed due to be laid before the end of the term one break, this will be carried out by a company with expertise in sports field grassing.

- Question – where is the PTA mailbox to be located in the new admin space?
There is now a slot in the desk for PTA mail.
- **New Uniform** – New uniform is now for sale, samples are inside office foyer. Questions and discussion about the cost of items, particularly the track pants at \$56.00. Argyle was selected because they could provide the uniform at the best price in comparison to other potential stockists that were investigated. Discussed the possibility of parents/caregivers purchasing an alternative black pant within guidelines given (plain black, logo not bigger than etc.) – Bruce to investigate. Bruce confirmed that Year 4 children can go into a senior uniform now to save purchasing a junior uniform for only three terms. Some questions regarding sizing of new uniforms. Suggestion for office to stock some different sample sizes for ease of ordering. Bruce encouraged anyone with concerns or having difficulty affording the new uniform to discuss directly with him.
 - Questions – is it possible to get some of the school logos so they can be sewn onto plain black pants? Bruce will investigate. Is it possible to wear a mixture of old and new uniform? Expectation is that children will wear all old or all new uniform.
- **Cubby Spaces for Bags** - Joinery company involved with rebuild is no longer in business, clear film screen at bag bays will be erected when all bag bays have the correct plywood replaced. Currently some bag bays have internal ply on them and this needs to be replaced with external ply prior to the clear screen film going in.
- **School Camps** - School camps to Arthurs Pass have been a great success. Bruce took Anita's class. The children were very well behaved and the parent input was appreciated.
- **Drop Off Zone** - Drop off zone will continue to be monitored by senior children. The signage for the drop off zone is still to be done. Ongoing safety concerns regarding some parents double-parking to drop children off. Will continue to work towards Ministry guidelines and recommendations regarding one main entrance in and out of school, therefore limiting other gate access around the school.
- **Road Patrol** - Duty will finish at 8:50am in the morning to allow the children crossing to make it into their learning centre by 9:00am. Road patrol crew to be in place and ready to go by 8:25am.
 - Suggestion for another reminder to be sent via School Links as this will be a work in progress. Jackie and Bruce have liaised with Road Patrol coordinator and all road patrol helpers have been emailed.
- **Quarry View** – Quarry view will continue to be used until our field is ready. The Ministry is not interested in purchasing this for the school to continue to use in the long term.

3. School Jubilee

- **Carnival Update** - No longer have an event planner for the Jubilee weekend over Queens Birthday, Eric Moore who is on the Board has taken on the role. The Board have stepped in to ensure that the Jubilee celebratory weekend does not run at a loss. We want to ensure that Board and PTA funds are spent on the children and their education rather than the Jubilee weekend, which should fund itself. The Board has given the PTA the go-ahead for the community day on the Monday. At the first meeting on 10 March it was decided that a winter carnival will go ahead on the Monday. The school buildings can be used for carnival activities. This will be the first day that our school is open to the public. Look at marketing this opportunity. Carnival committee currently working on how many stalls. A basic project plan is in place and main areas are covered however the committee is still looking for more volunteers to help with organisation and running stalls. Next carnival committee meeting to



be held Tuesday 31 March. Bruce will get the children on board and involved with the carnival by talking with three T-groups at a time.

- **Mufti Day** - a series of mufti days will be held to collect items for the Carnival. The first will be held on Tuesday 31 March and it will be a mystery bottle mufti day. Each learning team will have a different type of bottle to bring.

4. Fundraising

- **Movie night** - 115 tickets already sold, looking to reach 165 sales, capable of selling 245 tickets. Some extra helpers needed to help give out lollies, arrive early and sit at the door during the movie - Karen, Sheryl, Jackie, Janine offered to help.
- **Entertainment Book** – this is underway and Sarah Armstrong and Deb Smail will attend upcoming launch.
- **Tuckshop** - Jeneane Jefferson and Janine Allingham are running the tuckshop. Kim Williams has updated accounts and has handed over to Jeneane. \$5000 to be transferred from tuckshop to PTA. Tuck shop menu discussed. Pre orders are taken for some hot food and there are also window sales. Tuckshop is optional and there is a variety of food available. Survey to be sent out regarding food the tuckshop offers. Look at options for children with allergies so they can purchase food from the tuckshop. Friday is believed to be a good day for tuckshop however the survey will ask for opinions relating to frequency and day preferences.
 - Suggestion from Francesca to create a traffic light system (green is good, red is a sometimes food). Francesca has volunteered to organise the traffic light system. Also a suggestion to reduce waste.
- **Sausage Sizzle** – Thank you to Vicki Holm who has donated a box of sauce cans for the sausage sizzles.
- **Parents/Staff Café** – Leigh Hurford to look into possibility of running a cafe that sells hot drinks for parents and staff before and/or after school. This would be a great opportunity for parents to get together after drop off to have a catch up. Investigate use of a coffee machine through a coffee company.

5. AOB

- Prior to earthquakes the school had a global committee for international families. Look at ways we can include families to make the transition to Halswell School easier for them.

6. Request for Funding/Assistance

- None since last meeting.

Next meeting

5 May at 7:00pm.

Meeting closed at 8:08pm.