

Tue July 29th 2008 **Minutes of PTA Meeting** held in the Staffroom at Opaheke School.

**Present** ;Marilyn O'Hara, Merran Grayson-Mills, Wendy Beever, Sue Costello, Sandy Bradstreet, Lorraine Deanne, Ruth Fairweather, Murray Wratt, Julia Biggelaar, Geraldine Braks.

**Apologies; Grant** Maclachlan, Kerri Butler, Karen Curtis.

**Principals Report;** Presented by Murray,[copy available]. Matter for PTA consideration, a request for replacement of Pool Cover, one quote so far has the cost at \$7500.00. Report Accepted.

**Teachers Report;** presented by Ruth, the Star Lab has been booked for the 8<sup>th</sup> -11<sup>th</sup> September 08. Listening Posts and Headphones have arrived. \* Ruth is requested to follow up on the Netball undershirts. Report Accepted.

Goal Posts and other items have arrived

**Treasurers Report** read by Murray, Marilyn asked for approval of apple order refunds is accepted. Murray/Geraldine

**BOT Report; Progress on the** Building plan is going ahead, 8 tenders, one Firm has been chosen and final process of the plan stage. Car parks issue was looked into and cost is very high for return of few more car parks so the matter is on hold at this stage. Council anticipate going ahead with the crossing changes in the next school holidays.

\*Sue to follow up with Council on this and for the trees on Opaheke Road to be trimmed.

**Items for School Newsletter** – PTA funded items, listening Posts, Star Lab in September, Milk bottles collection, people needed for crossing roster.

Preceding minutes were previously circulated, briefly outlined in meeting for acceptance. Geraldine/general consent.

**Matters arising from previous meeting.** – Veggie boxes- A Small team of helpers is required to bag up the produce, using the school hall, orders to be set up similar to the pizza order forms, purchase of the box for set amount, collect from the Hall. - Bernard Boyce will source vegetables and truck. PTA to put out a Flyer to advertise the sponsors and suppliers of produce.

-Oranges also available, Marilyn suggested PTA buying in the initial order of minimum 100 bags, and suggested free orange as a promotion, some discussion followed re suitability and wastage, some discussion followed. Most in favour of veggie boxes going ahead. \* Marilyn to go ahead with planning.

-Lunches, the lunch changes have gone very smoothly, Sandy would like to thank Kay and Glenise in the office for making the process go very well. Friday lunches very popular, Tuesday ordering has been on the increase, with cheese sandwiches popular.

**Correspondence- Incoming mail,** NZPTA updates on charities commission status,, Mission On newsletters, posters, Smoke Free poster and game, Pool Cover Quote, IT Entertainment information for a quiz night [ on hold].

Discussions followed for absolute need to have a parent on crossing duty or children not work the crossing patrol. Updates on roster, changes to be with Kay at Office. Numeracy morning could be an option to seek the voluntary time from parents.

Geraldine presented PTA Guidelines for meetings.

Reunion is going ahead well, the cut off date for registration is 24<sup>th</sup> October 2008, and registration is with the school office.

Auction night November 21<sup>st</sup>, Reunion night 22<sup>nd</sup> November.

Meeting closed 8.55pm. **Next PTA Meeting, Monday 18th August.**

**BOT meeting, Tuesday 19<sup>th</sup> August.**

## **PTA Meeting Guidelines**

### 1. Prepare in Advance;

The agenda will be prepared in advance and sent out at least one week before a meeting. The previous minutes are to be read prior to meeting.

### 2. Matters arising

Members will have an opportunity to add matters to the agenda no later than 48 forty eight hours prior to the meeting. Email the Secretary/Chairperson or School office. The chairperson will prioritise the matters arising.

To allow for this later arrival of matters arising, only matters forwarded by email can be considered for the current meeting.

All matters will be prioritised, considered for discussion /forwarded to relevant person.

### 3. Minutes will be sent out 7 – 10 days after meeting.

This is certified as a true and accurate record.

Signed----- Date-----

Chairperson.