

St Joseph's School Nelson Parent Teacher Association Inc

Minutes of a Meeting of the St Joseph's School PTA Inc held at the St Joseph's School Staffroom, 199 Collingwood Street, Nelson on Wednesday, 10 March 2010 commencing 3.00 pm.

Present: Catrin Jacksties, Clare van Eeden, Mandy Bowden, Marg Fern, Kaye Odinet, Anya Chisholm, Karen German, Mike Burton, Chris Gladstone, Maureen Phillips, Rachel Wills (Lower Middle Syndicate Teacher), Pauline Wallace (Upper Middle Syndicate Teacher & BOT Teacher Rep), Graham Warner (BOT Chair), Gerard Praat (BOT), Deborah Lott (BOT), Victoria Fisher, Yvonne Bowater, Anthony Thomas, Rebecca Clarkson, Ian Henbrey, Brenda Riley, Jo Challis, Mara McIntyre

Apologies: Cherie Simonsen, Anna Loach, Pete Chisholm, Vanessa Donald

MINUTES OF 4 NOVEMBER 2009 MEETING

MOVED (Anya Chisholm / Clare van Eeden) THAT the Minutes of the 4 November 2009 meeting be accepted as a true and accurate record of the meeting.

All in favour.

Carried

MATTERS ARISING FROM MINUTES

ICT - purchase of laptops

The Chairwoman, Catrin Jacksties, asked Mike Burton and Graham Warner if there was a need for more laptops and if so, in which syndicates. The Senior syndicate currently had 31 students per class and the Upper Middles 27 per class.

Graham said that there until two years ago there were only 15 Mac desktops so the school's ICT computer resource has grown quickly with currently 42 laptops and a data projector in each classroom. The Board of Trustees has concerns that the school has become used to having this resource now and in the future, however the Board needs to be mindful of having 54 laptops (sustainability and replacement programme). Whilst some money has been put aside there may not be enough funds to replace even 20-30 laptops in three years time. Another question is where is the need for them within the school, and it had been identified there was a need in all syndicates. Graham had recently conducted a survey and identified that 95% of St Joseph's students have access to a home computer for their homework. He believes the combination of school and home computer access prepares the children well for their College years.

Mike confirmed there was a need for more laptops and that they have to be distributed most effectively throughout the school. Senior teachers have indicated three more laptops would be needed although still not an adequate number. There is a plan of what Juniors are expected to do with IT and currently there are 90 children sharing six laptops, so again there was a need for more laptops in that syndicate.

The MOE does not give any money towards ICT even though they are pushing the use of computer generated work. The PTA indicated their offer of \$24,000 towards more laptops still stood. The laptops cost around \$2,000 each however an up-to-date quote from local Apple Mac supplier, South Tec, would need to be sourced. Mike will attend to this. South Tec offers a warranty and support service that is only 1.5 km away from the school. Following a question, Graham confirmed that the Board had looked in-depth at leasing vs purchasing and it was more cost effective to purchase them.

Catrin said there is still the problem of how to fund the replacements in the future. The BOT needs to formalise a plan for the replacement. Mandy Bowden, Treasurer, enquired if the BOT has put aside funds. Graham advised not yet but it is looking to do it. It currently does not have the funds. The School was GST registered so could claim back the GST. Mandy reiterated the PTA are also putting aside \$12,000 for the current year for laptop replacement reserve.

Moved (Kaye Odinet / Marg Fern) that the PTA Purchase laptops at a maximum cost of \$24,000 ex GST from South Tec, such laptops to be managed by the School where the needs are identified. Further that the PTA will make a donation to the school equating to the GST amount.
All in favour. Carried

Soccer Strips / Tracksuit Tops

\$5,500 had been applied to NZ Community Trust and \$1,200 was provided (via the School). This created a shortfall of \$3,800. Catrin suggested purchasing the soccer strips now and look at funding the tracksuit tops from another funding agency.

Mandy spoke about the 2010 Budget. There is \$53,500 in the bank. The following had been set aside:

\$24,000 - laptops

\$1,000 - BBQ

\$5,000 - Black-out curtains for the new hall

\$12,000 laptop reserve

This totals \$42,000

The Gala requires a working capital of at least \$10,000 for floats and some bills that need to be paid prior, however this could come from the laptop reserve.

Anya said the school needs a new Gazebo, size 6m x 3m, at an approximate cost of \$3,200. Four Year 6 parents (Anya & Pete Chisholm and Scott & Raewyn Dodd) were coordinating the fundraising for the 2010 Year 6 Camp and had secured sole rights to providing BBQ food to two sports events coming up. It was suggested approaching a local business to sponsor the cost. Graham advised the Board had steered away from this sort of sponsorship however it might be appropriate to re-look this. The meeting agreed that it was an essential asset. Graham suggested a joint-venture between the BOT and the School to fund it.

Moved (Anya Chisholm / Marg Fern) that the PTA and Board jointly purchase a Gazebo at a cost of \$3,200.
All in favour. Carried

BBQ

Clare has talked to Kendall Jones at Four Seasons and he will sell us a 4-burner gas BBQ at cost price (around \$1,000.) Kendall had advised Clare to wait for the next shipment which would be more suitable for the school. Clare will follow up with Kendall expected arrival date. It would be good to have the BBQ now.

Funding Application

\$1,200 received from NZ Community Trust via school for soccer strips/tracksuit tops.

Eftpos Machine

The money needed to be able to go into two separate accounts – school and PTA (Gala).

Harvest Festival

Maureen requested someone to take over the reigns of overall Coordinator for this year's Harvest Festival. All it involved was making contact with those who indicated they could provide assistance

with bringing BBQ's and cooking the BBQ. She has volunteers for making the hamburgers. Jo Challis will co-ordinate and phone the helpers but she needed an assistant. Rebecca Clarkson said she could assist prior but would be out of town on the actual day (Friday 19/03).

FINANCIAL

Financial - at 31 December 2009

Mandy reported there was:
\$53,816 in bank

CORRESPONDENCE

Inwards

NZPTA Newsletter

Letter from Graham Warner, BOT Chair re laptop purchase issue

Abacus Calendar – order art paper

Letter from Karen German (parent). In future could the TIC Sport advise parents via the email distribution and/or newsletter if the tent/gazebo will be at the event. Although the tent was erected for February's event parents were not aware and most only saw it once the event was over.

Letter from Pauline Wallace (BOT Teacher Rep) regarding teachers assisting PTA with promotion of PTA events.

Nelson City Council – Special Liquor Licence for 30th March

IRD – confirmation that we are a non-profitable organisation from their perspective

Outwards

Letter to BOT requesting a copy of the Budget, Strategic Plan, BOT rep on the PTA, notice of BOT meetings, copy of confirmed BOY minutes

Letter to teachers seeking syndicate rep, and help identifying class reps for PTA and Gala

CLASS WISH LISTS

Brenda Riley (RM 8 parent rep) said that at the recent Meet the Teacher Night she had attended in Rm 8, Mrs Coates had made comment to all the parents present that the reason you can't effectively read the data projector was that there was too much light coming in to the room. Subsequent to the meeting, Brenda discussed the clear need for curtains/blinds with Mrs Coates, and as the Parent Rep presented this request to the PTA. Mike will go back to the teachers for feedback to see if it is a problem in other classrooms and then take it to the Board who may go to the PTA to address.

Graham explained that St Joseph's is an integrated school. The land and buildings are owned by the Wellington Diocese and the MOE fund the school to teach the curriculum and run the school, paying for maintenance and utilities costs. At the beginning of 2002 the Audit Office wrote to all Catholic school advising it was illegal for the schools to spend their reserves or operations grants to increase the value of the school, the reason being because the Archbishop owns the school, not the government. We get money for maintenance, power, cleaners etc but not big-ticket items hence the reason why the Board goes to the PTA to fund such capital works projects.

Before this happened the PTA used to fund extra curricula activities such as the school choir, Stage Challenge, music teachers, classroom games and when the above happened, the PTA agreed to fund, what the School previously funded, as long as its budget allowed it.

Catrin enquired if the teachers know the PTA will fund games \$100-\$200 per annum? Mike said the teachers know and it is in the Budget. Teachers just need to be reminded. Whitcoulls and Crackerjack offer 10% discount if teachers mention "St Joseph's".

FUNDRAISING PROJECTS

Wine and Frozen Berry Fundraiser

Catrin has organised this for delivery on Tuesday, 30 March. The profit will be ear-marked for the Year 6 Wellington trip. She asked if someone from the new committee would like to organise a fundraiser at the end of the year and that person should contact her.

Abacus Cards and Calendars

A new coordinator is required. Mara McIntyre indicated she would be able to take on this role as their youngest son started school in July. Kaye indicated that Cherie Simonson might be able assist and will follow this up with her. Kaye will help Mara with the checking off in October. Kaye has documented the job for future Coordinators.

Year 6 Camp

Anya said she has tapped into Fico Finance as Scott Dodd works there and is helping her coordinate the Year 6 Camp fundraising. They have opened a special account for the Year 6 Wellington Camp and are getting a higher rate (currently 8% interest).

Brook Waimarama Sanctuary

Kaye would like the PTA to sponsor a Robin Bird at the Brook Waimarama Sanctuary at a cost of \$100. There would be more expensive birds (Kereru = \$500). It would be a good community thing to do and it might prompt other schools to sponsor a bird. Various St Joseph's classrooms had been invited to the Sanctuary. The St Joseph's PTA name would appear on the Tree of Life at the centre.

Moved (Kaye Odinet / Clare van Eeden) that the PTA sponsor a Robin bird at the Brook Waimarama Sanctuary at a cost of \$100.

All in favour. Carried

SUB-COMMITTEE FOR SOCIAL CALENDAR

Simulate2educate.

Catrin explained that this is a workshop on Safety on the Internet. She would like the PTA to host one of those evenings, not as a fundraiser but as a social night. It was a good idea and all agreed. It will be an active workshop and participants will use the laptops. She will follow up with the workshop educator, John Parsons.

Any other ideas please come forward. Who would be happy to go on such a committee? Catrin, Clare, Anya, Marg indicated they would.

2011 GALA

The 2011 Rugby World Cup interferes with the Term 3 & 4 school terms. Our "usual" Gala date three weeks after the school holidays in 2011 will actually fall in the Term 3/4 holidays for that year only. We may not have a Gala and it may have severe financial ramifications for the school. We would have to shift the focus. Gerard believed NCC have organised a Coordinator, Simon Bruce-Martin, to coordinate all these types of events around this time.

Catrin said specifically to Mike and teachers that we need their support in sourcing parents for a Gala Committee. We need a committee of at least 10 people so the jobs are smaller.

Jo Challis asked if we thought outside the square how to get more people involved. That was part of the letter to the teachers who would be in a better position to identify such parents. Setting small tasks that are not too daunting is the key. It was worrying that the recent "picnic" to introduce the

new school year and new families to the school had only attracted 13 families, seven of which were current PTA members. Maybe this needs to be addressed at entrant level.

ACCOUNT FOR PAYMENT

Our subscription to NZPTA was now due. Do we pay for \$80 one year or \$140 two years? Subject to the Treasurer’s approval it was agreed to renew for two years.

GENERAL BUSINESS

Unclaimed school clothes

There was a huge amount of unclaimed clothing, a lot of which belonged to children who have now left the school. School Councillors have just starting taking named clothing back to the classrooms. There was information in this week’s newsletter. This will be discussed further at the Term 2 meeting.

NEXT MEETING

Term 2 – probably three weeks into term. The date will be advertised in the school newsletter.

The meeting closed at 9.20 pm.

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Chairperson

Date

Actions points

Mike – obtain quote for laptops (value \$24,000) from South Tec, authorised Apple Mac supplier.

Mike – enquire of teachers if there is a need for black-out blinds or curtains in their rooms.

Clare – follow up BBQ arrival date with Kendall Jones at Four Seasons.

Catrin – Simulate2educate workshop on Internet Safety.

Teachers – identify/source parents to form a Gala Committee.

Someone to take organise a wine fundraiser for year-end (very simple to organise and people have indicated they are willing to help distribute the wine).