

Staffroom, Rāwhiti School, 150 Leaver Terrace, New Brighton

Wednesday 26th February 2024

Chaired by Gillian, Co-Chair of the Rāwhiti PTA.

Present: Brogan (teacher rep), Tamasine, Bonnie, Emma (teacher rep), Liz, Aleesa, Chris, Lee, Kim, Stacey, Rosie, Gillian, Jess, Lynnette  
Apologies: Laura, Brooke

## Introductions

### *1. Treasurer Report – by Tamasine and Gillian*

PTA is embarking on transitioning accounts into Xero rather than spreadsheets. Currently the finances are just reviewed by Sarah and Darren. Financial report to be presented at the AGM. Agreed to present finances at the AGM and AGM date to be set tonight.

- See report presented by Gillian and Tamasine

Opening balance is \$42438.06 01/1/25

Closing balance as at \$45035.52 25/01/25

Approved by Chris and Tamasine

Because our operating budget is small - under half a million in 2 years, the accounts do not have to be audited, just reviewed. Charity status under the new constitution means that the PTA is put at tier 4 therefore there isn't enough profit so don't have to audit. We are looking for a new person in the community to review the accounts. Bonnie to talk to Geoff to ask about possibly reviewing our accounts annually or bi-annually.

### *2. Draft PTA Constitution 2025*

<https://www.rawhiti.school.nz/wp-content/uploads/2025/02/Draft-PTA-Constitution-2025.pdf>

#### 4.2A - treasurer error

Page 6 - 9 eligible members changed to 5 or 6. If there aren't 9 people then the meeting would need to be rearranged.

There needs to be 7 days notice for the AGM, and the new Constitution needs to be available for everyone to read through. After it is agreed on, we will move forward.

New members will have a tick box on a form as part of new school enrolments. When the enrolment form is ticked, then it gets put in the PTA pigeon hole and the PTA keeps a record. Discussed keeping a list of the names on Google Docs. Discussed giving current parents an option to sign up to be "members" via Hero, then create a group. If there are details from the meeting, a post could be shared from a Hero group but

fundraisers from the PTA would still go out to the whole school community. This process is to be confirmed once we have checked further how that might work with office staff.

*3. Communication Structure* - Lee is overseeing this, helping to get this sorted. Waiting to see what Kim (in the office) comes back with about the Hero groups. Everyone who decides to be a member can be added to the Facebook page where the minutes will be pinned and the discussions will be held. Group to be tried so threads for each topic can be held in one place and people can reply to each specific topic. Might be easier than the messenger chat that is running at the moment. Members were keen to set up a Rāwhiti PTA page via the PTA@rawhiti account that is owned by the school.

PTA events page's purpose is to advertise PTA events. This page can be followed by parents, grandparents, community members, rather than the PTA group. The PTA FB group would be for members to participate in and keep updated.

PTA@rawhiti account is forwarded/redirected to another PTA account, PTA@gmail that people check. There are some issues with the settings as the "user". Organised a meeting to talk to Elizabeth to discuss a way of getting everything to the [PTA@rawhiti.school](mailto:PTA@rawhiti.school) address. Tam, Gillian and Lee will attend the meeting with Elizabeth. Liz to talk to Elizabeth to organise a time.

Newsletter spot - Discussed whether the PTA could have a small corner of the school newsletter to communicate regularly any PTA fundraisers, news etc.

#### *4. Verkerks Meet club*

Free meat and then the survey needs to be filled in. Made \$900 last year. Lost quite a few members at the start of the year. Bex has been rejuvenating the numbers. Bex will look after it for another year unless her situation changes.

#### *5. New Entrance Morning Tea*

Chris went to the last meeting and chatted to a couple of parents. New Entrance morning teas changed to Tuesdays. Tam is possibly available on Tuesdays. The next New Entrance morning tea is the 11th March starting at 9:15 am. There is information about the PTA in the info pack that the parents are given.

#### *6. Volunteer sign up app -*

Volunteer Me or Sign up Genius or Book me.

Use this for Book fair, Christmas Raffle, New Entrance Morning Teas

- Jobs available
- Set times and dates
- Donate specific items that are needed

- Can assign how many volunteers that you need for each session/job
- Do these apps have a reminder? Or a possibility to link to calendars

### 7. *Liz - Principle of Rawhiti*

Liz presented a fundraising wish list. Big ticket items in the past that the PTA have purchased: The Climbing frame \$45,000, two basket swings in Hikihiki \$15,000 x 2, Bike track setup \$30,000.

Wish lists:

- Gaga Pit \$6,000 - it is an outdoor dodgeball pit, all year round piece of equipment that is built on astro turf surface that would also be \$6,000 = \$12,000 total. BOT may also help to partially fund this.
- Portable Sound System \$699 - Rob Payne advises on all sound equipment and recommended this and a stand for this, the current one is very old and not fit for purpose anymore.
- A set of Piupiu for Kapa Haka group use \$500 - \$900 per piupiu.
- Annual contribution to Year 8 Dinner. Approximately 60 students attend this. \$1,000 annual contribution towards this dinner. This would significantly cut the cost of their dinner
- Gillian made a motion that the PTA approve the request to purchase the Portable Sound Move immediately. This was seconded by Tamasine.
- Indication of support put forward that the PTA will support the build of the Gaga pit with further information to be gathered by Liz.
- Discussion around communicating with the seniors that their service in helping the PTA goes towards the donation that the PTA might give. PTA to revisit this conversation to support the \$1,000.
- PTA support given to Liz to go forward in communicating with people to make piupiu. Lee may have a connection that she will contact.

### 8. *PTA funding request form*

A new form has been developed to streamline the process and to make sure the right checks are in place for future funding requests from the school.

### 9. *Fundraiser ideas*

Discussed getting tea towels printed with the new mural at school and selling them as a fundraiser. With the story of the mural and/or story of the waharoa.

Information from South Brighton school is that the cost of tea towels are \$6 to purchase then sold for \$15 or \$25 for 2. Helen P to contact Rueben for permissions. Possibly looking at tote bags as well. Emma has a contact for totes.

*10. Badges for 10th birthday celebrations*

Went well, invoice will be sent to the treasure to pay. Total cost was \$876.30. 600 badges were made, leftover badges are in the school office.

*11. Calendar art*

Discussed whether calendar art should be every year or every second or third year. Can we put school photos on the calendars? School photos are on 12th September. Decided to wait until later in the year to decide this.

*12. Christmas raffle*

Very successful this year, the most successful so far. Just under \$8,000. PTA gave out more prizes than previous years. 25 spot prizes. Revising the way that spot prizes are given out.

*13. Junior Tryathlon - On Monday*

Up to \$100 approved for a finish line to help celebrate. Possible finish line. Jess to look into it and branding. Chris has some bunting.  
Moved - Lee and Chris

*14. Fundraising ideas:*

- Easter Raffle
- Kids Quiz Night (year 6-8) possibly August
- Quiz Night

Meeting closed at 9:27 pm

Date for next meeting: Wednesday 19th March 2025

Next PTA meeting 19th March - 8pm

AGM set for 19th March - 7pm