

Onslow College PTA

Minutes

Monday 17th May 2010, College Library

Present: Minka Bupha-Intr, Maree Kibblewhite, Marina Stevenson, Lynley Graham, Janet Green, Kate Koch, Karen Doogan, Anne Johnston, Jane Hunter, Jo Ager, Ruth Smith, Kate Williams.

1. Welcome and apologies

Hamish Davidson.

Minka welcomed Jo and Ruth, both parents of Year 9 pupils, who were in attendance at the meeting.

2. Confirmation of minutes and matters arising

Actions from the previous meetings minutes were identified and reported on.

- **4. Principal's report**

Kate Williams to determine the date of the Year 10 NCEA Information evening and pass the information onto Minka.

Kate reported that the date of the Year 10 NCEA Information Evening is Thursday 19th August. The PTA has a regular meeting the same week on Monday 16th August.

- **5. Chair's report**

Minka to email Maree an electronic copy of the catering list

Action completed.

Maree to email Karen the Helpers contact list

Action completed.

Karen to telephone the existing helpers to check to see that they are still happy to be on the list

Action completed. Karen added that everyone she called was very happy to remain on the Helpers List. The meeting congratulated Karen on her efforts and her courteous email to all helpers.

There were no other matters arising. Marina moved that the minutes be accepted. Seconded Karen. Carried.

3. Treasurer's report

Marina advised that Anne had sent a full ledger this month and therefore the report includes provisional totals from last month. See attached report.

Marina reported receipts of \$1,041 - \$157 in interest on our investment, \$138 from raffle proceeds at the Year 9 Tea, \$544 from the koha at the Year 9 Tea and \$202 from raffle proceeds at the Year 9/10 Parent Interviews.

There were expenses of \$39 to Minka for PTA supplies (foil dishes), \$221 and \$1072 to Moore Wilson and Woolworths respectively for the Year 9 Tea, \$40 to Minka as reimbursement for the Year 9 Tea, \$95 for the classified advertisement of the AGM, \$1990 to Pete's Picnic Tables for three tables including delivery, \$856 for timber for additional picnic tables, \$24 to Minka for chocolate bars for the Year 9/10 Parent Interview evening, \$28 to Minka for reimbursement of

supplies for the AGM and a further \$138 to Minka for reimbursement of supplies for the Year 11,12 and 13 report evenings. Total expenses are \$4,504.
The PTA has a closing balance of \$14,353.

Marina noted that the PTA funds are currently invested with the school funds at 3.15%.

Marina advised that the amount of \$286, being the raffle profit from the Year 11,12 and 13 report evenings, was deposited after the balance date of 30th April 2010.

Marina moved that the financial report be accepted. Seconded Jane. Carried.

4. Principal's report

In Hamish's absence, Kate Williams advised the meeting of some changes in the school.

The result of the BoT elections is now public. The three new Trustees are Tony Cooke, Mike Doogan and Gail Dewar. The staff representative on the BoT is Marilyn Wild.

The principal's position has been re-advertised and Hamish will continue in his role as Acting Principal until the end of the year.

Hamish attended the presentation ceremony for Sonja Hempel when she was presented with the Top Scholar prize for Geography by the Governor General.

The Onslow College Physics team won the national secondary schools competition and two members of the team (Jennifer Randle and Evan Simmers) have been selected for the NZ team and head off to compete in Vienna in July.

Onslow students were placed first, second and third in a recent Japanese speech competition.

Erica Finnie, Year 12, has been selected as a New Zealand delegate to the *Lets Take Care of the Planet Youth Conference*. This conference will be held in Brasilia, Brazil from 5th to 10th June.

5. Chair's report

Correspondence received – fundraising information/opportunities from Nigel Kennedy.

Minka advised that the next PTA commitment was to provide tea, coffee, juice and biscuits at the Open Evening on Wednesday June 16th.
Six helpers will be required. There will not be a raffle.

Action: Kate Williams to advise Minka of the time and order for the evening.

Action: Karen to email Helpers and ask for volunteers.

Action: Minka to check PTA supplies and replenish as required.

Minka thanked Anne and Kate Koch for selling raffle tickets at the recent report evenings. The profit from the last raffle was the best ever with a whopping \$488 made. Jenny Blake, an Onslow staff member, won the raffle.

Minka noted the importance of having a PTA presence at such events, not only to sell raffles but also to greet parents and help them with directions.

There was some discussion about whether Deidre would be setting up her Arboretum Information display at the Open Evening.

Action: Minka to contact Deidre for current Arboretum information.

Minka advised the new date for the Year 10 NCEA Information Evening – Thursday 19th August. This is the same week as our regular PTA meeting (Monday 16th August).

Minka reported that on Monday 3rd May the PTA hosted a 'Meet the BoT candidates' meeting. Three members of the existing Board were present, three members of the PTA, Hamish Davidson, the candidates and four members of the school community. The BoT candidates introduced themselves, spoke about their candidacy and answered questions from the floor.

Janet noted that of the 1900 voting papers sent out, only 400 were returned.

Kate Williams added that the percentage of schools with a Commissioner in place of a Board is high and the Education Department is considering if the Board of Trustees model is no longer sustainable or viable.

Spiro Anastasiou has gone off the Board and the PTA will be advised of our new BoT representative after their first meeting.

6. General business

6.1 Charities Commission – confirm figures for the annual return

Jane clarified for Marina (and for the benefit of the meeting) what was required to complete the annual return for the Charities Commission.

The only field that required some discussion was the estimated amount of volunteer hours per month. The meeting discussed the number of volunteer hours that the entire PTA (and helpers) contribute on a monthly basis.

Action: Marina to complete and send in the PTAs annual return to the Charities Commission, including a copy of the annual accounts, a copy of the AGM minutes, a PDF version of the revised Constitution and a PDF version of the document formalizing the changes to the Constitution.

Action: Maree to send Marina PDF versions of the revised Constitution and the document formalizing the changes to the Constitution.

6.2 Library Helpers roster

Lynley reported that the Library Helpers roster is working well with no gaps or issues.

6.2 Tertiary Costs and Funding evening

The Tertiary Costs and Funding evening is scheduled for Monday 19th July. This is the evening of the first day of Term 3.

The meeting discussed options for promoting the event.

Action: Hamish to use the school emailing system to email Year 12 and 13 parents during the last week of Term 2 (Mon 28th June – Friday 2nd July) to promote the Tertiary Costs and Funding evening. Also to email out a reminder to parents on Monday 19th July.

Action: Kate Williams to ensure that promotion of the Tertiary Costs and Funding evening happens in school assemblies, school newsletter, daily notices and on the front page of the website during the last two weeks of Term 2.

7. Key points from meeting

- **The PTA hosting of the 'Meet the BoT candidates' evening was reported on.**
- **Catering support for the Open Evening on Wednesday 17th June was discussed and planned.**
- **Promotion of the Tertiary Costs and Funding Information evening on Monday 19th July evening was discussed and planned.**
- **The date for the Year 10 NCEA Information evening was confirmed for Thursday 19th August.**
- **Details for the annual return to the Charities Commission were discussed and confirmed.**

There was no other business.

The meeting ended at 8.30pm