

Dunsandel School PTA
Meeting Minutes 09.05.2022
Online via Google Meets, 7:30pm

Present	April Barnett, Emily McIntyre, Katharine Sheppard, John Michael, Lizzie Brown, Selene Harvie, Sharne Teepa (joined 7:45pm).
Apologies	Tracey Harrold.
Previous Minutes	Minutes from the previous meeting dated 22.03.2022 were read by Emily McIntyre. Emily McIntyre moved that these be accepted as a true and accurate reflection of the meeting. Seconded by Katharine Sheppard.
Matters Arising	<p><u>Catering Handover</u></p> <p>Katharine Sheppard has met with Selene Harvie and given a 'hand-over' of the catering co-ordination role and everything that it entails.</p> <p>Pride T-shirts - Katharine Sheppard has asked Sonia Colenso about an invoice for these. Sonia advised the ordering of the t-shirts is on hold pending 31 May moving day, to wait and see what numbers are actually needed. Sonia will be in touch after this date.</p>
General Business	<p><u>Food Fundraiser</u></p> <p>Katharine emailed 3 food fundraising companies; Naked Baker, Pasta Vera and Food Factory. Naked Baker advised the earliest delivery date we can get is 12th August which is far later than we would like. Pasta Vera is good to go, with no minimum order. Food Factory which sells croissants and savories are available for delivery during June. They also have no minimum sales and were a successful option last year.</p> <p>We discussed running two food fundraisers, one after the other, but decided to just run one with Pasta Vera and the croissants and savories from Food Factory. We will be aiming for delivery in week 9. Forms will need to be in by Friday 10 June. Katharine will update the order form to suit.</p> <p><u>New Families</u></p> <p>Emily McIntyre to email a blurb about the PTA, who we are and what we do etc, to Felicity and Tracey to go into new entrant packs and/or enrolment packs.</p> <p><u>Quiz Night</u></p> <p>PTA will run the Quiz Night again this year. Katharine will contact SDC to check whether the Dunsandel Community Centre is available on Friday 17th June, Friday 1st July & Friday 8th July.</p> <p>Katharine will contact Leo Donkers and ask if he is available to be Duty Manager of the bar on the dates listed above.</p> <p>Emily will contact Bec Rupp and ask if she is available to be Quiz Master on the</p>

dates listed above.

The response from these three people will dictate when we will hold the Quiz, which we hope to know within 24-48 hours.

April to create a flyer for this event once the date is confirmed.

Emily to update sponsors list.

April will send out emails to potential sponsors asking for donations of prizes or team entries. Emails will be less personalized than previous years letters in order to save time.

POST MEETING NOTE: The Quiz will need to be the 1st July based on availability of a Bar Manager.

Dunsandel 150th Jubilee Celebrations

The date for this celebration has been confirmed as Saturday 26th November 2022. PTA could run a bbq and/or cake stall etc. To be discussed further at future meetings.

Calf Committee

The committee discussed whether or not we should run the calf fundraiser again this year. John will talk to some previous donors and get a gauge on possible numbers if it were to go ahead. A donation of cull cows (virtually) is another possible idea, for next year as we are a bit late for this year. John will report back at the next meeting.

Subway Lunch

The PTA will run a Subway lunch during Term 2. Lizzie Brown will check with the staff and come back to Emily with a suitable date for this.

Thank you to Anna Robinson

Liz Hurst emailed asking that her thanks be passed onto Anna Robinson for organising the thank you cards for the businesses/people who helped sell the cookbooks. Liz noted that the cards were organised promptly and that they were really cool and everyone loved them.

Focus Day

Our next FOCUS day fundraiser will be in October.

Volunteers

We discussed the on-going issue of a lack of volunteers for our catering jobs. It is usually the same few people putting their hands up to help. Committee needs to think about how we can get more parents onboard to share the load.

Correspondence in

Reminder from Charities Services to complete the annual reporting - this was forwarded to Katharine.

Karla Morton emailed the Kahui Ako - Wellbeing report and also the article from

	<p>the recent Education Gazette. This was circulated by Dave via the school newsletter.</p> <p>Autumn Newsletter from Rural Livestock.</p> <p>Stefanie Banbury from SDC with details on hiring their bbq trailer for the upcoming clearing sale.</p> <p>Invoice for \$25 from SDC for trailer hire for clearing sale.</p>
Correspondence out	<p>Email to SDC events team asking if we were able to hire their bbq trailer for the clearing sale.</p> <p>Catering notes were sent to Selene Harvie.</p> <p>Minutes from the last meeting were distributed.</p> <p>Invoice to SIDDC for the May FOCUS day.</p>
Treasurer's Report	Katharine Sheppard presented a report on the financials as at 29 April 2022.
Meeting closed	9.01 pm
Next meeting	Next meeting 7pm on Monday 30th May 2022.