

PTA Meeting minutes

Location: Staffroom, Rāwhiti School, 150 Leaver Terrace, New Brighton

Date: May 21st May 2025

Chaired by: Brooke Frew, Co-Chair of the Rāwhiti PTA.

Time: 7pm - 8.30pm

Present:

Brogan O'Neill (Teacher Representative), Bonne Beccsonsall, Rose Hodgson, Kim Hammond, Geoff Walker, Chris Carey-Smith, Tamasine Lindley, Jessica Riddell, Brooke Frew, Jessica Brown, Laura Whittikar

Apologies:

Emma (Papatuanuku), Gillian, Fiona Dempsey, Liz (Principal)

Previous Minutes

Motion to accept previous minutes:

Moved: Jessica Brown

Seconded: Tamasine

Status: Passed

Correspondence

Inward Correspondence

- School fun run notification received
- Office emailed - getting low on Hair ties. Follow-up - Jessica Brown to action
- Verkerk's Meat Club - Bex is stepping down from the administration role. Chris Carey-Smith has volunteered to take over administration of this fundraiser.
- Lee (former Treasurer) submitted resignation via email which has been accepted.
- Amy requested help setting up the finish line at Junior Cross-country. Finish line looked good, great work from volunteers to action this.
- Fiksate teatowl design of the new mural still in progress, Gillian is coordinating this project.

Outward Correspondence

- New PTA email address established: pta@rawhiti.school.nz

Elections and Appointments

- **New Treasurer:** Geoff Walker nominated by Brooke Money, seconded by Bonne Beccsonsall
- **Action Required:** Bonne and Geoff to be added as signatories to Westpac Bank account
- **Action Required:** Geoff to check PTA constitution regarding audit requirements

Financial Report

For Jan-May 2025

Gross profit of: \$3,734.99

Operating expenses: \$2150.16

Net profit: \$1584.83

Primary Income Sources for the year so far:

- Hair ties sales
- Verkerk's fundraiser
- Second-hand uniforms

Recent Expenditure:

- Portable speaker and stand purchased

Motion to accept Financial Report:

Moved: Jessica Riddell

Seconded: Laura Whittikar

Status: Accepted

General Business

- Feedback from PTA involvement at Senior School Cross-country. Super positive, the finish line looked great. School gazebos are getting old and one of them is quite broken. Discussed new speaker not being used for the event.
- PTA members volunteered to assist with bringing out speaker and gazebo for future events
- The new constitution has now been uploaded to charities website
- Tea towels design is still being organized by Gillian.
- Discussed whether we wanted to do a Scholastic book fair again, as we didn't have one last year.

Follow-up Actions Required

- Brooke Money: Follow up with Liz regarding GaGa pit status, location etc.
- Follow-up needed: Piu Piu costumes for Kapa Haka (Lee had identified a source - requires follow-up)
- Chris Carey-Smith: Investigate printing costs for current gazebo and pricing for new gazebo replacement
- Bonne Beccsonsall: Consult with librarian regarding potential book fair
- Brooke Money: Check if PTA involvement desired for Matariki festival
- Kim Hammond: Explore newsletter space for PTA updates to school community

Funding Requests and Decisions

- Year 8 Leavers Dinner: \$1,000 requested. Kim Hammond to research options for supporting Year 8s in their own fundraising efforts
- Thank you gifts for outgoing Chair and Treasurer: Tamasine and Gillian to receive appreciation gifts for the
- Long service recognition: The PTA would like to recognise and thank the outgoing Co-Chair Gillian for her significant contribution and long-serving efforts and volunteer service to Rāwhiti school. Gillian has organised and co-ordinated many fundraising efforts over the last 7 years for the school and stood down from the PTA in May. Therefore PTA agreed that \$500 worth of vouchers to acknowledge this significant contribution is appropriate. Bonne and Brooke to organize this.
- The outgoing treasurer has also done many extra volunteer hours over the last 2-3 years, PTA agreed to also thank Tamasine \$100-\$200 voucher approved.
- Future policy: Long service recognition policy to be developed

Upcoming Events and Initiatives:

- **Cross country:** Finish line requirements to be assessed
- **Rawhiti Quiz Night:** Sub-committee established with Laura Whittikar and Jessica Riddel as leaders
- **Art Night Fundraiser:** Discussed as potential future event

Meeting closed: 8.42pm

Next Meeting Date: 25th June 2025

Minutes prepared by: Jessica Brown (Secretary)

Minutes approved by: [To be completed at next meeting]