



# ASHGROVE SCHOOL PTA

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## Ashgrove School PTA Meeting 21st April 2015

### 1. Present:

Nikki Denley , Helen Jelley Christine Chadwick (Principal), Karen Burt (Teacher rep), Jackie Hendrie, Belinda Bailey, Lainie Roddis, Emma Daly, Chrissie Wrigley, Chanel Kent, Tiff Wafer, Jenny Kirkwood (BOT representative), Charmaine Cooper John Ellerm

### 2. Apologies:

Marise Blatchford, Pauline Newport-Cromarty Lou Riches Laura Barrett

Item	Discussion	Action
Minutes from previous meeting	The minutes from the previous meeting were sent prior to the meeting to be read by the PTA. <b>Motion that:</b> The minutes of the March meeting held on the 17 <sup>th</sup> March 2015 be adopted. <b>Moved:</b> Chrissi <b>Seconded:</b> Jacki Motion Carried	
Matters arising from previous meeting	Audited accounts and Expenditure Information - see treasurers report Grant application for Grotto – see report on sub committees Heat Pumps – see BOT report Entertainment Books – Forms going out this week 18 already sold online School Disco Date – see report from sub committees Ladies Night out further information see separate item on agenda Wreath for Anzac Parade one has been ordered picking up 24 <sup>th</sup> April – School council will present on Saturday, Chrissie has spoken to Fiona. Joining NZPTA and Rangiora Promotins – awaiting cheque and this will be sent off.	
Treasurers report	This was read by Tiff (attached with minutes).	

	<p>Handover just been completed.</p> <p>Audited reports have been done. A hardcopy is available. Rules around auditing are changing with extra cost. The constitution says our accounts need to be reviewed so will not have to meet strict audit criteria but we still require a suitable qualified person.</p> <p>Nikki tabled the Treasurers Report and the auditors report.</p> <p><b>Motion that:</b> The auditors report and treasurers tabled report for the 21<sup>st</sup> April 2015 be accepted and all expenditure paid.</p> <p><b>Moved:</b> Tiff</p> <p><b>Seconded:</b> Charmaine</p> <p>If PTA buy for something for fundraising the PTA must pay for it not the school. This means the GST must be paid.</p>	
Teachers Report	This was read by Karen Burt and is attached to the minutes.	
Principals Report	<p>This was read by Christine and is attached to the minutes.</p> <p>Christine tabled the Principals Report and teachers report</p> <p><b>Moved that:</b> The tabled Principal and Staff Rep report be adopted.</p> <p><b>Moved:</b> Christine</p> <p><b>Seconded</b> Chrissi</p> <p>Motion carried</p>	
BOT report	<p>Jenny Kirkwood presented the BOT report.</p> <p>Board met last night. Key points:</p> <ul style="list-style-type: none"> <li>• Marae visit</li> <li>• School enrollment criteria unchanged for the next year</li> <li>• Request from the BOT to PTA for funding (letter pending)</li> </ul> <p>Sail repair \$3,156.85</p> <p>Landscape and furniture new build \$10,000</p> <p>New signage - \$6000</p> <p>Heat pumps – no longer required.</p> <ul style="list-style-type: none"> <li>• Work on new uniform is continuing and ideas discussed</li> <li>• More information in newsletters about board member and the work they do</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Moved that:</b> The BOT report be adopted.</li> </ul> <p><b>Moved:</b> Jenny  <b>Seconded</b> Christine  Motion carried  Jenny move Christine 2<sup>nd</sup></p> <p>The PTA decided to discuss the request for funds at the next meeting when we have a clearer picture of funds available.</p> <p>Emma requested the financial information sent out prior to the meeting, Nikki agreed.</p> <p>Further questions were asked as regards this list and answered by the BOT rep and Christine.  Points covered:</p> <ul style="list-style-type: none"> <li>• Getting the community involved in landscaping</li> <li>• Buy a brick fundraiser</li> <li>• Type of repairs needed for sail</li> <li>• Why new furniture was needed and what was covered by MoE and what wasn't</li> <li>• What happens to old furniture</li> </ul>	Financial information to be sent with agenda for next meeting
Correspondence In	Information from Couplands One response from request for help Statement from Warehouse Stationary	Emma to contact parent
Correspondence Out	Email inviting school community to be involved in Grotto Letter to Sports Coordinator re swim sports contribution PTA Newsletter to whole school community Letter regarding entertainment books to whole school community	Charmaine to feed this back to the sub committee leaders so it happens
Wish list	Two applications were received: <ul style="list-style-type: none"> <li>• Boardgames for Library</li> <li>• Raised beds for the Environ team</li> </ul> These were discussed	

	<p>It was suggested the school put a request in the Newsletter for donations of games. After this a list of what was still needed could be made and the PTA would provide funds for this list up to the requested amount of \$300</p> <p>The application for funding for the raised beds was accepted up to the requested amount of \$1000.</p> <p><b>Moved that:</b> \$1000 is approved for raised beds for the Enviro team and after donations collated \$300 is approved for games for the library.</p> <p><b>Moved:</b>Chrissi  <b>Seconded</b> Emma  Unanimously carried</p>	
Sub committees reports/information	<p><u>Santas Grotto</u>  Corro: what you can help with job list will be going out this week  A meeting will take place on 30 April venue to be confirmed possible use of staff room</p> <p><u>School Disco</u>  Dates – 5<sup>th</sup> June 30 October  The idea of 3 separate discos was discussed.  Fiona will survey school council and see if they want to be more involved  10 boxes chocolate available to sell</p> <p><u>Chocolate fundraiser</u>  Total Net Profit to date:\$8569.20  2 outstanding boxes \$120.00  10 remaining boxes \$600.00 – to be sold at Winter Disco  Expected Total Profit \$9289.20</p> <p><u>Second Hand Uniforms</u>  Dale requested a drop box for money coming in for house t shirts. A new drop box facility was being purchased and perhaps one could be reserved for the PTA.  Sale Friday 1<sup>st</sup> May</p>	<p>Dale to liaise further with office as regards this.</p> <p>Charmaine to confirm this date with Dale</p>

	<p>Minutes of the above sub committees were not available to all members at this meeting. In future they will be sent with the agenda so they can be passed at this meeting. Charmaine as Liaison Officer to send minutes to Emma once she has received them. They can then be sent out prior to meeting so a quick report can be given by Charmaine. All information from sub committees to be reported to Charmaine to feedback to meeting.</p>	<p>These points to be noted by everyone and to begin this process.</p>
<p>Ladies Night Out/Big event for 2016</p>	<p>Belinda said she was open/interested in any other ideas not just Ladies Night Out. She presented information about other big events in the local area that had raised a lot of money. Belinda said she was happy to take a lead in heading up a sub committee to action ideas further.</p> <p><b>Moved that:</b> A term 2 event be held in alternative years to the chocolate fundraiser and Belinda to start planning this.</p> <p><b>Moved:</b> Belinda</p> <p><b>Seconded:</b> Charmaine</p> <p>Unanimously agreed</p> <p>No budget for this event has been agreed, further plans to be presented first.</p>	
<p>Any Other Business</p>	<p>Emma offered copies of contact lists for the PTA with the new structure.</p> <p>The details were not to be given out and used for PTA business only. There is a generic PTA email address on the website which Emma will check.</p>	

**Meeting closed:** 9 pm

**Next Meeting:** 19 April, 7.30pm