



PTA Fundraising Team

Meeting Minutes

A meeting of the PTA Fundraising was held at Kaipaki School on 30th August 2018; 7pm.

Attendees

Kim, Rebecca, Sally, Stephen, Amanda, Jody

Apologies

Annabel, Sarah, Gina, Lisette, Adrian, Helen, Simone

Update from Treasurer

Amanda updated on the revenue from recent fundraising activities.

Funds allocation: It was agreed to allocate \$1,000 to the junior classroom resources which will cover a water table, carpentry table and books.

A huge 'thanks' to Sally King and family for kindly donating a painting easel for the junior room.

Previous meeting minutes

Movie Night: A great success and a big thanks to Annabel for taking the reins on this one, your amazing efforts are very much appreciated. Thanks also, to all those parents who donated their time in making delicious nibbles for the night.

Good Soap for a Good Cause / Real Good Fundraising- Feedback from Sally:

This would require 40 parents to sell a case containing 24 soaps each, which would make \$960 profit for the school. The initial outlay for the school is \$1440 for the 960 bars of soap. Unsold soaps can be returned but we would have to pay shipping for them.

Decision: not to proceed at this stage, due to the number of parents which would have to help sell 'v' dollars earned.

Re-usable bags for sale- Feedback from Adrian:

Adrian received a few quotes regarding the bags, the best option available is a minimum buy of 1000 bags at 35 cents USD Per bag (Yellow and blue handles with the school log on one side, with optional logo on both sides of a cost of an extra 6 cents US per bag, with the freight cost is Air freight 692 USD.

Decision: to explore options further and look to roll over into 2019.

Grassroots Trust / Lotto Grants – Feedback from Lisette:

Lisette has compiled a detailed list of various Grants/Trust options.

Decision: To get underway with the most straightforward option (Waipa Trust), Kim kindly offered to get the application sent in by due date this month. We will look at further grants in the New Year.

The Great Kaipaki Facebook Auction- Feedback from Gina / Sarah:

The dates are tentatively set for 23rd – 28th October for the auction to 'go live'. We will need volunteers to source auction items. Gina has recommended around 25 auction items would be a good number to make it a success. Done well, the hope is that this will become an annual fundraising event.

Term 4

- **Calendars (made by kids of Kaipaki) – Feedback from Helen:** Ordered & will be out to teachers soon, ready for sale in Term 4 (great Chrissy presents)

- **Ag Day (17th Oct.):** A bake stall was discussed and agreed. To ensure there is not an oversupply of food, it was agreed that parents from one class organize, junior room this time round. Need 1-2 volunteers to co-ordinate.
 - 1-2 volunteers are needed to make lunches for the judges (only 2) so not a large quantity needed.
 - Countdown has also offered a raffle item for the day – Sally will follow up to organize.
- **Rural Schools Athletics (mid Nov.) :** A reminder that Kaipaki School is the duty school for the food stall at Athletics day; need 1-2 volunteers to co-ordinate and helpers to ‘man’ the stall on the day.

New Business

- Kim put forward that the school would like Kapa Haka uniforms for upcoming events and being involved in competitions in the future. This was noted and put forward as part of the recent grant application.
- Rebecca expressed the need to step back this term due to an increased level of work and personal commitments; any volunteers to co-ordinate fundraising for Term 4? No volunteers present, perhaps put out to the wider community? Rebecca will try her best to keep things going in the meantime.
- This led to a brief discussion to look at the PTA structure going forward as there has been no ‘formal’ appointment of a new Chair since Robyn stepped down towards the end of last year.
- To seek a formal appointment of a Team Leader (Chair) for the New Year – seek interest for the next PTA meeting so something can be put in place. It was discussed maybe the role could be split between 2-4 people? Taking on per term or half a year each?
It would be envisaged that the key responsibilities are; organize meetings; co-ordinate key fundraising volunteers; keep track of activities; liaison between PTA and Kim/BOT; keep wider school community informed and involved.
- Amanda put forward details regarding the NZPTA association and if Kaipaki PTA would like to join, it was agreed that this would be a good idea as a further support network. Amanda will arrange.

Meeting closed: 8.30pm

Next meeting: Thursday 8th November