

# Minutes for PTA Monthly Meeting

## Oteha Valley School

Held Monday, 14<sup>th</sup> August 2017 at 8.30am at the offices of Oteha Valley School, 2 Medallion Drive, Oteha, Auckland.

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**PRESENT:** Lisa Folkard (Meeting Chair), Marty, Rose Neal, Steve Newman, Sandra Skinner, Dougal Montgomerie, Sherryl Prangley and Sandy Wu.

**1.0** **APOLOGIES**  
Nil

**2.0** **FINANCIAL UPDATE**  
No financial update was provided.

**3.0** **UPCOMING EVENTS**

- **Disco Night:**

It was agreed in last meeting that Disco Night be held in Term 3 so that it would be prior to day light saving. However, after discussion, the meeting agreed that the most suitable time for the event would be Friday, 27<sup>th</sup> October 2017 in term 4.

It was noted that under the new Health and Safety regulations, and our growing roll, that we would need to split the disco and have junior children first, then senior children. It was agreed junior children (Year 1 & 2) Disco will start at 5pm and finish at 6pm and the senior children's (Year 3 to 6) Disco will run from 6.15pm to 7.30pm.

The meeting agreed to keep things simple; children can purchase wrist bands from pre-sale or door sale. Food would be sausages and burgers. Lisa noted that she would approach Hellers for free sausages and also approach Harcourts for the coffee & cone machine.

It was noted that this event will require assistance from at least 20 parents to set up, monitoring, preparation of food, cleaning up etc. Lisa advised that she would draft a notice to parents as soon as possible for parents to sign up to help for different sessions.

Sandra noted that she would speak to Emilio of Skids to vacate the hall around 4.00pm to allow time to set up.

After a brief discussion, it was agreed the most practical way is to sell tickets for snacks and also have Eftpos machine for the burgers and sausages. Rose will contact ASB to try and book the Eftpos machine.

It would be good to have a DJ for the night. Sandra noted hat she would check if Josh is keen to attend as DJ.

**Actions:**

- *Lisa will talk to Hellers for sausages donation*
- *Lisa will contact Harcourts for coffee cone machine*
- *Lisa will draft notice to parents to register to assist in Disco Night*
- *Rose will book Eftpos machine*
- *Sandra will talk to Emilio of Skids to vacate the hall around 4pm on 27<sup>th</sup> October 2017*
- *Sandra will confirm with Josh if he will be available to be the DJ*

- **Cultural Extravaganza:**

This event is scheduled for Thursday 21<sup>st</sup> September 2017. It was agreed that a sausage sizzle lunch would be run by the PTA for this. The cultural extravaganza starts from 10am to 2pm.

- **Raffles:**

Marty advised that raffles would be in 2018 term 1, starts in the first two weeks of school.

#### 4.0

#### OTHER MATTERS

- **Garden improvements**

Sheryl noted that a number of years ago, the PTA agreed to set aside \$8,000.00 to cover the cost for any garden work/improvement and drainage work. There has been no drainage work done so far and therefore no expense incurred. Sheryl proposed some of the funds could be released for garden work/improvements. The meeting agreed to Sheryl's proposal.

- **Parking**

Lisa suggested addressing the flooding and looking to lay more concrete in the pick up/drop off area which is very muddy in winter. Marty advised that ideally, once the drainage is fixed, this flooding will be resolved and then we can consider concrete. However, this work will need to wait until the weather is drier.

It was also noted that parking is an ongoing problem: Vehicles parked in "pick up/drop off" zone; and unauthorised vehicles parked in school carparks. It was discussed whether we need to install additional "No Parking" sign(s) in the pick up/drop off zone to enforce no parking in the area. There was suggestion of providing parking cards to teachers and staff to display on dash boards, also installing a Tow Away Area sign to eliminate unauthorised parking.

- **Fund Raising for hospital "Baby Lost Rooms"**

Dougal shared with us that he and his wife have set up a charity to raise funds for building and renovating rooms in local hospitals for parents who have lost their children during/soon after childbirth. These rooms are called "Baby Lost Rooms". Dougal advised that hospitals do not fund "Baby Lost Rooms".

It was suggested that the funds raised at the Sausage Sizzle at the Cultural Extravaganza can be donated to this charity and it was agreed that PTA will

continue to discuss ways we can support this. It was also agreed a flyer of "Baby Lost Rooms" be included in a school newsletter. Dougal will put in a draft and email more detailed information to Lisa.

There being no further business, the meeting closed at 9.20am.

The next meeting was not arranged, however, it was agreed that we would need one or two between now and the Disco in October. Rose to liaise with Lisa for a suitable date for the next meeting.