



## Ngaio School PTA Meeting Minutes

**Date:** Thursday 13 March 2025, 7.30pm  
**Location:** Ngaio School staffroom  
**Attendees:** PTA: Jen Thornburrow, Kirsty Donbavand, Kelly Evans, Danielle Horne, Diane Fleming, Julia Rendell

School staff: Tessa Gatenby, Michelle Pontifex, Jo Purcell, Sarah Simpson

BOT: Emma Andrews

**Apologies:** Vanessa Rowe, Katie Bramley, Kelsey O'Brien, Bridget Burt

**Meeting purpose:** PTA Meeting

All members of the Parent Teachers Association, defined as all parents and caregivers of children at Ngaio School are invited to attend.

Item
<p><b>1. Matters/Actions arising from previous meeting</b></p> <p>a. Confirm minutes previous <a href="#">meeting</a></p>
<p><b>2. Reports</b></p> <p>a. Chairperson</p> <ul style="list-style-type: none"> <li>- AGM first meeting next term.</li> <li>- We are still short fundraising coordinator</li> <li>- Inspire photo shoot last weekend:               <ul style="list-style-type: none"> <li>- Difficulty getting Volunteers</li> <li>- Likely to get \$400-\$500</li> <li>- Rebook for Summer 2027</li> </ul> </li> <li>- New World has donated bread and iceblocks for term 1 and 2 sizzle, vouchers for raffles, provided signage</li> <li>- Staff appreciation morning tea coming up</li> <li>- Hoodies - will be advertised in next newsletter</li> </ul>

b. Treasurer

- Report can be found [here](#)

c. Principal

- Smooth start to year, new staff settled
- School has been getting used to new curriculum
- The Y is moving 16-17, so school will have access to the Hall eg for huis
- ERO will be in the school for 3 days next week

d. BOT

- Finalising annual plan and budget
- Increasing donation due in part to dropping role
- Playground sub-committee has been working on plan for playground (see item below)
- Board's next meeting week 8

### 3. General Business

a. Rocket Carnival

- Comms next week
  - asking for volunteers, reminder about hard deadline for food orders, bring cash
  - **Kirsty** to start drafting
  - **School** to send
- Specific comms for bakers/volunteers Tues/Weds next week
- Bake sale:
  - need more volunteers
  - Outside room 14
  - Using room 15's furniture
  - Baking to office anytime during the day
  - \$1 and \$2 table
  - Signs possibly in PTA cupboard
- Lollies/Drinks stall
  - Group of Y4/5 girls to help
  - Girls can make signs
  - Set up next to bakesale
  - Julia to pass girls parent's details to Kirsty
  - Kirsty to buy lollies and sprite (10x24 packs)
  - School might have bins to chill drinks
  - Put in fridge over the weekend
- Raffle
  - Tessa - might be able to add a candle

- Jen - talk to dough, spend \$50 voucher at New World
- Sarah - talk to cafe villa, pharmacy, mitre 10
- 1 raffle, and subway vouchers as secondary draws
- Could send comms on anything to donate to the raffle
- \$2 ticket, 3 for \$5
- Chantal has 3 year 6s, table will be set up for them
- May need a raffle coordinator going forward as quite a bit of work involved
- Float - Kelly sorting out 3
- Pizza
  - Outside room 2 and 3
  - Have driver volunteer
  - Di can co-ordinate
  - Need more people to volunteer
- Subway
  - Staff can distribute the subway
- Enviro sorting out themselves
- Recycling bins can go out
- Jen to send pizza/subway lists to Sarah to print
- Kindo - don't know how much has sold

b. Playground upgrade and fundraising

- Supplier selected
- Waiting for final quotes
- Once quotes in then give to Becky/Kim to do grants and can figure out plan for any fundraising

**4. Other Business**

a. Difficulty recruiting new members to PTA

- Provide pamphlet to go in Kākāpō book bags/enrollment pack
- Michelle - mention at kakapo hui
- Can mention that grandparents can join too

b. Siizzles

- Next one 4 April, then 1 May
- Need to line up when they go on kindo
- Jen - to talk to Kelsey and Katie
- 4 April to go up on Kindo at live 7pm Thurs 20/3
- Comms in next newsletter

**5. Next meeting**

- AGM Thurs 8 May 7.30

