



Ngaio School PTA Annual General Meeting Minutes

Date: Thursday 8 May 2025, 7.30pm
Location: Ngaio School staffroom
Attendees: PTA: Jen Thornburrow, Kirsty Donbavand, Kelly Evans, Danielle Horne, Vanessa Rowe, Julia Rendell, Katie Bramley
 School staff: Raewyn Watson, Bronwyn O’Halloran
 BOT: Emma Andrews

Apologies: Diane Fleming, Kelsey O’Brien, Bridget Burt
Meeting purpose: Annual General 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>1. Welcome and meeting opened</p> <ul style="list-style-type: none"> a. Ascertainment of quorum (6 members, 3 from executive committee) b. Call to order 7.36pm c. Welcome remarks
<p>2. Previous minutes</p> <ul style="list-style-type: none"> a. Agreed that the minutes of the 2024 Annual General Meeting from 2 May 2023 are accepted to be a true and accurate record (minutes of last AGM) b. No matters to address arising from the last AGM minutes.
<p>3. Reports</p> <ul style="list-style-type: none"> a. Chairperson’s report is here b. Treasurer’s report is here c. Principal report is here d. BOT <ul style="list-style-type: none"> - Thanks and appreciation for PTA’s work - it \’s a tough time because of budgetary constraints - Work of PTA is needed at the school - Board will be looking for new member’s mid-year

4. Amendments to by-laws / constitution

There were no amendments proposed to constitution/by-laws

5. Elections

The following officers were elected:

Chair: Jen Thornburrow

Treasurer: Kelly Evans

Secretary: Julia Rendell

Fundraising Coordinator: Kim Verry

Communications Coordinator: Kirsty Donbavand

6. Other business

a. Playground fundraising

- Settled on wet pour option. Next step get a quote for both of playgrounds to do that for grants. Waiting on that.
- Kim is ready to go with grants applications.
- Aiming to get grants for the deposit, rather than use PTA money. The PTA money can be used when it is most needed.
- Grant process varies - some 2-3 weeks
- Discussed sponsorship - of something that families can put their names on
- Mitre 10 sausage sizzles - year 6 students
- **Jen** to talk to Jo and Heather about possible sponsorship ideas
- Discuss at online PTA meeting in JUNE

b. Movie Fundraiser

- **Katie** to organise movie fundraiser
- **Kirsty** can assist
- Discussed having lollies and raffles

c. Account security

- **Jen** to change password
- Access: Exec, Katie, Vanessa, Diane, Kelsey, Kim
- **Julia** - check permissions
- Change every AGM

d. PTA assistance

- Staff to discuss what other PTA might be able to provide
- Application form that can be used
- Possibly Maths resources

e. PTA flyer

- Jen has done a draft to go to Jo
- Kirsty to look draft wording
- Artwork could be included in newsletter

7. Meeting closed