



Ngaio School PTA Meeting minutes

Date: Thursday 24 July 2025, 7.30pm

Location: Ngaio School staffroom

Attendees: PTA: Jen Thornburrow, Kirsty Donbavand, Diane Fleming, Kelsey O'Brien, Bridget Burt, Julia Rendell, Kim Verry, Diana Abercrombie, Vanessa Rowe, Hannah Baker, Jo Mettrick

School staff: Raewyn Watson, Katie Bramley,

BOT: Emma Andrews

Apologies: Kelly Evans, Danielle Horne

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>1. Matters/Actions arising from previous meeting</p> <ul style="list-style-type: none"> a. Confirm minutes previous meeting - confirmed
<p>2. Reports</p> <ul style="list-style-type: none"> a. Chairperson Report available here b. Principal <ul style="list-style-type: none"> - Teachers busy with Reports - This year has had significant changes for school/teachers c. BOT <ul style="list-style-type: none"> - Election of the Board, early September
<p>3. General Business</p> <ul style="list-style-type: none"> a. Playground upgrade and fundraising

- Grant: waiting to hear from 2 funders

Donor wall idea

- Discussed purpose of the donor wall and the importance of leaving space for it to grow.
- Need to settle possible location for wall or other space
 - Exterior wall by the office
 - Or could it be a pathway?
- Discussed possible bird them (eg names of levels), but desire to keep design relatively simple.
- Do planning this year to execute it next year.
- Possible material is acrylic and may be able to use Raroa's lase cutter.

b. Movie fundraiser

- 56 sold, 167 capacity
- Goody bags to be packaged
- 2pm arrival for helpers
- Hand out tickets, sell raffle tickets
- 3 spot prizes
- Speech - thank you, exits, rubbish
- Standalone email to go out next week
- Cash sales on the day possible - eftpos machine
- Diana to send to creche, kindy
- Raffle
 - Float - Kelly
 - \$2 each, 3 for \$5
 - 50 businesses approached, following up with businesses
 - Keep some aside for book fair raffle
 - List of who donated for newsletter

c. Book fair

- 1-5 Sep book week
- Fair 3-5 Sep
- Theme: To the book fair and beyond
- Hannah to share comms material with Kirsty
- Deliver books on 27 August and collected on 10 Sep
- Room 15
- Clifford the red dog costume
- Need volunteers for day open - 15 volunteers over 3 days
- Sizzle instead of pizza to use matariki leftovers - Fri 5
 - Sell chips as well for \$2 - 3 flavours
 - popsicles
- Raffle for book fair - Diana to hold things back from movie raffle

- Students to sell tickets
- Storytime at library - leftover milo, marshmallows
 - Thurs 4 Sep - 6-7
 - May be able to use Literacy experts from wellington library?
- Bake sale
 - Under balcony
 - Weds
 - Volunteers
 - Leftover lollies

d. New World Clubcard for Schools Initiative

<https://docs.google.com/document/d/1MOavYSAwckQRW1OoPJIA9955xAKhHwbM/edit?usp=sharing&oid=102454874721427605917&rtpof=true&sd=true>

- Clubcard numbers - admin associated with collecting numbers
- Invoicing required - talk to Kelly
- School office manage it
- QR code for form
- Kirsty to talk to Katy in the office

4. Other Business

Fundraising ideas

- Taylor Preston - fundraising rocket patties meatballs, mince - Term 4
- Cheese rolls
- Auction of promises - donate from family, something from business - auction, made \$25000
- Colour fun run - company runs them
 - 4-6 week lead up
 - Term 4?
- Discussed read-athon to raise money for devices and whether money should be used for playground and PTA provide money for devices. Decided to leave system as it is.

5. Next meeting: Online meeting 21 Aug 2025