

**Minutes, Mairangi Bay School PTA  
Annual General Meeting, Tuesday 26th February 2019  
School Staffroom, 7.00pm**

**Present:** Karen Adams (Chairperson), Nicky Rooksby, Julia Whitfield, Stephanie Chapman (Secretary), Karen McLean, Haiyan Jin, Nancy Wang, Helen Dou, Tina Li, Bruce Warren, Amy Johnson, Caley Plinston, Andrew Plinston (Treasurer), John Bower.

**1.0 Administration Matters**

1.1: Welcome and Apologies: Chairperson Karen Adams welcomed everyone to the meeting. Apologies were received from Alex Rogers, Lisa Peel, Natalie Minkin, Claire Garnett, Jess Josephson.

1.2: Adoption of Agenda. The advertised agenda was adopted without amendment.

1.3: Confirmation of Minutes. The minutes of the previous AGM were accepted.

<https://drive.google.com/file/d/18MQ4Opq0rO-ksl0Re6L3m-6uRVd1zF6H/view?usp=sharing>

1.4: Thanks to Karen Adams: Stephanie Chapman spoke on behalf of the MBSPTA:  
"Special thanks to Karen Adams!

Some three and a bit years ago, Karen and I were chatting about the PTA and our conversation went something along the lines of "There's no way on God's green earth either of us would put our hands up for the PTA executive- like ever!!" Less than two months later Karen was President and I was Co-Secretary. How did that even happen?

Karen – we are all so grateful for the time and superb leadership you have given to our PTA. You have been an absolute breath of fresh air, bringing your captivating smile, contagious laughter, quick wit and strict time-keeping to every meeting and event. You have kept the focus, stopped the waffle, cut the proverbial and kept us all on task and on time! But way more importantly, you have made us smile and laugh, steered us through some of the most stressful events ever, made us feel valued and important, and successfully reminded us all about the importance of staying connected and always focussing on the real people this is all for – our kids. And that by doing so we can make some life-long friendships and feel great about contributing beyond ourselves. You have proved that keeping a community focus strengthens and ensures the continuation of organisations such as the MBSPTA. In more ways than one, you have saved us Karen!

So thank you from the bottom of our hearts, and enjoy your well-deserved freedom from responsibility!!! Well on PTA matters anyway ;-)

Love Steph and all of the members of your PTA"

**RESOLUTION: It was resolved to accept the Agenda and Minutes**

**Moved: Julia Whitfield, Seconded: Nicky Rooksby                      CARRIED**

**2.0 Annual AGM Chair Report**

2.1: Karen Adams delivered the following report:

"Welcome one and all to the Mairangi Bay School PTA AGM for 2019!!! A warm welcome to new faces, and a big "great to see you back" to old friends.

2018 had as usual, a really packed calendar for those on the PTA which started with the biggest event of all, our Jubilee Gala. Tonya Osborne and Robyn Walker took this event from conception to reality which is amazing on many fronts mostly being they are both ex-parents of Mairangi Bay, who wanted to support the school even though their children no longer come here. This demonstrates the position our school takes within the Community and how it is valued. The Gala was an amazing evening of games, music, laughter, food and wine and I thank all who helped, or came, in making it such a memorable day.

We thank everyone who was also involved in the other events we held:

- School discos and movie night - led by Nicky Rooksby and her team
- Second Hand Uniforms - led by Steph Chapman and her team
- Kiwi-a-thon - Anna Rajaratnam
- Calendar Art - Lorraine Handisides
- Bar Service at Senior Production and Graduation - Steph Chapman
- Grandparents Day - Karen McLean
- Christmas Raffle - Tonya Osborne and Louise Watkins
- Summer Soccer - Steph Chapman

Sadly, our much loved Santa Parade was rained off but the silver lining to this is we retain our "Best Dressed Float" accolade for another year, and we are well prepared already for this year's Santa Parade - thanks to Nicky Rooksby and Claire Garnett for their work with this.

We also provided support to the Garden to Table initiative, which was led by Tracey Sunderland, Jess Wright and Siobhan Cooper, which we are pleased to say is now part of the curriculum for Years 5 and 6. This also ended with the wider team winning a Gold Award at the Garden Show last year for their amazing Bach-themed garden. It was an awesome effort by Anna Smith and her band of helpers and really put our school in the spotlight, so we all thank you for that.

Money raised from these events helped with repairs that needed to be made to the Junior Playground matting area and to the Senior Playground in general. We also purchased a popcorn maker as an asset for the PTA, which has already had heaps of use at Summer Soccer and the Back to School picnic.

Once again I can only be exceptionally thankful to have had a very supportive and reliable committee who have given up hours of their time to keep our school PTA ticking over. Andrew Plinston, Lisa Peel and Natalie Minkin have given many hours in their Treasurers' roles, Nicky Rooksby has taken on many challenges and events as Vice Chair, and the wider exec committee especially Amy Buckley and Karen McLean have given lots of behind the scenes time and effort which often goes unnoticed as it is not directly attached to an event. Thanks also, again to Bruce for putting up with my often blunt approach to things, and tolerating my various inappropriate comments, or outbursts of laughter at meetings over the years. But my main thanks has to go to the outgoing Secretary Steph Chapman. Steph is probably the most charitable, hard-working, humble lady I have ever met. I don't think anyone really has the first idea of how many hours Steph gives of her own time to try and make this school a better place for our kids, on multiple levels. She is passionate about education, pastoral care and fairness for our children and families and I see no better role model around the school for our children. Words can't express my thanks for what you have done for this PTA and personally supporting me in my time as Chairperson, and you deserve a well-earned break from all things Mairangi Bay

Primary School as you embark on your new teaching adventure. And finally a massive thanks to our children, families, whanau and wider community. We as a PTA are absolutely nothing without you guys and the support and friendship I have received from you guys over the last 3 years has been at times quite overwhelming. I came in as Chairperson with a vision to bring Community back to the heart of the PTA and I hope that I have managed in part to achieve that. I want to finish with just a short extract from an email Steph received this week, which really made me feel we are starting to achieve our goals of including our whole community:

“My family and I arrived New Zealand just 2 years ago from China. Every one of us has learnt much more than we expected especially in MBS. We should not have experienced such highlights in this school without the effort of those lovely people from the PTA. And I was so lucky to be a volunteer in some of the activities to know how wonderful you are”  
So thanks everyone, for everything. It’s been a blast.”

Bruce Warren thanked all departing members of the PTA Executive for their hard work and dedication.

***RESOLUTION: It was resolved to accept the Chairperson’s report.***

***Moved: Amy Johnson-Buckley, Seconded: Karen McLean CARRIED***

### **3.0: Annual Financial Statements**

3.1: Andrew Plinston delivered the following written financial report to the meeting:

[https://docs.google.com/spreadsheets/d/1A0C-RUmgAQ\\_pYtmTTy0QyZXn3QqiYGhywysvohQLrn4/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1A0C-RUmgAQ_pYtmTTy0QyZXn3QqiYGhywysvohQLrn4/edit?usp=sharing)

3.2: **Appointment of an Auditor: It was resolved: “That the PTA will not appoint an auditor for the coming year”.** Moved: Amy Johnson, Seconded: Julia Whitfield CARRIED

3.3: Karen Adams led discussion of the financial report:

- The MBSPTA generated \$50,186.60 in fundraising income and spent \$67,437.01 in donations and expenses, resulting in a deficit for the 2018 calendar year of \$17,250.41. The combined bank account balance is \$27,435.74.
- It was recommended that the Barfoot and Thompson contributions for house sales be pushed more with greater advertising.
- Pie Friday will run every Friday from term two 2019.
- Thinkathon costs were mostly associated with photocopying expenses.
- The Music donation is set at up to \$500 annually; any monies not spent do not roll over to the next calendar year. This is to be added to the agenda for the next MBSPTA general meeting.
- The majority of the 2018 expenditure was on the playground donation to the school.
- Garden to table was granted a budget of \$2000 from the MBSPTA for 2018 and came in just outside this (\$2,009.07). The school has now taken this programme on as a part of the curriculum.
- Karen Adams explained that we try to keep a balance of around \$10,000 in the bank account. The balance is still healthy, despite the overall loss for the year.
- Calendar Art invoices for 2018 are still to be paid.

***RESOLUTION: It was resolved to accept the Annual Financial Report.***

**Moved: Amy Johnson, Seconded: Nicky Rooksby**

**CARRIED**

#### **4.0: Election of Officers and Committee 2018**

4.1: The following Officers were duly elected:

***Chairperson: Nicky Rooksby***

Nominated: Karen Adams, Seconded: Karen McLean

***Vice-Chairperson: Julia Whitfield***

Nominated: Amy Johnson, Seconded: Nicky Rooksby

***Co-Treasurers: Andrew Plinston and Lisa Peel***

Nominated: Stephanie Chapman, Seconded: Karen Adams

***Vice-Treasurer: Helen Dou***

Nominated: Karen Adams, Seconded: Julia Whitfield

***Secretary: Karen McLean***

Nominated: Karen Adams, Seconded: Stephanie Chapman

***Vice-Secretaries: Nancy Wang and Haiyan Jin***

Nominated: Steph Chapman, Seconded: Karen Adams

**The following roles were also confirmed unanimously:**

BOT representative: Stephanie Chapman (Until BOT election in July)

Staff Representative: Claire Garnett

Office Representative: Julia Whitfield

Social Media/Facebook Co-ordinators: Jess Josephson/Caley Plinston

Executive Committee and signatories. The Executive Committee will comprise all newly elected officers with the addition of Karen Adams, Amy Johnson and Stephanie Chapman (non-signatory until July).

PTA Committee: All those present were unanimously voted onto the MBSPTA Committee.

#### **5.0: Introduction of Office Holders**

5.1: Karen Adams introduced the new office holders.

The AGM was declared concluded at 7.35 pm.