

**ANNUAL GENERAL MEETING MINUTES FOR
COCKLE BAY SCHOOL PARENT TEACHER NETWORK (PTN)
FORMERLY KNOWN AS PTA INC.**

HELD ON TUESDAY 21st June 2022 7:30pm

PRESENT

Anna Coates (Chair) Louise Vermeulen (Deputy Chair) Dee Cao (Secretary)

Staff: Dorothy Bigwood (Principal)

Parents Attendance: Karen Kennedy, Julia Murray, Keely Woollerton, Sarah Faulkner, Romaine Bousader, Karen Leach, Emma Sokolich, Rachel Irving, Coral Small, Holly Yu, Chandre Kruger, Kim Sammons, Kathryn Orpen, Tajory Nasr, Carla Bickel

APOLOGIES

BOT

OPENING

The meeting was opened by A. Coates at 7:35 pm

ELECTION

- Chairperson

K. Kennedy nominated and elected Anna Coates for Chairperson. Nomination accepted.

- Vice-Chairperson

K. Kennedy nominated and elected Louise Vermeulen for Vice-Chairperson. Nomination accepted.

- Secretary

K. Kennedy nominated and elected Dee Cao for Secretary. Nomination accepted.

- Treasurer

K. Kennedy nominated and elected Jay Chen for Treasurer. Nomination accepted.

PARENT REPRESENTATIVE

A. Coates introduced and welcomed the all parent representative.

- Discussed details of draft Shoolbag letters and forms
- Discussed the Privacy Policy

Parents must fill out the contact details forms via Shoolbag. Emails and photos cannot be shared without the permission of the parents.

- Discussed possible duties and events

Discuss with classroom teachers and introduce and hand out flyers about upcoming events; Arrange activities that are specific to each class, like afternoon tea at school and a field picnic. The senior year group organizes one catch-up together.

A. Coates will follow up to send out the letters and forms to the cockle bay community via Shoolbag next week. Information can be collected within the next 2 to 3 weeks.

UPCOMING EVENTS

- Term 2

Donut Day: Sold 65 dozen last time. The surplus will be available for family members to order.

Movie Day: Request to sell 40 more seats to break even.

- Term 3

Disco: Asking more parents to volunteer; P. Rossiter to confirm the Disco theme

Discussed how to run it safely, ideas like:

- Ø Straight to Disco, no food stall
- Ø Hold the disco in the hall but keep the windows and doors open.
- Ø Organize the disco under the dome and enclose the surrounding area with barriers.
- Ø One entry and one exit to the disco, and students drop off and pick up in the classroom.
- Ø The juniors start the day disco, and the seniors begin the night disco early.

- Term 4

Friday Freeze

Santa Prada Howick (11th Dec.)

Celebration night

- Carnival (Mid-March 2023)

Future events could be similar to the Craft Market at Shelly Park School. Any other activities can be suggested at the next meeting.

FINANCIAL REPORT

The draft Annual Financial Report dated 31st December 2021 has been tabled and received. K. Kennedy reviewed the report. The PTN income of \$30,463.24 was reported and the expenditure of \$32,426.40 resulted in a deficit of \$12,269.69 on 31st Dec 2021. Despite the "Uniforms Sales" was about \$2,000 lower this year than previous year, all the other fundraising events made good profits. PTN donated \$30,000 to the school at the end of 2021.

By the end of 2022, the target income will be \$40,000. PTN plans to donate about \$25,000 to the school and keep \$15,000 for our 2023 carnival.

Moved: L. Vermeulen /A. Coates

GENERAL BUSINESS

- Mobile Eftpos Machine/ BNZ Payclip or similar app

It is requested by the uniform shop and can also be used at other fundraising events. A. Coates to follow up with the quote.

- Freezer/fridge

Purchasing a new fridge and selling the old ones to PTN may be an option for the school. Discuss further at the next meeting.

- Garden to Table programme

H. Yu appreciated PTN's donation, money used to buy ingredients and containers.


PRINCIPAL REPORT

The principal, D. Bigwood, appreciated the support from PTN and Parent Representative, including their fundraising efforts, assisting the school/staff with various activities, and standing by to help the parents as necessary.

Attendance was 92.2% on 16 June 2022

PTN and Parent Representatives need to spread the information to the community to complete the school strategic plan survey, review school policies via school docs, and keep an eye out for troublesome behavior late at night.

There being no further business, the meeting closed at 9:10 pm

Signed: 

Dated: 21/6/2022