



## Wellesley Parents' Association

### Minutes of Meeting held Tuesday 14 May 2024, 7.30pm, Online

<b>WPA Committee Members</b>	Sam Batchelar, Caroline Drury, Cherie Burnett, Nicola Mackenzie-Maurd, Amy Anderson, Ding Wang, Brent Dickens
<b>WPA Members</b>	Ben Adams, Zuzanna Chrmielewska-Barlow
<b>School Representative</b>	Mike Bain, Felipe Gomes
<b>Foundation Representative</b>	N/A
<b>Apologies</b>	None

Action Items & date	Date	Who	Status
• Playground sunshade scoping	TBA	Cherie / Sam	In progress
• Art Calendar 2024	Term 2	TBC	Cancelled
• WPA Membership management		All	Ongoing
• Sunday Funday 2024	10 <sup>th</sup> March	Sam/Caroline	Completed
• Entertainment Books 2024		Amy Anderson	In progress
• Movie Night	30 <sup>th</sup> June	Sam	In progress
• School Disco 2024	24 <sup>th</sup> May	Caroline/Ding	In progress
• Wine Fundraiser	20 <sup>th</sup> June	Sam	In Progress

#### REGULAR COMMITTEE MEETING

##### Opening/Apologies/Previous Meeting Minutes:

Sam opened the meeting at 7.35 pm. No apologies given.

Previous meeting minutes were agreed by Nicola and Amy.

##### Action Items:

**Playground Sunshade** – Sam informed the group that she is still to follow up with the funding applications. Applying to Lotteries, Pelorus Trust and another gaming one called NZCT. The group agreed to continue with the sunshades as main driver. It was discussed again where the shades were going and the line of sight from the classroom. Sam said a design plan had not been decided on yet and this would be confirmed once we had the funding. The school would have final decision on the design plan. Cherie informed the group that Lidgard have said they would come and do another site visit to redesign a plan for shade sails in particular the senior playground to try and accommodate the view from the classroom. Due diligence would need to be done before a choice is made. Zuzanna informed the group that their previous school had a good experience with a company that installed shade sails and will find out the details to pass on to the committee.

**Art Calendar** – Mike informed the group that he had been talking with Glen and there had been a degree of reluctance from staff to undergo the art calendars with the musical production coming up and the time pressures involved. Glen is unable to fit it into his art programme therefore Mike said they would prefer not to proceed with it for this year.

**Membership management** – Ben and Zuzanna attended the meeting to see what the WPA committee is about and doing. Cherie informed the group that she has a list of existing committee members and another list of possible pending members that have shown interest in joining the committee. The people on the pending list we need to get confirmation that they defiantly want to join the committee and then we may need to vote in as per the constitution. Cherie said that she had sent

all interested people a copy of the agendas for the last two meetings and have not heard from back from them. Mike recommended that we call the interested people to follow up rather than send emails.

Nicola has resigned from the class rep role and will be leaving at the end of the year. Nicola said she had already done all the legwork for the year so it will be easy for someone to take over. No one volunteered at the meeting so Nicola will send Sam all the class rep information. Sam thanked Nicola for her class rep work.

Sam said a message went out via the class reps regarding joining the committee meeting however it unfortunately got missed in the school newsletter. It was decided that we would put a WPA banner/sail up at the disco to advertise the WPA. Cherie suggested that we could get some brochures made advertising the WPA, what we do, if they want to be on the committee, want to be a volunteer, or if they just want to learn more about the WPA and have our WPA contact emails for people to get in touch. Felipe recommended that we need to talk with people more about the WPA and what we do. The disco would provide a great opportunity to do this with so many parents attending.

It was discussed that we could also use the opportunity to inform parents of the next events for example parent drinks, and movie night. We discussed and agreed on a date for the next parent drinks being - Thursday 20<sup>th</sup> June possibly at Dillinger's being that it is central for most parents. Sam to organise. Felipe to put in the EDM.

**Entertainment Books** – Amy said there was a promo going this month which she had sent to the office to forward on to Felipe for advertising. Amy informed the group that we have had a couple of purchases go through and mentioned we can get 20% and sometimes a multi city which is approximately \$100. Amy suggested we advertise the entertainment books more. Felipe noted the graphic was for Mother's Day and Amy clarified it was for a Mother's Day month. Felipe will advertise. Sam suggested we could advertise with a poster at the disco. Brent and Sonja said we should let parents know how much we can make from them which may encourage parents to purchase or recommend and could put a sign up at the office.

**Junior Disco 2024** – Caroline has made a task list, and a budget for the WPA and is still needing volunteers from the junior school. Class reps to put out comms for more junior volunteers. Sonja volunteered to purchase the treats and deliver to the school. Brent is going to DJ.

Mike reported so far this year we have 20 juniors and 33 middles school that have purchased tickets. Ding reported in 2020 and 2021 we had sold 60 tickets online for junior disco and Sonja commented that in a previous year there had been plenty of door sales as well. Cherie said some haven't had chance to buy there tickets yet. It was decided to go ahead with a junior and middle school disco as arranged. Felipe will print off some posters advertising the disco to put up around the school. Caroline suggested a \$500 budget for the disco and all agreed. Sonja said she could also buy the decorations for the disco and disco prizes. It was agreed to 3 prizes for each disco at \$10 each.

Brent to do a sound check and to see Veronica on Friday. Ding to organise pizza orders and Benoit to pick up on the night. Sam to organise teacher invites.

### **Movie Night – 30 June 5pm Despicable Me**

Caroline confirmed the ticket website is live. Sam informed the group that the tickets are \$25 per ticket and the numbers of tickets are capped at 80 however if we sell more, they maybe able to offer us more theatres. It is 3% that the ticket site takes, and we pay \$11 per ticket so approximately \$13 plus the cost of a bag of lollies for example. Sam has organised a few raffle prizes that we can sell at the disco and at the movie night. Mike suggested that it is drawn at the following assembly after the movie night. Raffles are a scooter, Fix and Fog gift, Ferry tickets for Sommes Island, Whittaker's chocolate and a Mitre 10 gift.

### **Additional Items: - Fundraising**

**Wine Fundraiser** – Sam has arranged a wine fundraiser from 20<sup>th</sup> June which runs for 4 weeks. WPA will get \$40 per case. We need to decide which wine we would like to sell and have a choice of 6. The wine will be delivered 4 days after the close of date and it will be delivered in bulk to the school. There are strict guidelines where only an adult can purchase, and it must be picked up by an adult or delivered by one of the WPA. The children are not to be involved in anyway including they are not to take wine home for the parents. Amy suggested we sort out the logistics first so that parents are not put off with their ability to pick up an order. There could be set collection points set up.

**Merchandise** – Felipe reported to park the merchandise at this stage as it is currently too expensive.

### **Schools Foundation:**

**Artboun** – Will require WPA involvement and will be discussed closer to the time.

**School Production** – Sales of items at the production was discussed. Regarding merchandise Mike said there is a lot of contractual obligations for the production in what is required and allowed. Mike will investigate it and let us know.

**Class Reps 2024** – Nicola reported see has people for junior school and has some year 7 parents coming on. Nicola has been communicating with Belinda to reach out to the senior school.

**Principals Report:**

The school has been very busy with the roll sitting currently at 245 and are having strong growth in the junior areas, year 0 and year 1. Year 7 and school leaders attended National Young Leaders Conference where they have a lot of different speakers including William Pike who is running the school challenges for the senior school. Book Fair was great selling over \$4000 worth of books which raised \$1600 for books for Ronald Macdonald House. Parents teacher's meetings were attended by 95% of parents. In terms of sports, seniors have trials and colts have interschool tournaments. There are interschool matches lined up with Hereworth and Huntley. New PE teacher Kara Orr who has come from Heretaunga College has recently joined Wellesley. She has been teaching for about 6 years and provides great energy and communication to the role. Life Ed Trust with Harrod the giraffe will be attending again soon. The board are holding a strategic planning meeting this coming Sunday and is a part of a series of workshops where they collected information from senior students, staff and there will be a board and foundation meeting including inviting Sam as a parent rep. They are looking at property, staffing, extra-curricular activities. This will be shared in due course with the community once they have a clear vision.

**Treasurer's Report:**

Sent out to the committee with the meeting agenda. Caroline reported we spent \$1100 for Sunday Funday we collected \$188 for the raffle, Kids Art \$1300 which has been reported previously. Term 1 levies still due and we will be receiving them in due course.

**Other Items:**

Other fundraiser ideas were brought up in discussion such as selling chocolate, frozen biscuit dough, and pies. Mike indicated that he is opposed to any of children selling chocolate or items door to door but is happy with an online purchase and delivery option.

Amy asked where things were at regarding the photo for donated sports equipment. Mike to follow up with Sally and Kara.

Mike added that the school had invited Chole, a previous long standing WPA committee member (30 years) for a morning tea and they presented her with a gift as a thank you for her service to the school.

**Meeting ended:** 9.30pm

**Next meeting:** 11<sup>th</sup> June 2024, 7.30pm, online.

**REF: List of WPA Committee Members 2024**

<b>Name</b>	<b>Position</b>	<b>Son/s class</b>
Sam Batchelar	Chair	Year 4
Caroline Drury	Treasurer	Year 6
Cherie Burnett	Secretary	Year 6
Amy Anderson		Year 5
Belinda Zohrab-McConnell		Year 8
Brent Dickens		Year 6
Ding Wang		Year 5
Joanna McNicholas		Year 3
Mia Dong		Year 3
Michael Bain	Principal	n/a
Nicola Mackenzie -Maurd		Year 8
Rebecca Clancy		Year 8
Tatsat Mishra		Year 3

**REF: List of WPA Members Event Volunteers**

<b>Name</b>	<b>Son/s class</b>
Anna Lane	Year 3
Ruth Chinn	Year 6
Melissa (Mel) Curry	Year 6