MENPS PTA Term 2 Meeting Agenda
Tuesday 28th April 2026
Staffroom - 7pm - 8.30pm

1. **Welcome / Introductions**

   - **Present:** Svantje, Stacey, Chantal, Kitty Zhao, Hilary Edward, Sunny Nathu, Vitoria Couto
   - **Apologies**: Pam Clifford, Anjana Rele, Sarah Otley, Alan Jackson

2. **Follow ups / actions from AGM on 10 March 2026**

   - **Update on playground design / quote (Alan / Hilary)**. Board has agreed on a finalised design for the playground and are looking for dates to commence implementation. The final cost is not yet available. The school has proposed an estimated contribution towards the playground upgrade from the PTA of $60K for 2026 in addition to the $60k in 2025. The PTA requested that Alan shares final design with PTA once available.

     Action: Hilary / Alan

   - **Adoption of the Financial Report and Financial Statements to 31 December 2025** - this had been deferred pending discussion of queries with the treasurer. Defer again until the treasurer is able to provide a report.
   - **Hall Curtains** (Alan was going to check with the school's property people (Alan / Hilary). Installing curtains in the hall needs to be discussed with the Board and added to the strategic plan. It is not a priority at the moment so will be parked for now.
   - **Appointment of Officers / Exco Members**
     - The PTA's Executive Committee has the power under the Constitution to co-opt Officers / Exco-members to fill any vacancies.
     - The officer roles of Co-Chair (or Deputy Chair) and Co-Treasurer spots are still vacant. Following discussion, and confirmation of interest the Exco unanimously appointed
       1. Sunil Nathu as Co-Chair; and
       2. Vitoria Couto as Co-Treasurer
     - There remain three vacant Executive Committee Member roles.
   - Consider amendment of Constitution to reduce the quorum requirements for the AGM to 5 members and for the Executive Committee to be the PTA Officers plus 3 (not 6 members). (Chantal)
     - **Action: Chantal - Carry over as an action to be considered later in the year.**
   - PTA Bank Account authorities and access to PTA email account need to be updated as a priority to reflect new Executive Committee membership
     - **Action: Sunny and Vitoria to be added to the PTA email and passwords changed.**
     - **Action: Chantal - To investigate how to update the bank account authorities**

3. **Reports from Term 1 Events**

   - *Term 1 Whakatau* - Coordinated by Chantal. Great turnout. Positively received.
   - *Welcome picnic* - Coordinated by Svantje and Stacey. The event was well attended with support from the PTA parents and Skids. The candy floss machine was busy. There was discussion about whether to purchase another candy floss machine to reduce wait times. It was agreed that the PTA would consider other alternatives and review the position after the cultural festival.

- *Colour Run* Coordinated by Sunny Nathu and Svantje Reiber. Held on Friday 20 March. It was considered to be a great success. Gross proceeds were $21k, 411 fundraisers, net proceeds were $19k after commission and the cost of powders. Learnings:
    - do all inflatables the day before and store in music room, because it was very time consuming on the day.
    - Water was fine for the connections.
    - Next year will be smoother with experience from this year.
    - Engage vendors in advance at the end of this year so it is all organised for next year.
    - Need more parents to commit to help pre and post in particular - discussion about how to rally parents to help. Consider incentives and engagement to encourage parents to assist. Google sign up sheet went well but does rely on parents committing to be there on the day.
    - Need to lock in dates in advance.
    - From a school perspective, it can be logistically challenging.
    - Discussion about how to include the CAS unit student next year. The Exco is supportive of looking at modified format to enable CAS students can participate. Hilary acknowledged the PTA's accommodation of kids with special needs at this year's event. Noted that teachers will reinforce messaging that students are not allowed to touch / throw powder.
    - Discussion about whether the family run aspect incentivises fundraising.

    Action: Organising the fundraiser winners' pizza parties. Target Friday of week 6, Hilary will propose some dates. Sunny and Svantje will coordinate and sort numbers.

- *Weetbix Tryathlon* Sunday 22 March. Massive thanks to the organising committee of Ingi, Stacey, Carolyn, Chantal. Great success. About 45 families signed up to be part of the MENPS team (noting though that all MENPS families were welcome regardless of whether they'd signed up for the MENPS team. The PTA provided a sausage sizzle, drinks and baking for participants and parents. Thanks to the Hill family for the loan of the BBQ. There was some additional admin to obtain a BBQ permit from the organisers. Learnings for next year: Set up the gazebo the night before.

- *Year 1 Morning Tea* - Chantal gratefully acknowledged the assistance of Cindy Colenbrander on the day. About 20 Year 1 parents attended to meet other new parents. Sunny offered to help for future events.

- *Kapa kahui* - Coordinated by Svantje and Stacey and supported by many parent volunteers (including some new faces, which was great to see). The PTA acknowledged with gratitude the parent helpers. It was a successful event despite the issue with electricity which impacted on the PTA's ability to use pie warmers and bain maries, and in turn impacted on sales as food was heated in the hall and walked across, creating supply delays. The token cards went well. As a learning, to increase pricing flexibility, it was suggested that a $10 card with $1 increments be used next year. PTA will apply this learning to the cultural festival also. The PTA acknowledged with gratitude the generous quantities of baking that families provided. This kapa kahui was a one-off event as it will move to another school next year.
    - **Action: Svantje to follow up with the treasurers for a report on the financial outcome of the event.**

- *Term 2 Whakatau* - Coordinated by Chantal. There was a big turn out with thirty-nine families welcomed to the school community. The PTA provided light refreshments in the school library. Thanks to librarians Jess Kestle and Viv Kerr for providing a welcoming space for the PTA to host the parents.

4. **Secondhand Uniform Shop Update.** Kitty asked if it was possible for the uniform shop to have its own email to make clothing store orders / admin easier. There was a discussion of options (i.e. a new email under MENPS's PTA's Google suite, a standalone gmail address etc.

   Hilary raised a request for the second hand uniform shop to provide clothing support for a child. Kitty noted that some clothing items are in low (or no) supply. The Exco agreed to fund two new pairs of

pants to support Hilary's request if the second hand uniform shop is not able to supply following a request to the school community for donations of second hand uniforms generally.
Kitty reported that the second hand uniform shop continues to be busy, operating every second Thursday and cohort entry dates as volunteers are available. In terms of payment, bank transfers are preferable. The PTA acknowledged with gratitude Kitty and Mei for their work running the store.

- **Action: Svantje to follow up (a) Google suite option with Pam and (b) if not set up separate MENP Second hand uniform shop gmail address that Kitty and Mei + PTA officers can access.**
- **Action: Kitty will reach out to Shannon for a HERO post to call for second hand uniform contributions and additional helpers put out a note onto WeChat.**

5. **Treasurer's Report.** Deferred as the treasurer was not in attendance.

    - **Action: Svantje to reach out to Paula to arrange onboarding for Vitoria. Vitoria will review accounts to 31 December 2025 and provide feedback with a view to accounts being approved and submitted to the Charities Register by 30 June 2026.**

6. **2026 Event Calendar**

- Planning for Term 2 Events
    - **Cultural Festival.** Finding a sponsor is critical. Exco members explained to new members what the PTA's sponsorship proposition is and will share information from last year. In summary, the PTA invites sponsorship in exchange for mentions in newsletters, community comms, our FB groups. There was a discussion of how to organise this year's event based on learnings from previous years, and how to generate more parent support to enable the event to go ahead without over burdening Exco members. Immediate actions are to identify the stalls we intend to run this year and then potentially allocate stalls to each class and get parent sign-ups / commitments. Hilary can do a post if there are pre-made links that she can insert and / or comms from Alan asking parents to sign up for the stall that their class has been allocated. Svantje shared some of the sponsorship activities from last year.
- Planning for Term 3 Events
    - Parent social - need to set dates: Stacey shared dates. 5 or 12 September. Prior to term break.
        - **Action: Stacey to ask Sarah to decide on a date.**

Next meeting: Term 3 meeting – 28 July 2026