

# Minutes of the Papanui High School PTA Meeting held in the Staffroom on Monday 22<sup>rd</sup> February 2010 7.30pm.

## Present:

Denis Pyatt (Principal), Bronwyn Welsh (Deputy Principal), Jill Bowler, Cindy Hey, Julie Johnson, Julie Campbell, Jolene de Beus, Michelle Bainbridge, Liz Wilson, Liisa Kyle, Sharon Mills, Ann Tizzard, Jackie Batchelor, Trish Dalrymple, Lisa Thomson, Lillian Maunsell, Sarah Rose Ngatipa, Michelle Reid, Debra August-Jordan, Ngaire August, Nicola Garlich, Rose Imms, Kerry Schofield, Sue Taylor, Lee Chapman, Chris Pease, Christina Glover, Denis McMurtrie, Carole Lake, Roslyn Matheson, Millan Guurung, Purna Mangar, Lynda Gerken, April Neal, Carolynne Som, Jacqui Thompson, Janine Rich, Lynne Levick, Sharon Cleverley.

## Apologies:

Kathryn Woodcock, Vicki Somerville, Sandra Robertson, Nicky O'Rourke, Debbie Brown, Shona Brown, Christine Bennett, Chris Bolton.

Minutes of last meeting were accepted.

Colin/Sharon

## Matters Arising:

None

## Correspondence in:

Letter of resignation from Penny Gray. Thank you letters from students from 2009 who received prizes from PTA donations.

## Correspondence out:

None

Principal's report: (Given out at meeting)

## Board of Trustees:

None

## Treasurers Report:

## Financial Report for February Meeting 2010

First of all just a quick run down on the end of year financial accounts for 2009, we have the draft accounts at this stage and it is not looking particularly good for the year however as you are aware some changes have been made with the canteen and we are hoping for a greater income in the next year.

At present we are looking at being down around \$9,000 with some adjustments that may be made with the accounts it may only be \$7,000 but no better than that.

### January 2010 Accounts

Uniform Sales	4847
Interest	23
	4870

Accounting Fees	50
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Total surplus	4820	- however we have not yet paid out the cheques for uniform sales on behalf of yet.
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### Budget

This meeting we have to approve the budget for the coming year taking into account our lower canteen income for 2009 I have adjusted the budget accordingly

Canteen Sales	105000
Uniform Sales	10000
Interest	2500
Fundraising	6000
	123500
Accounting Fees	600
Audit Fees	2000
Book Prizes	1000
Canteen Purchases	65000
Donations to PHS	2500
PHS Catering	350
Canteen Assets	1000
Fundraising Expenses	500
Canteen Misc Expenses	400
PTA Subscriptions	100
Canteen Insurance	500
Stationery	100
Uniforms	6500
Wages	40000
	120550

It was explained that the canteen income was worked out on 171 days of whole school attendance and on those days bringing in \$550.00 per day (before GST) then there is about 25 days per year with just the year 9-10 and if we should bring in \$400.00 per day before GST.

The canteen expenses have remained the same as the actual for 2009, I am working on the fact that we are going to be buying smarter and in bulk this year so it should save us some money.

The fundraising is up on last years actual as we are planning on doing more fundraising this year.

We have split out the money we spend on catering for Papanui High school functions as in the past this has got lost in canteen expenses and it will be good to see how much we do spend on this.

There was some discussion regarding the EFTPOS and that it has been omitted from the budget at this stage it will be added to the final budget after tonight. The amount for this is around \$780 per year

### Canteen:

## 22 Feb – Canteen Committee Update

- New Menu completed - copy for all canteen committee
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- Monthly report – copy for all Canteen committee  
Read out for overall committee meeting
- Work threw Updated action plan – copy for all Canteen committee  
Staff morning teas now daily – slight concern with money short the first week. But Judy has spoken to the staff and no issues since. Average of 8 to 10 being sold daily at \$1.50 each

Time Sheets to be introduced as canteen staff. These will need to be handed in every Friday to Gay. Cindy to collect from Gay.

Labelling system of all saleable products, shelves, and kitchen containers implemented. Some labels still to be completed as a very big job.

Banking – Gayle reminded to hand into the office to bank as this will save time as Office go to the bank daily.

- New posters supplied by Judy. Ros put some up. Rest to be put up by Gayle by the end of this week.
- Broken equipment – See list on Canteen needs sheet and other notes.

- Ros, Judy, Gayle and Christine spent 14 February from 2pm to 4pm cleaning out the canteen and setting up in a better working order. Overtime was organised and paid to Gayle and Christine

Roslyn spent Thursday 18 Feb in the canteen with Gayle and Christine to see how the canteen process worked. Not sure how they managed with all the broken equipment and not enough knives, cutlery, plates. New canteen staff first week and a roster of 1 week in 3 has been created by Judy.

Please see canteen needs – all has been purchased by Cindy and Ros except the Rice cooker, Sandwich press and Urn which needs to be signed off by the canteen committee and overall committee. Rice cooker signed off last year but have been waiting for a sale.

Many concerns were noticed on that day, but as a new menu has just been introduced we do need to give staff time to establish a routine.

## Canteen Needs

Completed	Empty Ice Cream Containers to store chicken for freezing
Purchased	Knives as only 2 large and 2 small all blunt in stock – Chefs knives to be purchased 6 in total
Purchased	20 Tea towels all same colour – all old ones looking very sick
Purchased	Commercial Sanitizer 5 litres - health regulations
Purchased	Dish wash 5 litres (bulk buying from know on)
Completed	Double sided tape
Completed	White board markers all colours
Completed	Permanent markers all colours
Completed	Safe food handling posters, and new posters – need to go up ( Gayle said this week)
Purchased & made <b>Judy to order</b>	Labels for food – everyday, sometimes, Occasional in colours 5 pairs tongs
Purchased	1 Cheese grater with handle - large
Purchased	1 pair scissors

Purchased	1 spray bottle for – Commercial Sanitizer
Purchased	1 board – half bulletin and half white board – <b>Needs to be put up</b>
Purchased	1 conscenta file for all filing
Purchased	1 container for Apricot sauce – eg margarine size
1 pair purchased Purchased	2 x non stick tongs
Purchased	2 x non stick slice
Purchased	Chopping boards two old in stock - 2 x sets needed ( Blue, Brown, Green, Yellow, White, red) for food types)
<b>Kambrook 4 slice \$149 quote only for committee Quote\$139.99</b>	Toastie Sandwich Press – One in currently smoking & volume of panni's 7 toasties need two to work with
??	Rubber Mat – winter, wet days (water all over floor on wet days)
<b>Cindy</b>	Dinner plates
Purchased x4 each	Knife, fork, spoon set
<b>Quote – Tefal (\$99.99 10 cup Ros to get</b>	Rice Cooker = large – signed of at last committee meeting
	3 x 10 or 20 litres buckets for flour and scone mix, rice

**To fix talk to Dennis re Phil doing this.**

Cords hanging down – unsafe  
Shelving in store room not wide enough plus on extra shelf  
Bulletin – cord and white board to be put up.

**Ros to arrange fixing if possible**

Fridge heating up and light broken – Contractor rung and now working not completed whole job (light still not working) \$337 + gst

Oven Turbo not working and also light – Fixed

Water jug leaking – Ros to arrange new attachment  
Hot dog – not working again – is it really needed  
Water Urn leaking  
Glass broken on Pie warmer – again.

Thanks was extended to Ros M and Judy Coleman for outstanding efforts to get the canteen up to speed.

**Uniforms:** *(Lynda Gerken)*

Had some great sales and many thanks to helpers from last year. Decided to have 2 sales per term,  
(week 2 and week 8). Next sale will be 23 March at 3.30pm. Helpers needed, so anybody interested can contact Lynda at 352 1032 or the Secretary 323 7070.

**Fundraising:**

Colin Hey discussed his proposed plan for fundraising this year. Copies available from him at next meeting. Proposed : Denis M/Carolynne Som

**General business:**

1. Year 9 evening, 10 March 2010. Need helpers from 8.00 pm . Lynne L, Sharon C, Michelle B.
2. Dates for future meetings will be in the March minutes .
3. Will try to email everybody to let you know when minutes are available on website.

**Meeting closed : 8.45pm/2045hrs**

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**Note:::::AGM 7.00pm in Staffroom Monday 22 March 2010.**

**Next PTA meeting to be held 7.30pm on Monday 22 March 2010**