



# GREENHITHE SCHOOL PTA MEETING MINUTES

MARCH 2022

<b>Date:</b>	08/02/2022	<b>Location:</b>	Zoom
<b>Time:</b>	7.00pm	<b>Chair:</b>	Gaynor
<b>Attendees:</b>	Gaynor Topham, Tilly Harvey, Anna Tonkin, Anna Chetty, Charlotte Legget, Carlene Clarke, Mel Hurst, Claire Crutwell, Jacqui Durrant, Amy Hulme, Rebecca Simpson-Heine, Kelly Knowles.		
<b>Apologies:</b>	Stephen Grady, Sharon Elliott, Lorna Bevington Grant, Sjaan Evans		
<b>PTA comms</b>	PTA Crew 2022 Whatsapp group is used for quick and easy comms! if you are not on this group please let someone know, everyone is set up as admin so can add people		

## AGENDA

<b>Agenda Items</b>	<b>Committee Member</b>
<p><b>Meet and Greet -</b> What we are all about. We are there to support the school by raising funds for the extra “fun” things that aren’t covered by MoE etc.</p>	Gaynor
<p><b>Treasurer's report -</b> 2nd hand uniforms bought in \$1230 with no outgoing Juicies have bought in \$945.50, with expenses of \$468.26. Bank account has just over \$17K cash. School has requested a \$10K transfer to allow for purchase of sunscreen and various other things.</p>	Tilly
<p><b>Social Media and comms -</b> We now have 390 followers on Facebook. Going up every time a message goes out. Getting more communications out on various channels is the plan for this year: E-tap school email announcements, Seesaw, PTA FB page, and the Greenhithe Community page. School website has the minutes from the meetings on the PTA page. We have someone in school that can translate comms into Mandarin We can add to the regular school newsletters, look to include - our calendar of events, volunteers needed, donations needed for raffles, businesses wanting to support and sponsorship opportunities, what are we doing with funds raised</p>	Mel
<p><b>School disco -</b> Gaynor is looking for someone to take on the running of the discos. This is all set up and ready to go. Anna Chetty has offered to take this on, with Gaynor’s assistance.</p>	Gaynor, Anna C and Charlotte L

Charlotte Leggett has offered to help also. Option to put a disco into term 3 (terms 1 and 4 is just too hot in the hall with all the blinds down).	
<b>Juicies</b> We have a good core of people running it now. Just covering off people in isolation this week, but all is going well	The Juicies ladies :)
<b>New Entrants</b> Claire C has written an email ready to go to Gaynor and Mel which will go New Entrants parents or in the new entrants pack	Gaynor
<b>Golf Day</b> No update this month - still a while away	Claire and Aaron
<b>Read-a-thon</b> Option for an easy fundraiser, can tie it in with Book Week which is likely to be beginning of Term 4 but TBC. School is very keen (not too onerous on teachers). Rebeccas is keen to be involved in organising this one. Mel has some details for Raise It - sounds like it could be a really good fundraiser with other schools raising upwards of \$20K.	<b>Rebecca and looking for other volunteers for this event</b>
<b>Donation Boxes</b> Maeke to look at making a few donation boxes for the local businesses. Art competition for decorating them for year 3s. Look to promote it on FB page, PTA picks the winner	Kelly
<b>Christmas on the Green (COG)</b> No update this month	Lorna and Mel
<b>Carboot Sale</b> Have had a sub meeting, and whilst April is not achievable, plans are for September. Projected income of around \$2500. Need to make this a low effort event to get the biggest return.	Sjaan
<b>PTA Calendar Fundraiser</b> Bowring Print have offered to do the printing This is planned for Term 2. Carlene is keen to be involved in this one and we need to get moving on it!	<b>Carlene and looking for volunteers</b>
<b>Quiz Night</b> Claire S has offered to run with this idea Volunteers: Carlene Clark, and Charlotte Leggett	Claire S, Charlotte L, Carlene
<b>Second hand uniform sale -</b> We made \$1250 on the last sale. Agreement to try and do once a term. Option to add to Car Boot sale event if we do it	Mel
<b>Calendar Art</b> Looking to do at the end of Term 3/ beginning of Term 4.	Sabrina TBC
<b>Pizza Lunch</b> We have been given the go ahead from the school to do this. Can we get one in before end of Term 1?	Bridgette, Jacqui and Anna Tonkin
<b>School Production/Art Exhibition (please note these run alternate years)</b> - Production Tshirts raised a good amount of \$ last year but for 2022 there is no production. For 2022 is the Art Show/Art Exhibition and there is an opportunity to use this artwork for the calendar fundraiser. At the art exhibition opportunity to do some form of PTA fundraiser - once Kelly know theme we can work around this	Art exhibition idea TBC and will need to have peeps on it

<b>Action Items</b>	<b>Committee member</b>
<b>Transfer \$10K to School</b>	Tilly
<b>Contact list</b> - update contact list with new members	Gaynor/ Tilly
<b>New Entrants PTA email</b> - Claire has written - send to Gaynor/ Mel. Once ready Gaynor will talk to Stephen about it	Claire C/ Gaynor/ Mel
<b>Fundraiser info and contacts collated</b> eg. companies that give discounted sausages, give away prizes, business that sponsor. Note that we need to say thank you to these businesses/people post the event! This may get organically done with the Calendar raffle?	<b>Looking for a volunteer!</b>
<b>Calendar Raffle</b> Carlene is keen to help on this but need more people to help bring it together	<b>Looking for volunteers</b>
<b>Preloved school uniforms</b> - confirm next date for this, drive to collect old uniforms and promo of the event	Mel
<b>Principles newsletter - content for the PTA section</b> This is done every fortnight by Stephen. Look to share our calendar of proposed events, ensure there is different content	Mel and Gaynor
<b>Pizza lunches</b> - We have been given the go ahead from the school to do this. Jacqui Durrant and Anna Tonkin are keen to help/be the pizza crew Can we get one in for term 1??	Bridgette

#### SCHOOL TO ACTION

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- **Donation boxes** - can school caretaker (Maeke) make 4 of these
- **Book week** - confirm the date of this so we can start plans for read-a-thon
- **Calendar art** - confirm that Sabrina is happy to do this
- **Art Exhibition** - confirm the plan/them and dates of this so PTA can work in a fundraiser
- **Future PTA meeting dates** - please confirm these work for you guys :)

#### NEXT MEETINGS

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**12th April 2022**

Later dates which are TBC: **3rd May 2022, 7th June 2022, 5th July 2022**

#### PTA VACANT ROLES

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- All parents and caregivers are automatically members of the PTA - it is not by invite, all are welcome!

No vacant roles in the committee leaders positions at the moment

## PTA CALENDAR OF FUNDRAISING EVENTS FOR 2022

<b>TERM 1 - Thursday 3rd February - Thursday 14th April</b>	<b>Who's on this project!</b>
Uniform Sale - Sunday 23rd Jan 4-5pm	Mel H, Marina, Lorna, Claire S
Juicies Sales - friday arvos	Gabi, Albena and Anna Tonkin, Anna Chetty plus others helping!!!
Pizza Lunch - TBC?	Bridgette, Jacqui and Anna T
<b>TERM 2 - Monday 2nd May - Friday 8th July</b>	<b>Who's on this project!</b>
Disco (themed) - Friday 1st July	Anna Chetty, Charlotte L and Gaynor
X Country Sizzle & Juicies - Tuesday 31st May	Mel H
Fundraising Calendar	Carlene and will need a crew
Quiz Night	Claire S, Charlotte L, Carlene
Pizza Lunch	Bridgette, Jacqui and Anna T
Uniform Sale	Mel H, Marina, Lorna, Claire S
<b>TERM 3 - Monday 25th July - Friday 30th Sept</b>	<b>Who's on this project!</b>
Car Boot Sale - proposed 17th Sept?	Sjaan plus a crew are all set
Calendar Art	Sabrina - tbc?
Art Exhibition	Needs a Lead and a crew
Pizza Lunch	Bridgette, Jacqui and Anna T
? Disco (unthemed)	Anna Chetty, Charlotte L and Gaynor
Uniform Sale	Mel H, Marina, Lorna, Claire S
<b>TERM 4 - Monday 17th Oct - Thursday 15th December</b>	<b>Who's on this project!</b>
Book week linked Read-a-thon	Rebecca - will need a crew
Athletics Sizzle & Juicies - 15th November	Mel
Golf Day - Thursday 17th November	Claire & Aaron - this will need a crew
Christmas on The Green - Proposed date Friday 9th Dec	Lorna and Mel H -this will need a crew
Year 6 Leavers T-Shirts	Gaynor
Juicies	Gabi, Albena and Anna Tonkin, Anna Chetty. Additional helpers: Claire C, Mel H
Uniform Sale and drop off for donations	Mel H, Marina, Lorna, Claire S

### COLLATION OF PTA POTENTIAL FUNDRAISING IDEAS

- Juicy ice blocks sold at school date/in the carpark - need volunteers to run
- Pizza lunches - see action below for school
- Heat the school pool > currently refurb's are first on the agenda
- Sir Edmund Hilary's pick put on Trade Me. Quick fire raffles at Christmas in the Green.
- Spellathon/Readathon - Mel looking into getting info from Central School.
- Year 6 Leavers Shirts
- Donation boxes at businesses
- Looking to create Gardening Club (for the veggie plot by the stairs) that PTA sponsors the equipment
- Cans for loose change and good deeds, run as a class competition.

- Fundraising calendar raffle - winner announced each day on FB page - item in actions
- Car Boot sale in school car park, run a sausage sizzle, get the coffee van, face painters, a band? Use it to get rid of some of the PTA leftovers
- Need to think ahead to COVID world where we can't have CoG or Golf Day
- Quiz night - something you can do outside of school hours
- Virtual Horse Racing event
- Movie night on the field.
- New entrants email in lieu of not having the new entrants picnic. Look to include: download on the PTA, what we do, our events, how to get involved: volunteer, sponsorship, donations etc
- Stationery Packs - consolidate, reuse/ repurpose/ PTA sort packs to be a fundraiser - reminder to talk more to this idea in the next meeting
- Donation boxes, year 3 competition to decorate them, post on FB