



GREENHITHE SCHOOL PTA MEETING MINUTES

APRIL 2022

Date:	12/4/2022	Location:	School staff room
Time:	7.00pm	Chair:	Gaynor
Attendees:	Gaynor Topham, Mel Hurst, Sharon Elliott, Charlotte Legget, Gabby Aranky, Charlotte Glidden, Claire Steel, Aaron Aisher, Lorna Bevongton-Grant, Carlene Clarke, Kelly Knowles.		
Apologies:	Tilly Harvey, Anna Tonkin, Anna Chetty, Sjaan Evans, Rebecca Simpson-Heine, Marina Safronov		
PTA comms	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

<i>Agenda Items</i>	<i>Committee Member</i>
<p>PTA Introductions: PTA leadership: Chair - Gaynor Topham Treasurer - Tilly Harvey Comms - Mel Hurst Secretary - Sharon Elliott</p> <p>Reminder that the role of the PTA is to support the school, Stephen (the principle) manages the school and the Board governs the school. All parents and caregivers to students at Greenhithe School are automatically members of the PTA! We are all volunteers with other commitments in our lives so we approach PTA with the 'many hands make light work' thinking.</p> <p>What PTA funds can go to this year: - big sun cream pump bottles for each classroom - finish off repainting of lines of school playground - new tables in the school hall - projector for the school hall - create more shade areas with fake grass - 2 viable spots identified</p>	NA
<p>Treasurer's report -</p> <ul style="list-style-type: none"> - Firstly my apologies for not being able to present this report in person. - A great month and an end to Term 1. We completed our Juicies run and we also had a very successful pizza lunch. - Most of this is information that is already to hand, but a huge thanks to the teams involved in getting these fundraisers 	Tilly

	<p>working. We managed to get payment for all the pizzas, through some great follow up work, all parents came through.</p> <ul style="list-style-type: none"> - NET income from Juicies since the beginning of the year is \$892.54 - NET income from Pizza day was \$1274.03 - Other expenses from PTA this month included the Kapa Haka Uniforms which was agreed to in 2021 and the transfer to school for \$10K. - Breakdown attached to the meeting minutes 	
	<p>Social Media and comms -</p> <ul style="list-style-type: none"> - We now have over 400 followers on Facebook - E-tap messages are looking awesome, so much clearer/easier to read - well done Mel! - Translation into Mandarin and posting on Wechat site is now in place and working well 	Mel
	<p>Second hand uniform sale - 1st May Stock levels looking better, bit of sorting to do prior to the sale: washing lost property, sorting the recent donations into size boxes, promo the event nearer to the time but on track</p>	Mel
	<p>Cross Country - sausage sizzle and juicies - 31st May Mel's dad is our go-to guy! Look to utilise the online order form and run as pre orders only, helpers potentially needed on the day or tallying up orders etc - Mel to advise</p>	Mel
	<p>Pizza Lunch - 1st April Amazing effort on this and \$1274.03 raised Term 2 date TBC along with a review of how the last one went and what we can do differently for improvement and keep doing for the successful stuff. Aware that there are school lunch orders back on in term 2 - may impact?</p>	Bridgette, Jacqui and Anna Tonkin
	<p>Calendar Raffle Fundraiser - August</p> <ul style="list-style-type: none"> - This will now be an August calendar rather than July due to school hols interrupting draws/buzz - Agreed on 2000 print run, 2 weeks for design, proof, printing - Have printed and ready to go home with kids in early July. - Each kid gets x5 to take home, options to get more as we will have some spares - Need to get Tilly across payment reconciliation, no payment no win if your ticket is drawn. - Agreement that our prizes overall value will be \$3.5k (roughly \$100 voucher or service for each day of the month). - Run a competition for which class sells the most gets a pizza lunch paid for by the PTA - Film the draw for legal purposes and also for social - Draw must be an impartial person - local police or a JP - See action points below for next steps 	Charlotte Glidden, Carlene, Mel Highett, Claire and Sjaan
	<p>Calendar Art - mid September This is a term 4 fundraiser. Art exhibition dates are now confirmed and this will be 14th Sept which will tie into the calendar art sale via a company that organises (name TBC). Parents will be able to buy calendars, mouse mats, diaries, notebooks for xmas with their kids artwork on the front</p>	Gaynor
	<p>School disco - 1st July - Theme - crazy hair Look to have a 'parents drop in' set up in a nearby class room (previously we have had the Board giving an update or Albany Junior High School come in and chat). Will kick into this event in May Option to have another Disco in term 3 if crew are able to - will decide end of Term 2</p>	Gaynor, Anna C, Anna T, Charlotte L and Gabby

<p>New Entrants comms about PTA This is a roll over from last month - idea to create an email that can go out to new parents which Mel will organise. Also looking at adding a message from the PTA on the new entrants form.</p>	Mel
<p>Read-a-thon - 25 October Tie this to book week which we have dates confirmed as the two weeks Tuesday 25th October through to Wednesday 2nd November, so a term 4 event. We have a read-a-thon guide from Raise It which will help bring timeline together - more info to come on this.</p>	Rebecca and Gaynor
<p>Quiz Night In the school hall with teams/tables of 8-10, fancy dress with prizes for the tables, BYO food and beverages + a rubbish bag. Believe it or Not quiz company who will give us a school fundraising price. Harcourts to sponsor and Shane Corteze to be the quiz master/MC. Looking at getting prizes to auction - these will be items and experiences rather than vouchers which we are doing for the raffle calendar. Cost was \$20 pp in 2019. Look at \$25 pp or table \$250 for a discounted price and incentive to buy. Focus the fundraising around the auction, silent auction and fun games which is where the money is made: coin toss, paper plane task, buy answers to questions auction etc. Look at doing it on a Saturday. Looking at the end of term 2, potential date 18 June</p>	Claire S, Charlotte L, Carlene

Action Items	Committee member
Preloved school uniforms - promo event, check helpers all available	Mel
Cross Country - sausage sizzle and juicies - 31st May - helpers on the day needed? Support in tallying order needed? Tell us what you need!	Mel
Pizza lunches - review of the last one (Brigitte and Gaynor) and set date for Term 2.	Bridgette & Gaynor
Calendar Raffle Fundraiser - August - Contact St Johns school and ask how they got the 'good/big brand' to be donate vouchers	Gaynor
Calendar Raffle Fundraiser - August - finalise the wording to be used for approaching business and for the what they need to provide and by when, get spec of logo details from Charlotte	Gaynor
Calendar Raffle Fundraiser - August - 31 prizes to be confirmed by 9th May (GT to confirm as we worked through different dates and I am not 100% sure - will pop onto the chat)	Gaynor
Read-a-thon - 25 October Review the guide to a read-a-thon and advise on timeline/when we need to getting onto this	Rebecca
New Entrants comms about PTA This is a roll over from last month with the creation of an email that can go out to new parents and in addition adding a message from the PTA on the new entrants form.	Mel
Quiz Night Confirm date, costs, sponsorship, timeframes etc. This will enable tasks to be identified and delegated.	Claire

SCHOOL TO ACTION

- **Calendar art** - Kelly to send Gaynor contact for picking this up

NEXT MEETINGS

3rd May 2022, 7th June 2022 and 5th July 2022

PTA VACANT ROLES

- 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

TERM 1 - Thursday 3rd February - Thursday 14th April	Who's on this project!
Uniform Sale - Sunday 23rd Jan 4-5pm	Mel H, Marina, Lorna, Claire S, Gaynor
Juicies Sales - Friday arvos	Gabi, Albena and Anna Tonkin, Anna Chetty plus others helping!!!
Pizza Lunch - Friday 1st April	Bridgette, Jacqui and Anna T
TERM 2 - Monday 2nd May - Friday 8th July	Who's on this project!
Preloved uniform sale - Sunday 1st May	Mel H, Marina, Lorna, Claire S, Gaynor
X Country Sizzle & Juicies - Tuesday 31st May	Mel Hurst
Disco (crazy hair theme) - Friday 1st July	Anna Chetty, Charlotte L and Gaynor
Pizza Lunch - date TBC June?	Bridgette, Jacqui and Anna T
Quiz Night - 18th June TBC	Claire S, Aaron, Charlotte L, Carlene and Sjaan
TERM 3 - Monday 25th July - Friday 30th Sept	Who's on this project!
Car Boot Sale - proposed 17th Sept? TBC	Sjaan plus a crew are all set
Calendar Raffle Fundraiser - August	Charlotte Glidden, Carlene, Mel Highett, Claire and Sjaan
Calendar Art - September	Gaynor
Art Exhibition - 14th September	Needs a Lead and a crew
Pizza Lunch - date TBC	Bridgette, Jacqui and Anna T
? Disco (unthemed) - date TBC	Anna Chetty, Charlotte L
Uniform Sale	Mel H, Marina, Lorna, Claire S, Gaynor
TERM 4 - Monday 17th Oct - Thursday 15th December	Who's on this project!
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, Anna Tonkin, Anna Chetty.
Uniform Sale and drop off for donations	Mel H, Marina, Lorna, Claire S, Gaynor

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 is 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