



Greenhithe School PTA Meeting Minutes

May 2022

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| Date: | 10/5/2022 | Location: | The Malt |
| Time: | 7.00pm | Chair: | Gaynor |
| Attendees: | Gaynor Topham, Tilly Harvey, Mel Hurst, Gabby Aranky, Charlotte Glidden, Aaron Aisher, Lorna Bevington-Grant, Anna Tonkin, Marina Safronov, Sjaan Evans, Kelly Knowles. | | |
| Apologies: | Anna Chetty, Carlene Clark, Bridgette Wilson, Charlotte Legget, Sharon Elliott, Claire Steel, Mel Hight, Claire Crutwell, Jacqui Durrant, Rebecca HS | | |
| PTA Comms | The 'PTA Crew 2022' Whatsapp group is used for quick and easy communications. If you are not in this group, please let someone know, everyone is set up as admin so can add new people. | | |

AGENDA

| Agenda Items | Committee Member |
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| <p>PTA Introductions: PTA Leadership: Chair - Gaynor Topham Treasurer - Tilly Harvey Comms - Mel Hurst Secretary - vacant position - see details on page 4</p> <p>Reminder that the role of the PTA is to support the school, Stephen (the Principal) 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:</p> <ul style="list-style-type: none"> - big suncream 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 - two viable spots identified | Gaynor |
| <p>Treasurer's report -</p> <ul style="list-style-type: none"> - \$10k in the PTA bank account - Transactions this month are all related to the Pizza Lunch - \$1274 raised from Pre-Loved Uniform sale - Eftpos machine available to use outside of school hours for the PTA. Training/how to for those wishing to use it via Rochelle (our PTA liaison connection) in the office. Will be great for uniform sale, Christmas on the Green etc. - The school is looking at Kindo, a school payment software. This would be great for PTA as all orders/payments for pizza lunches, sausage sizzles, juicies, pre-loved uniform sales, disco tickets etc | Tilly |

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| | <p>can run through here. It will be great for parents too as school donations, activity fee and lunch orders etc go through the one portal...and it is easy to use! More info on this when and if it happens.</p> | |
| | <p>Social Media and comms -</p> <ul style="list-style-type: none"> - Increase in FB followers of Greenhithe School PTA page. - New entrants document now give info on PTA, this includes: contact details, our FB page, the school website PTA page, info on preloved uniform sales etc. - PTA leaflet in the office needs updating - added as action below. | Mel |
| | <p>Cross Country - Sausage Sizzle and Juicies - Tuesday 31st May</p> <ul style="list-style-type: none"> - Helena de Ruyter from Barfoot & Thompson is sponsoring the event which will provide: a gazebo for the BBQ, sausages, ketchup, napkins, oil, juicies etc. Helena will also have flags out on the course. Helena has a strong association with Greenhithe as a local herself, she is involved in the Pony Club and used to work in the school office for many years. - All the BBQ stuff will be transported down to Wainoni by Maeke (school caretaker) and someone needs to be there to help set it up. - Look to use PTA chilly bins to keep sausages warm and juicies cold. - Kids will be eating between 12pm-1pm. - Check of the BBQ supplies is required before ordering - action added below. - Mel has applied for the Heller sausage fundraiser pack: all the stuff needed for a sausage sizzle is donated/delivered and plans to do this for Athletics Day Term 4 as it needs to be booked in early. | Mel, Anna T and Claire Crutwell |
| | <p>Pizza Lunch - 1st April</p> <ul style="list-style-type: none"> - Review of last term's pizza lunch fundraiser showed it was really efficient and a big improvement on last year. Opportunity to have the class lists show the number of slices to make it easier for sorting on the day. - Date for Term 2 is Friday 17th June. | Bridgette, Jacqui and Anna Tonkin |
| | <p>Calendar Raffle Fundraiser - August</p> <ul style="list-style-type: none"> - As of 11/5/2022 only 2 prize spots left to fill. - Great work by Charlotte G on the mock that was shared at the meeting - it looks great! - Gaynor has collected some prizes which are now stored in the 'inside' PTA cupboard. - Hard deadline for prizes and logos TBC on the group chat. - Next elements to divide and conquer on are listed below but there will be more - this will go on the group chat to action: <ul style="list-style-type: none"> - 2000 print run was the plan but option to increase? - Fine print on ticket linked to the above - Info to parents/teachers: letter home, Seesaw, FB - Arranging a local JP to do the draws - How, when we give prizes out & who is doing this - Template for prize winner announcements on FB - Newsletter shoutout to those that have donated prizes | Charlotte Glidden, Carlene, Mel Highet, Claire and Sjaan |
| | <p>School Disco - Friday 1st July - Theme 'Crazy hair'</p> <ul style="list-style-type: none"> - By the end of May, need to have the audit for stock completed - Elements discussed and agreed in the meeting <ul style="list-style-type: none"> - 5p to 6pm Years 1-3 and 6:15pm to 7:30pm for Years 4-6 - \$7 per ticket - Sit down area for sausage sizzle | Gaynor, Anna C, Anna T, Charlotte L and Gabby |

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| <ul style="list-style-type: none"> - Look at a small ice block option to sell/consume in the sit down area - Year 6 leaders create a photo frame, have in the entrance area with dress up stuff, sell the photos - Gaynor will get some action happening in the group chat on these bits over the next wee while! | |
| <p>Read-a-thon - 25 October</p> <ul style="list-style-type: none"> - Rebecca and Gaynor to have a meeting with Stephen this term to get things starting to move. | Rebecca and Gaynor Marina keen to help out too |
| <p>Quiz Night - Saturday 30th July</p> <ul style="list-style-type: none"> - New date for Term 3 Saturday 30th July - Sponsored by Aaron Aisher from Harcourts (and PTA member!!) is sponsoring the event - Claire has found a quiz master with fully digital set up that does a 'school/charity' rate which is now locked in - We will look to have an auction and some games between rounds - Need to start thinking about quiz night prizes and be aware of not going to the same companies again and again - More to follow from Claire on this :) | Claire S, Charlotte L, Carlene |
| <p>Matariki - Thursday 23rd June the school will be open from 12:30pm)</p> <ul style="list-style-type: none"> - Look to have a PTA stand somewhere, liaise with Charlene Boyd | |
| <p>Ideas for future fundraising came up - if you are keen to pick one of these ideas up to make it happen, reach out to Gaynor!</p> <ul style="list-style-type: none"> - Entertainment books (now also a handy app!) Need to sell 10 or more to make profit, best to get them around June time. - Sjaan's uncle has two bouncy castles - great at our events such as; Art exhibition, carboot, COG type events. Obviously only to be used in good weather. - Plant sale. - Year 6 band - option to have them at other events like carboot sale, Christmas on the Green etc. - Ask for baking donations for some events to sell: Matariki, carboot sale, art exhibition etc. - Ask local artists to exhibit their work at the school art exhibition in Term 3, we take a commission if sold. | |

| Action Items | Committee Member |
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| PTA leaflet in the office needs updating | Mel |
| Check of the BBQ supplies is required before ordering for Cross Country | Mel - Gaynor happy to help! |
| Calendar Raffle final cut off date for prizes and next elements to sort | Charlotte Glidden, Carlene, Mel Hight, Claire and Sjaan |
| Disco sorting info to come on the group chat for this fundraiser: Gaynor to set a date to audit stock, bits of admin will need sorting: tickets ready and with office to be printed, posters ready. Sorting the order of water, sausages,bread, ketchup, ice blocks, lollies for lolly bags and do a working bee to get done a few days before. | Gaynor |
| Lock in meeting with Stephen for Read-a-thon next steps | Gaynor |
| Get the desktop computer specs to Gaynor | Carlene |

SCHOOL TO ACTION

- Carlene has 20 desktop computers her business is giving away, they are only 5 years old, there may be some screens too. Stephen is talking to the schools ICT people if these can be utilised by the school, action once the spec info is in.
- Year 6 leaders to make a giant sized photo frame for the disco for the photo idea.
- Confirm Art Exhibition dates and times.

NEXT MEETINGS

- 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!
- Secretary role is open - details below, please contact Gaynor (greenhitheschoolpta@gmail.com) if this is something that you are interested in:

The role.

The two main jobs of the secretary are to keep the official records of meetings through the minutes and to deal with all inwards and outwards correspondence.

Key responsibilities and outcomes.

- Liaison with the Chairperson – agenda and general running of the organisation and meetings.
- Minute taking and circulation to PTA members and into the school board.
- Ensure the minutes are uploaded onto the school website.
- Keep comprehensive records.
- Maintain PTA inbox and post that goes to the school.

Attributes, traits, background and skills.

- Organised and proactive in nature.
- Possesses strong administration skills.
- Proficient in Microsoft Word and working on email.
- Transparency and attention to detail are essential.

PTA Calendar of Fundraising Events for 2022

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| TERM 2 - Monday 2nd May - Friday 8th July | Who's on this project! |
| Preloved Uniform Sale - Sunday 1st May 4-pm | Mel H, Marina, Lorna, Claire S |
| X Country Sizzle & Juicies - Tuesday 31st May | Mel H, Anna & Claire C |
| Pizza Lunch - Friday 18th June | Bridgette, Jacqui and Anna T |
| Disco (themed) - Friday 1st July | Anna Chetty, Charlotte L, Gabby Anna Tonkin and Gaynor |
| TERM 3 - Monday 25th July - Friday 30th Sept | Who's on this project! |
| Quiz Night - Saturday 30th July | Claire S, Aaron, Charlotte L, Carlene and Sjaan, Gabby, Ashleigh |
| Calendar Raffle Fundraiser for the month of August | Charlotte Glidden, Carlene, Mel Highet, Claire and Sjaan |
| Car Boot Sale - proposed 17th Sept? | Sjaan plus a crew are all set |
| Calendar Art | Kelly - the School sorting |
| Art Exhibition - date TBC | Needs a plan, a lead and a crew |
| Pizza Lunch - date TBC | Bridgette, Jacqui and Anna T |
| Disco (unthemed)? | Anna Chetty, Charlotte L +others |
| Preloved Uniform Sale | Mel H, Marina, Lorna, Claire S |
| TERM 4 - Monday 17th Oct - Thursday 15th December | Who's on this project! |
| Book week linked Read-a-thon - date TBC | Rebecca & Gaynor, Marina keen to help |
| Athletics Sizzle & Juicies - 15th November | Mel |
| Leavers T-Shirts - November | Gaynor |
| Golf Day - Thursday 17th November | Claire & Aaron - this will need a crew |
| Christmas on The Green - Proposed date Friday 9th December | Lorna, Sjaan, Gabby -this may need more of a crew |
| Juicies - on Fridays when it's warm enough! | Gabby, 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 - some are in the 2022 planned fundraisers

- Juicy ice blocks sold at school date/in the carpark -
- Pizza lunches
- Spellathon/Readathon
- Year 6 Leavers Shirts
- 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

- 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
- Quiz night - something you can do outside of school hours
- 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.
- Looking to create Gardening Club that PTA sponsors the equipment - veggie gardens are being moved May 2002
- Donation boxes at businesses
- 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
- Need to think ahead to COVID world where we can't have CoG or Golf Day
- Virtual Horse Racing event
- Movie night on the field.
- Stationery Packs - consolidate, reuse/ repurpose/ PTA sort packs to be a fundraiser - reminder to talk more to this idea in the next meeting