



# Greenhithe School PTA Meeting Minutes

June 2022

<b>Date:</b>	7/6/2022	<b>Location:</b>	The school staff room
<b>Time:</b>	7.00pm	<b>Chair:</b>	Gaynor
<b>Attendees:</b>	<i>Gaynor Topham, Tilly Harvey, Mel Hurst, Sjaan Evans, Charlotte Leggett, Claire Cruttwell, Rebecca Simpson-Heine, Isabella Ma, Anna Tonkin, Carlene Clarke, Claire Steele, Lorna Bevington, Anna Chetty, Kelly Knowles.</i>		
<b>Apologies:</b>	<i>Gabby Aranky, Aaron Aisher, Mel Highet, Charlotte Glidden, Bridgette Wilson, Marina Safronov</i>		
<b>PTA Comms</b>	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

<b>Agenda Items</b>	<b>Committee Member</b>
<p><b>PTA Introductions:</b>            PTA Leadership: Chair - Gaynor Topham            Treasurer - Tilly Harvey            Comms - Mel Hurst            Secretary - newly appointed - Charlotte Leggett            Deputy Chair - newly appointed - Sjaan Evans</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:            - 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</p>	Gaynor
<p><b>Treasurer's report -</b></p> <ul style="list-style-type: none"> <li>- May has been a busy month:               <ul style="list-style-type: none"> <li>- uniform sales made \$1389 (no expenses)</li> <li>- sausage sizzle - profit of \$1345</li> </ul> </li> <li>- Kindo, the new payment platform, to be up and running shortly. Fees 2.95% on each transaction. To be confirmed whether refunds also incur fees. Same fees as Survey Monkey, but a lot easier to use.</li> <li>- Tilly in process of completing annual return, adding new signatories to the register.</li> </ul>	Tilly

	<ul style="list-style-type: none"> <li>- Question posed whether to permit refunds generally. Suggestion of allowing above a capped amount, but ultimately decided that this money should be donated to the school. Exceptions to be considered on a case-by-case basis.</li> </ul>	
	<p><b>Social Media and comms -</b></p> <ul style="list-style-type: none"> <li>- Up to 415 facebook followers (15 more than last month). Aided by tagging/sharing sponsors of Sausage Sizzle (B&amp;T) - consider for future sponsored events.</li> </ul>	Mel
	<p><b>Cross Country - Sausage Sizzle and Juicies - Tuesday 31st May</b></p> <ul style="list-style-type: none"> <li>- Raised \$1345 - helped by Helena de Ruyter sponsorship (very happy to do again)</li> <li>- Learnings/do differents discussed - <ul style="list-style-type: none"> <li>- helpful having kids write order on their hand (e.g. S/J).</li> <li>- Online survey monkey very useful/easy to use.</li> <li>- Suggestion for next time to have a cash float for those that didn't order in advance.</li> <li>- Coffee Van in attendance very popular.</li> <li>- Feedback from Kelly that it was challenging to transport the BBQ into the trailer - would look for additional help next year.</li> </ul> </li> <li>- Decided to do cash sale of \$2 juices at junior cross country on 29 June (250 approx already in freezer).</li> </ul>	Mel, Anna T and Claire Crutwell
	<p><b>Pizza Lunch - 17th June</b></p> <ul style="list-style-type: none"> <li>- 100 orders already in. Cut off 10 June to place orders. Spread the word.</li> </ul>	Bridgette, Jacqui and Anna Tonkin
	<p><b>Calendar Raffle Fundraiser - August</b></p> <ul style="list-style-type: none"> <li>- Spots all filled - proof to go out at final edit stage.</li> <li>- Matariki Open Afternoon / Parent Teacher Interviews - PTA to set up a stand to sell them.</li> <li>- Key will be getting out clear and succinct messaging around what it is, how it works, key dates, and marketing local business who have provided prizes.</li> <li>- Decisions made to: <ul style="list-style-type: none"> <li>- stick to a print run of 2000 (need to declare this on the fine print for legal reasons, and would rather do less for first time event)</li> <li>- 3 tickets per child / max 6 per family</li> <li>- Pay in PTA bank account or through the office</li> <li>- start selling - end June/beg July</li> <li>- If kids cannot/choose not to sell tickets need to return any unsold tickets to the office by end of term (8 July) to be sold through others</li> <li>- stubbs return date Wednesday, 27 July</li> <li>- If drawn as a winner, cannot be redrawn</li> <li>- Decided any uncollected prizes will be donated to PTA for future events.</li> </ul> </li> <li>- To be agreed: <ul style="list-style-type: none"> <li>- Gaynor/Sjaan to contact the daily winners and liaise with Mel to post on the FB page</li> <li>- prizes to be collected from the office via Judy/Rochelle - Gaynor to discuss with Judy</li> <li>- Elaine, a local JP to draw all 31 winners in one go - to consider filming / editing into a series of short videos to post on FB - date of draw TBD 30/31 July. <ul style="list-style-type: none"> <li>- Will arrange a thank-you gift for Elaine to be paid for out of PTA budget.</li> </ul> </li> </ul> </li> </ul>	Charlotte Glidden, Carlene, Mel Highet, Claire and Sjaan
	<p><b>School Disco - Friday 1st July - Theme 'Crazy hair'</b></p>	Gaynor, Anna C, Anna

<ul style="list-style-type: none"> <li>- Agreed: <ul style="list-style-type: none"> <li>- 5pm to 6pm Years 1-3 and 6:15pm to 7:30pm for Years 4-6</li> <li>- \$10 per ticket</li> <li>- Sit down area for sausage sizzle</li> <li>- Ticket sales 1 week prior - pay/order online (via kindo). No tickets issued.</li> <li>- Sales at the door as well.</li> <li>- Lorna/Gaynor on the door - will use megaphone to ask parents to collect children by class (two classes at a time)</li> </ul> </li> <li>- Still to be done: <ul style="list-style-type: none"> <li>- Disco audit completed - bling to be ordered</li> <li>- Sausages, bread, tommy ketchup and lollies. Carlene has a bunch of plastic zip-lock bags has offered to provide for lollie bags.</li> <li>- Need to agree dates for: comms, working bee for lollie bags, ordering food.</li> </ul> </li> </ul>	<p>T, Charlotte L and Gabby</p>
<p><b>Read-a-thon - 25 October</b></p> <ul style="list-style-type: none"> <li>- Rebecca and Gaynor book a meeting with Stephen at the end of this term to get things started. No massive rush as this is a term 4 event.</li> <li>- Hauraki Primary did a spell-a-thon and it raised \$26k!!! Other schools with smaller rolls than Greenhithe have raised \$30k+ on similar events.</li> </ul>	<p>Rebecca and Gaynor Marina keen to help out too</p>
<p><b>Quiz Night - Saturday 30th July</b></p> <ul style="list-style-type: none"> <li>- Key Points / Agreed items: <ul style="list-style-type: none"> <li>- New date for Term 3 - Saturday 30th July</li> <li>- Sponsored by Aaron Aisher from Harcourts (and PTA member!!) is sponsoring the event</li> <li>- Quiz master with fully digital set up that does a 'school/charity' rate is now locked in</li> <li>- Auctioneer - Shane Corteese</li> <li>- Sell as individual tables, up to 10 people per table. \$30 per person.</li> <li>- Auction - Given length of evening, agreed to stick to a few high end prizes - 10 at most. Include a hamper - raffle tickets sold on the night.</li> <li>- BYO drinks/food. Each team to decorate own table in theme (choose your own) earlier in the day. Best dressed table/team prize.</li> </ul> </li> <li>- To be agreed: <ul style="list-style-type: none"> <li>- 2 games over duration of the night.</li> <li>- Start thinking about quiz night prizes and be aware of not going to the same companies again and again</li> <li>- Need an MC for the evening. Claire has some people in mind to approach - happy to draft a script for them to use.</li> <li>- Need to check how many tables can fit in the hall.</li> <li>- List of jobs on google drive for volunteers. Need 5-6 volunteers to work the evening.</li> <li>- Online form for booking quiz table.</li> </ul> </li> <li>- Zoom call next week for Quiz Team volunteers.</li> <li>- Quiz cost \$600 plus GST. Harcourts may cover this.</li> <li>- Small budget required for raffle tickets etc.</li> </ul>	<p>Claire S, Charlotte L, Carlene,</p>
<p><b>Golf Day - Thursday 17 November</b></p> <ul style="list-style-type: none"> <li>- Claire to start looking at this once Quiz Night is over. Will need a bigger team than previous years.</li> <li>- Whilst it is a good money earner (\$12K in 2021) there are a number of expenses - suggest getting sponsors for certain elements e.g. catering, drinks, to keep costs down.</li> </ul>	

	<p><b>Review our <a href="#">proposed calendar of events for 2022 document</a></b></p> <ul style="list-style-type: none"> <li>- Agreed to postpone the Car Boot Sale until Term 1 2023 - better weather / less events in Term 1 typically.</li> <li>- Agreed to scrap the idea of having a PTA fundraiser linked to the school Art Exhibition for this year.</li> <li>- Parked discussion of Christmas on the Green until next meeting.</li> </ul>	
	<p><b>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!</b></p> <ul style="list-style-type: none"> <li>- Entertainment books (now also a handy app!) Need to sell 10 or more to make profit, best to get them around June time.</li> <li>- 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.</li> <li>- Plant sale.</li> <li>- Year 6 band - option to have them at other events like carboot sale, Christmas on the Green etc.</li> <li>- Ask for baking donations for some events to sell: Matariki, carboot sale, art exhibition etc.</li> <li>- Ask local artists to exhibit their work at the school art exhibition in Term 3, we take a commission if sold.</li> <li>- Kiwi Excavate wishes to run a gin night in the Village Hall. Suggest that he may want to sponsor Golf Day or the Quiz Night instead.</li> </ul>	

	<b>Action Items</b>	<b>Committee Member</b>
	PTA leaflet in the office needs updating	Mel
	Sell \$2 juicies (cash only) at Junior Cross Country (29 June) - 250 juicies already in the freezer. Carlene/Sjaan/Claire/Lorna to help out / bring scissors. Mel to do the usual comms.	Mel/Carlene/Cjaan/Claire/Lorna
	Comms on calendar raffle fundraiser <ul style="list-style-type: none"> <li>- information sheet on it to go out to teachers/parents, on seesaw, plus newsletter shout to the businesses with their logos, translated into mandarin</li> <li>- FB templates to announce winners etc., translated into mandarin</li> <li>- Update Fine Print to reflect agreed items as per above.</li> </ul>	Mel
	Food and bling, lollie bags etc. to be ordered for school disco, comms to go out	Gaynor/Anna C/Charlotte L/Gabby/Mel
Roll over	Lock in meeting with Stephen for Read-a-thon next steps at the end of this term (term 2) as the event is term 4	Gaynor
	Save the date to go out for Quiz Night	Mel
	Matariki - Thursday 23rd June the school will be open from 12:30pm <ul style="list-style-type: none"> <li>- Look to have a PTA stand somewhere, liaise with Charlene Boyd</li> </ul>	Gaynor

### SCHOOL TO ACTION

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- Nothing this month.

### NEXT MEETINGS

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- 5th July 2022
- August 2022, September 2022, October 2022

### PTA VACANT ROLES

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

## PTA Calendar of Fundraising Events for 2022

<b>TERM 2 - Monday 2nd May - Friday 8th July</b>	<b>Who's on this project!</b>
Pizza Lunch - Friday 18th June	Bridgette, Jacqui and Anna T
Disco (themed) - Friday 1st July	Anna Chetty, Charlotte L, Gabby Anna Tonkin and Gaynor
<b>TERM 3 - Monday 25th July - Friday 30th Sept</b>	<b>Who's on this project!</b>
Preloved Uniform Sale - 23rd July	Mel H, Marina, Lorna, Claire S
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
Calendar Art	Kelly - the School sorting
Pizza Lunch - date TBC	Bridgette, Jacqui and Anna T
Disco (unthemed)? - TBC event and date	Anna Chetty, Charlotte L +others
<b>TERM 4 - Monday 17th Oct - Thursday 15th December</b>	<b>Who's on this project!</b>
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, Alben 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 Hillary'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
- Cookie dough - via Raise It