



# Greenhithe School PTA Meeting Minutes

July 2022

<b>Date:</b>	5/7/2022	<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, Claire Steele, Aaron Aisher, Lisa D'Oliveira, Kelly Knowles.</i>		
<b>Apologies:</b>	<i>Anna Tonkin, Carlene Clarke, Gabby Aranky, Lorna Bevington, Mel Highet</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 - Charlotte Leggett            Deputy Chair - 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>- June was a good month for fundraising.</li> <li>- Pizza's - made almost \$1400 net. That was an increase on the last pizza day, and more streamlined. Will use Kindo to run next time.</li> <li>- Disco - \$2k incurred (bling, water etc.)</li> <li>- Other outgoings - annual return filed and completed.</li> <li>- \$12k left in bank account.</li> </ul>	Tilly
<p><b>Social Media and comms -</b></p> <ul style="list-style-type: none"> <li>- Followers on FB increased to 417 (up 7 from last month and up from 310 since the beginning of the year).</li> <li>- Message from Rochelle - etap comms can be sent out separately to junior,</li> </ul>	Mel

	middle and senior parents if required. Will consider this going forward.	
<b>School update</b>	<ul style="list-style-type: none"> <li>- Stephen is thrilled with all the work the PTA is doing and particularly likes the new initiatives such as the calendar raffle. He sends his thanks for all the hard work.</li> <li>- Rochelle will send all PTA e-tap messages in an email to all school staff so they are aware of what is happening with PTA.</li> <li>- Thanks to Kelly for attending PTA meetings for Term 1 and 2. Michelle will be the teacher representative for Terms 3 and 4.</li> </ul>	
<b>Junior Cross Country Juicy Sale</b>	<ul style="list-style-type: none"> <li>- Banked \$229.50</li> <li>- Learnings <ul style="list-style-type: none"> <li>- Set up somewhere better next time - e.g. where kids are funnelled out after the cross country is over.</li> <li>- Communicate with teachers as to where/when to get juices - through Rochelle's comms (she messages junior teachers).</li> </ul> </li> </ul>	Gaynor / Claire C
<b>Pre-loved uniform Sale - 24 July 2022, 4-5pm</b>	<ul style="list-style-type: none"> <li>- To be held in the School Hall</li> <li>- Lorna is happy to run this again.</li> <li>- Gaynor to fly back from Aus that afternoon, so will pass code and key to Lorna to sort out.</li> <li>- Will have eftpos machine available for use.</li> <li>- Mel to collect lost property before end of the term.</li> </ul>	Lorna
<b>Term 3 Pizza lunch -</b>	<ul style="list-style-type: none"> <li>- Friday 23 September proposed.</li> <li>- Will need to set up on Kindo and send comms out. Duplicate messages from past pizza lunches.</li> </ul>	Bridgette
<b>Calendar Raffle Fundraiser - August</b>	<ul style="list-style-type: none"> <li>- Calendar raffle finalised in July and sent out to parents end June. A lot of work went into this - a big thank-you to all involved.</li> <li>- Reminder of key parts: <ul style="list-style-type: none"> <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>- Any uncollected prizes donated to PTA for future events.</li> <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</li> <li>- Elaine, a local JP to draw the winners and we will arrange a thank-you gift for Elaine to be paid for out of the PTA budget.</li> </ul> </li> <li>- Box at the office is already full with quite a few stubbs. A number of people have asked for additional calendars. Our 'gut feel' is that they're selling well.</li> <li>- Learnings/ideas for next time: <ul style="list-style-type: none"> <li>- Need to reconcile eftpos/cash payments (will ensure this years winners have paid before they're announced on FB)</li> <li>- Incentivise sales by giving a prize to the class who has sold the most tickets.</li> </ul> </li> <li>- Discussed having a box at parent interviews Wed/Thurs for returning stubbs / selling extras but given rain forecast / no central location, and fact selling well idea was dismissed. Kelly has offered to take calendars into the room and stubbs box for PTA.</li> <li>- Will look to set up a stand at Greenhithe Dairy close to the date of the draw to sell any leftover calendars (only if there are enough to make it worthwhile). Tilly to pick up leftover calendars in the second week of</li> </ul>	Charlotte Glidden, Carlene, Mel Highet, Claire and Sjaan

	<p>school holidays and will bring to uniform sale. At that point will arrange for someone to set up the stand / Mel to send out appropriate comms.</p>	
	<p><b>School Disco - Friday 1st July - Theme 'Crazy hair'</b></p> <ul style="list-style-type: none"> <li>- Disco Postponed until Friday 26 August due to level of covid/winter illness in the school community and risk of spread.</li> <li>- Bling / water purchased. Comms will just need to go out again prior to the date.</li> <li>- Previously 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>- Ordering sausages, bread, tomato ketchup and lollies.</li> <li>- Carlene has a bunch of plastic zip-lock bags has offered to provide for lollie bags. Will need to arrange for lollies to be bagged.</li> </ul> </li> </ul>	<p>Gaynor, Anna C, Anna 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 to book a meeting with Stephen in term 3 to get things started. No massive rush as this is a term 4 event and will be organised through Raise-It.</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>- Sponsored by Aaron Aisher from Harcourts (and PTA member!!)</li> <li>- Using Believe it or Not to run the quiz.</li> <li>- BYO drinks/food. Each team to decorate own table in theme (choose your own) earlier in the day.</li> <li>- Quiz cost \$600 plus GST. Harcourts may cover this.</li> <li>- Small budget required for raffle tickets etc.</li> </ul> <p>Tickets</p> <ul style="list-style-type: none"> <li>- 10 teams registered thus far - sufficient to go ahead but spread the word as can fit 18 teams in the hall.</li> <li>- Some issues with kindo - the way it works is a team captain registers a team first on Kindo, then separately buys tickets on Kindo.</li> <li>- Will reconcile sales closer to date and check off tickets on entry. Have eftpos machine available for any unpaid funds.</li> <li>- Discussed with Kelly if there will be a Teacher / BOT table for the Quiz - Claire to send Kathy Frame, BOT Chair an email to ask.</li> <li>- Wednesday 27 July cut off for purchasing tickets.</li> <li>- Some confusion over team numbers - MAX 10 per table, but can have less.</li> </ul> <p>AV equipment</p> <ul style="list-style-type: none"> <li>- Claire has run through the AV equipment with Michelle in the hall - the projector can't be used but microphones can.</li> <li>- Gaynor/Sjaan/Claire to try out own projector to see if it can be used otherwise Quiz Company has said they can run a great quiz using paper handouts of any pictures. This has the added benefit of demonstrating to parents the need for the fundraiser (i.e. raising money for new AV equipment!)</li> </ul> <p>Games</p> <ul style="list-style-type: none"> <li>- Have asked Quiz Company for some ideas to go in between the rounds. Will select two from the following:</li> </ul>	<p>Claire S, Charlotte L, Carlene, Aaron, Emma T, Gaynor</p>

	<ul style="list-style-type: none"> <li>- 'Buy an answer' - can buy one per round, \$3 round 1, goes up each round by \$1.</li> <li>- Coin Toss to win a bottle of wine.</li> <li>- Heads/Tails</li> <li>- Paper Planes - \$5 to enter. Write your name on the paper plane that your table makes throughout the night. Farthest flyer wins.</li> </ul> <p><b>Auction</b></p> <ul style="list-style-type: none"> <li>- Aaron to MC and do the auction.</li> <li>- Auction prizes slow coming in. Lots of vouchers come in but no physical / big ticket items as yet. Will need to go out to people - 8-10 required. Kiwi Excavate / New World - Hobsonville / Warehouse - Albany suggested as possibilities to approach.</li> <li>- Liz Mole to do a raffle hamper.</li> <li>- Helena of B&amp;T also wants to get involved. Buy an item.</li> <li>- Some auction ideas: <ul style="list-style-type: none"> <li>- 'Auction off the Principal idea' - for the Quiz. Stephen is concerned about the logistics of this, particularly if winner is very young.</li> <li>- School carpark - also thought may not work in practice.</li> <li>- Suggested instead a 'Hot Chocolate in the Staff Room' / 'Morning Tea with the Principal' for you and a friend.</li> <li>- Edmund Hillary's pick that has been donated to PTA. This may get more money for it on trademe. To be considered.</li> </ul> </li> </ul> <p><b>Prizes</b></p> <ul style="list-style-type: none"> <li>- Fancy Dress for best dressed table / individual.</li> <li>- Prize for winning team - select from prizes that have come in. 'Merchant' vouchers.</li> <li>- Trophy for winner - Aaron to organise / Wooden spoon for each member of losing team table.</li> </ul> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>- Comms to go out to booked teams this week with information about the night. <ul style="list-style-type: none"> <li>- First in first served to dress and reserve table - 2pm-3.30pm.</li> <li>- 7.30pm Quiz Night starts.</li> </ul> </li> <li>- Helpers - Claire, Gaynor, Claire, Anna Tonkin, Aaron - think this will be enough. 'Helper team will dress up'.</li> <li>- Mop/Bucket on hand to clean up afterwards. Bins to be brought around so rubbish bags can go straight in.</li> <li>- Hall blocked out from 1pm Friday - will look for people to help with set up.</li> </ul>	
	<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>Christmas on the Green - Friday 9 December</b></p> <ul style="list-style-type: none"> <li>- Friday, 9 December confirmed.</li> <li>- PTA have agreed that the key for this year is about making it a fun event for kids and parents with less focus on raising large funds. Have other events such as the uniform sale, raffle, read-athon etc. which are projected to be good fundraisers. Means the PTA can step back a bit from running stalls etc at Christmas on the Green.</li> <li>- Suggested having a collection bin for old school uniforms for selling in the January pre-loved uniform sale.</li> <li>- Heller sponsored school sausage sizzle - need to notify 4 months in advance to take advantage of this. Agreed will use this for Christmas on the Green.</li> <li>- Question of whether to do a cake bake? We do have the boxes sitting in</li> </ul>	

	<p>the cupboard.</p> <ul style="list-style-type: none"> <li>- Lucky Dip. Marina has the stock from Sarah.</li> <li>- May set up a separate meeting for Christmas on the Green and ask for volunteers to help on the day.</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 further discussion of Christmas on the Green until next meeting.</li> </ul>	
	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>- Suggestion of holding one PTA meeting a term via zoom. General feeling around the room was a reluctance to do this - people like getting out of the house / unsure if it would mean more people attend / can be more challenging to get input from a group via zoom. To be kept under consideration.</li> <li>- Sjaan has used her programme management expertise to set up a programme management system of key PTA annual events - will be very helpful in planning, managing and scheduling tasks for events going forward. Timeline <b>attached</b>.</li> <li>- Kindo - use to ask parents if they would like to 'round up' their purchase to the nearest 'e.g. \$2, \$5, \$10' in donation to the PTA.</li> </ul>	

	<b>Action Items</b>	<b>Committee Member</b>
	PTA leaflet in the office needs updating	Mel
	Collection of lost property before end of the term for sale in Pre-Loved Uniform Sale in July.	Mel
	Check with Bridgitte re pizza lunch sale on Friday 23 September. Set up pizza lunch sale on Kindo / send comms out.	Gaynor
	Tilly to pick up leftover calendars in the second week of school holidays and will bring to uniform sale. If worthwhile, look to set up a stand at Greenhithe Diary to sell leftovers.	Gaynor/Tilly/Claire/Mel
	Food and lollie bags etc. to be ordered for school disco, updated comms to go out	Gaynor/Anna C /Charlotte L/Gabby/Mel
	Eftpos machine for Quiz Night	Tilly
	Look at setting up requests for 'round up's' on purchases made on Kindo.	Tilly
Roll over	Lock in meeting with Stephen for Read-a-thon next steps in Term 3 as the event is term 4	Gaynor
Roll over	Matariki Open Day postponed until 11 August 2022 - Look to have a PTA stand somewhere	Gaynor

## SCHOOL TO ACTION

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- Nothing this month.

## NEXT MEETINGS

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- 2 August 2022 at The Malt, 6 September 2022 in the School staff room and 18 October 2022 in the School staff room

## PTA VACANT ROLES

- PTA Committee Leader positions are all filled - no vacancies
- 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 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
Pizza Lunch - 1st April	Bridgette, Jacqui and Anna T
<b>TERM 2 - Monday 2nd May - Friday 8th July</b>	<b>Who's on this project!</b>
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 17th June	Bridgette, Jacqui and Anna T
<b>TERM 3 - Monday 25th July - Friday 30th Sept</b>	<b>Who's on this project!</b>
Preloved Uniform Sale - Sunday 24th July 3-4pm	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 Highett, Claire and Sjaan
Calendar Art	Kelly - the School sorting
Pizza Lunch - Friday 23rd September	Bridgette, Jacqui and Anna T
Disco (crazy hair themed) - Friday 26th August	Anna Chetty, Charlotte L, Gabby Anna Tonkin and Gaynor
<b>TERM 4 - Monday 17th Oct - Thursday 15th December</b>	<b>Who's on this project!</b>
Book week linked Read-a-thon - 25th October	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 - Friday 9th December	Lorna, Sjaan, Gabby -this may need more of a crew
Juicies - on Fridays when it's warm enough!	Gabi, Albena & Anna T, Anna Chetty. Additional helpers: Claire C, Mel H
Uniform Sale and drop off for donations	Mel H, Marina, Lorna, Claire S

**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!**

- 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 2022
- 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
- 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.