



Greenhithe School PTA Meeting Minutes

August 2022

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| Date: | 9/8/2022 | Location: | The Malt |
| Time: | 7.00pm | Chair: | Gaynor |
| Attendees: | Gaynor Topham, Mel Hurst, Sjaan Evans, Charlotte Leggett, Claire Cruttwell, Claire Steele, Aaron Aisher, Anna Tonkin, Anna Chetty, Lorna Bevington, Marina Safranov, Rochelle Jansen, Michelle Butler | | |
| Apologies: | Tilly Harvey, Mel Highet, Jacqui Durrant, Gabriella Aranky, Mel Highet, Rebecca Simpson, Carlene Clarke, Bridgett Chapman, Lisa D'Olivera, Charlotte Glidden | | |
| 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 - 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 - electronic sign for Greenhithe Road</p> | Gaynor |
| <p>Treasurer's report</p> <ul style="list-style-type: none"> - Tilly thanked Mel for aiding with Kindo navigation, set up, reconciliation etc. - This past month we have had a number of fundraisers <ul style="list-style-type: none"> - Quiz Night - over \$9k - Raffle Calendar - over \$11k - Pre-loved uniform sales - \$455 - Junior Cross County - \$229.50 | Sjaan (on behalf of Tilly) |

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| | <ul style="list-style-type: none"> - School paid out \$500 to sports uniform hire (separate account). PTA funded the uniforms and there was an agreement to charge a fee for their use so they can be replaced when needed. <ul style="list-style-type: none"> - Sharon H-J (Sports Coordinator) has had feedback from parents and feels that we're charging too much for uniform hire. Can girls also wear a t-shirt rather than a dress? Gaynor to discuss with Sharon. Suggestion also to run through kindo. - Over \$30k in the bank. Could transfer up to \$20k to School (need buffer for funding upcoming events). Michelle to tell us what it will be used for. - Next fundraising item? <ul style="list-style-type: none"> - Big ticket items - tables in the hall potentially. - Electronic signs for outside of the school. Good way to communicate upcoming events. Would need to be further down Greenhithe Road. Stephen looking into it. | |
| | <p>Social Media and comms -</p> <ul style="list-style-type: none"> - Followers on FB increased to 456 (up from 417 last month and up from 310 since the beginning of the year). - 560 page views this month. - Reminder that etap comms can be sent out separately to junior, middle and senior parents if required. | Mel |
| | <p>School update</p> <ul style="list-style-type: none"> - Michelle is the new teacher representative for Terms 3 and 4. - Gave the go-ahead for Read-a-thon and Disco. - Stephen's feedback was that he loved the Quiz Night. - Michelle and Kelly have been visiting schools with large Asian communities, like Greenhithe School, and discussions have included fundraising. Feedback is Asian communities are very keen to support the school's fundraising efforts (often contributing large sums), but are less inclined to attend social events not linked to education. PTA to think about how it can reach and include more Asian families in the PTA/fundraising events. - Reminder that we have Tong (teacher) who can send any comms in Mandarin via We-Chat. | Michelle |
| | <p>Term 3 Pizza lunch -</p> <ul style="list-style-type: none"> - Friday 23 September. - Will need to set up on Kindo and send comms out. Duplicate messages from past pizza lunches. Gaynor to discuss with Kindo about setting up. | Bridgette |
| | <p>Calendar Raffle Fundraiser - August</p> <ul style="list-style-type: none"> - More than 50% calendars were sold - over \$11k brought in. A fantastic result, and a big thank-you to all those involved, particularly the school office staff who are in the process of handing out the prizes now. - It was a great effort for the first year running, and the PTA can see lots of ways in which we can improve on the result for next year. - Learnings/ideas for next time: <ul style="list-style-type: none"> - Lots of stubbs weren't returned. Were parents given too many? - Will ensure we don't hold over the school holiday period again. - Next year look to give to local businesses to sell. - Translation into mandarin. - Need to reconcile eftpos/cash payments (will ensure this years winners have paid before they're announced on FB) - Incentivise sales by giving a prize to the class who has sold the most tickets. | Charlotte Glidden, Carlene, Mel Hightet, Claire and Sjaan |
| | <p>School Disco - Friday 27 August - Theme 'Crazy hair'</p> <ul style="list-style-type: none"> - Disco to go ahead - will need to get out fresh comms this week and note all tickets were refunded, so will need to be repurchased. - Michelle to email DJ's whether comfortable to attend and will ask teachers if they're happy to volunteer. | Gaynor, Anna C, Anna T, Charlotte L and Gabby |

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| | <ul style="list-style-type: none"> - Michelle will be there along with house leaders who will help out with the Junior Disco and clean up. - Previously agreed: <ul style="list-style-type: none"> - 5pm to 6pm Years 1-3 and 6:15pm to 7:30pm for Years 4-6 - \$10 per ticket - Sit down area for sausage sizzle - Ticket sales 1 week prior - pay/order online (via kindo). No tickets issued. - Sales at the door as well. - Lorna/Gaynor on the door - will use megaphone to ask parents to collect children by class (two classes at a time) - Still to be done: <ul style="list-style-type: none"> - Ordering sausages, bread, tommy ketchup and lollies. - 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. - Michelle's view is that it is better to only have one disco a year - kids less interested in attending the second disco (especially senior kids). See how this one goes before deciding. | |
| | <p>Read-a-thon - 25 October</p> <ul style="list-style-type: none"> - To be held in the first two weeks of term 4. Launch week before end of the term. There will be a book character parade and the Scholastic Book Fair in the library. - This will be organised through Raise-It. They provide a Campaign Manager, templates for comms etc. making organisation much easier. - Every child is given a web portal, chooses their goals, and asks for sponsors. Closes Sunday after book week. - Target is \$5k - conservative. Hauraki Primary did a spell-a-thon and it raised \$26k!!! Other schools with smaller rolls than Greenhithe have raised \$30k+ on similar events. | <p>Rebecca and Gaynor Marina keen to help out too</p> |
| | <p>Quiz Night - Saturday 30th July</p> <ul style="list-style-type: none"> - Overall consensus was that the Quiz was a fantastic event which all who attended enjoyed. Raising over \$9k was a brilliant result. The games in particular were a very successful money earner. - Learnings/do different: <ul style="list-style-type: none"> - Allow people to get money out through eftpos machine. - Ended up with lots of coins which were difficult to count. - Ability to purchase individual tickets, rather than only a full table. Idea to put 2-3 tables aside, individual tickets can be purchased for these tables on kindo. | <p>Claire S, Charlotte L, Carlene, Aaron, Emma T, Gaynor</p> |
| | <p>Golf Day - Thursday 17 November</p> <ul style="list-style-type: none"> - To discuss further next meeting. Will need a bigger team than previous years - preferably individuals who can take care of specific elements of the event e.g. catering, auction prizes etc. - 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. - Catering - high standard set. Nice meat. Good BBQ lunch. Better to outsource. - Need to translate comms into Mandarin. | <p>Claire S</p> |
| | <p>Christmas on the Green - Friday 9 December</p> <ul style="list-style-type: none"> - Friday, 9 December confirmed. - Hellers - 960 sausages to be provided by Hellers FOC. Kids need to make a banner saying 'Hellers Christmas on the Green' (Michelle/year 6 leaders). Possibility of local real estate agent running the sausage sizzle. - Will set up a separate whatsapp group and possibly meeting for Christmas on the Green and ask for volunteers to help on the day. Had a general | |

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| | <p>brainstorm around what we want Christmas on the Green to look like this year:</p> <ul style="list-style-type: none"> - Key is about making it a fun event for kids and parents with less focus on raising large funds. On track to exceed our fundraising targets which means the PTA can step back a bit from running stalls etc. - Community event that is less about sponsorship / commercialisation. - Traditional end-of-year fair with stalls, music and a 'programme of events' rather than one big show at the end. <ul style="list-style-type: none"> - Michelle expressed some concern that can be difficult to ensure kids are where they need to be at the right times. - Christmas Decorations? - Carol singing / Teachers singing? - Bouncy castles (Sjaan) - potential H&S issue. - Face painters. - Jump Jam area and schedule? - Photo Booth (very popular in previous years). - Food Trucks rather than food stalls- Sjaan has contact of Food Truck Collective. Suggested flat rate to be there (not a percentage). - Harcourts Ice-Cream Truck - Question of whether to do a cake bake? We do have the boxes sitting in the cupboard. - Lucky Dip. Marina has the stock from previous years. - Suggested having a collection bin for old school uniforms for selling in the January pre-loved uniform sale. <ul style="list-style-type: none"> - Key thing to consider is how to man fun stalls/events? <ul style="list-style-type: none"> - Can we put each teacher on a stall? They're in charge of recruiting parent help? - Ask parents whether they would choose to sponsor rather than volunteer? - Ex-students to man the stands. - Lorna to come back with a more detailed concept once discussed with the wider CoG team - will then need PTA buy-in and school buy-in. | |
| | <p>Review our proposed calendar of events for 2022 document</p> <ul style="list-style-type: none"> - Agreed to postpone the Car Boot Sale until Term 1 2023 - better weather / less events in Term 1 typically. - Agreed to scrap the idea of having a PTA fundraiser linked to the school Art Exhibition for this year. | |
| | <p>Other Business</p> <ul style="list-style-type: none"> - Would like to get some 'tear-drop' Greenhithe Primary banners that can be taken to school events. Michelle to check whether we have one already. Otherwise PTA will look to buy. - Decided against having a PTA stand at Whanau Open Day. | |

| Action Items | Committee Member |
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| PTA leaflet in the office needs updating | Mel |
| Sports uniform hire charges to be discussed with Sharon H-J / setting this up on kindo. | Gaynor |
| Set up pizza lunch sale on Kindo / send comms out. | Bridgette |
| Food and lollie bags etc. to be ordered for school disco, updated comms to go out | Gaynor/Anna C /Charlotte L/Gabby/Mel |

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| Christmas on the Green - set up a whatsapp group for those keen to be involved, start concept planning. | Lorna |
| Look at setting up requests for 'round up's' on purchases made on Kindo. | Tilly |

SCHOOL TO ACTION

- \$20k to be transferred into School Account - PTA needs to state in the accounts what this is to be used for.
- Check whether school already has tear-drop banners.
- Confirm whether DJ's are happy to attend the School Disco and ask teachers about volunteering.
- Kids to create a 'Hellens Christmas on the Green' banner.

NEXT MEETINGS

- 6 September 2022 in the School staff room and 18 October 2022 in The Malt

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

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| 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 |
| Juicies Sales - friday arvos | Gabi, Albena and Anna Tonkin, Anna Chetty |
| Pizza Lunch - 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 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 |
| TERM 3 - Monday 25th July - Friday 30th Sept | Who's on this project! |
| 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 |
| TERM 4 - Monday 17th Oct - Thursday 15th December | Who's on this project! |

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| 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 |

Collation of PTA Potential Fundraising Ideas - some are in the 2022 planned fundraisers

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 car boot sale, Christmas on the Green etc.
- Ask for baking donations for some events to sell: Matariki, car boot 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.
- Create a school recipe book (done in 2006), each class/teacher/family contributes their favourite recipe, design, print and sell.