



# Greenhithe School PTA Meeting Minutes

September 2022

<b>Date:</b>	6/9/2022	<b>Location:</b>	The School Staff Room
<b>Time:</b>	7.00pm	<b>Chair:</b>	Gaynor
<b>Attendees:</b>	Gaynor Topham, Mel Hurst, Sjaan Evans, Tilly Harvey, Charlotte Leggett, Claire Cruttwell, Lorna Bevington, Michelle Butler, Charlene Boyd, Charlotte Glidden, Gabriella Aranky		
<b>Apologies:</b>	Aaron Aisher, Jacqui Durrant, Mel Highet, Rebecca Simpson, Carlene Clarke, Bridgett Chapman, Lisa D'Olivera, Anna Tonkin, Anna Chetty, Claire Steele, Marina Safranov		
<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            - electronic sign for Greenhithe Road</p>	Gaynor
<p><b>Treasurer's report</b></p> <ul style="list-style-type: none"> <li>- Quieter month. Disco raised over \$3k.</li> <li>- Minor outgoings for bank fees etc.</li> <li>- Pre-loved uniform sales raised \$110</li> <li>- \$37k in the bank.</li> <li>- School has requested transfer to go towards AV system:               <ul style="list-style-type: none"> <li>- AV system - quote for 'bells and whistles' system \$67k</li> </ul> </li> </ul>	Tilly

	<ul style="list-style-type: none"> <li>- Looking at PTA to put \$35k towards it (previously transferred \$10k)</li> <li>- Grant request has been submitted by School for remainder - to be confirmed by October. If School don't get the grant they can still get a pair-backed AV system using PTA money. (Rochelle's role now includes grant applications).</li> <li>- Note the Ministry's procurement rules require schools to obtain at least three quotes / go through a tender process. This is one of the reasons why there is a perceived lag between PTA funds being raised and spent.</li> <li>- PTA unanimously approved a transfer of \$15k now. Will wait and see whether School get grant before transferring any more money.</li> </ul>	
	<p><b>Social Media and comms -</b></p> <ul style="list-style-type: none"> <li>- Followers on FB increased to 465 (up from 456 last month and up from 310 since the beginning of the year).</li> <li>- 700 page views in August, largely driven by Calendar Raffle results.</li> <li>- Most popular post was the Quiz Appreciation Post.</li> <li>- Pizza lunch comms went up today.</li> </ul>	Mel
	<p><b>School update</b></p> <ul style="list-style-type: none"> <li>- Calendar raffle - 5 or 6 prizes still be collected. <ul style="list-style-type: none"> <li>- Can go into the PTA cupboard. No further chasers at this point - in the fine print that if uncollected PTA would claim prizes. Prize winners have been text / called and announced on facebook.</li> </ul> </li> </ul>	Michelle
	<p><b>Term 3 Pizza lunch -</b></p> <ul style="list-style-type: none"> <li>- Friday 23 September. Comms have been sent out.</li> </ul>	Bridgette
	<p><b>School Disco - Friday 27 August - Theme 'Crazy hair'</b></p> <ul style="list-style-type: none"> <li>- Largest number of kids that have ever attended a disco.</li> <li>- Suggested improvements for next time: <ul style="list-style-type: none"> <li>- Focus on having one disco a year during term 3 when it is dark - kids less interested in attending the second disco (especially senior kids).</li> <li>- Bling - buy UV paint to put on kids rather than plastic bling.</li> <li>- Water/chips stand needs improving.</li> <li>- Provide a ticket - the kids like having something to print off and that could be what gets them the water / chips.</li> <li>- Cashless disco for juniors. Lots of the younger kids were losing their money; money found on the ground and in the rubbish. Too young to manage their own money. Options: <ul style="list-style-type: none"> <li>- Pay in advance and be provided with stamps/tokens to buy food/bling.</li> </ul> </li> <li>- Open a corner classroom to use as a ticket booth to avoid congestion at the entrance. Can open half an hour before disco commences.</li> <li>- Live feed into the disco to the staff room to avoid parents lingering at the entrance (teachers less keen!)</li> <li>- Disco Ball.</li> </ul> </li> </ul>	Gaynor, Anna C, Anna T, Charlotte L and Gabby

<p><b>Read-a-thon - first 2 weeks of Term 4</b></p> <ul style="list-style-type: none"> <li>- To be held in the first two weeks of term 4, and launched 23 September, before end of term 3. There will be a book character parade at the end and the Scholastic Book Fair in the library will be held at the same time.</li> <li>- Read-a-thon is an online portal which will be open for two weeks ending on the day of the character parade. Kids will log minutes of reading they do per day in their individual portal, choose their goals, and look for sponsors.</li> <li>- Physical presentation in the library.</li> <li>- Leaderboard will be set up by houses.</li> <li>- This will be organised through Raise-It. They provide a Campaign Manager, templates for comms etc. making organisation much easier.</li> <li>- 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.</li> <li>- Some of the funds will go back into the library - furniture/books.</li> <li>- Prizes from Raise-It. Go in the draw to win certain things. Spot prizes.</li> <li>- House Prize suggestions - a day to wear house colours, juicies, extra play time etc.</li> <li>- Gaynor to ask Raise-It about translation of comms to mandarin.</li> <li>- Gabby looking for parent volunteers to help sell books during the Book Week.</li> </ul>	<p>Rebecca and Gaynor Marina keen to help out too</p>
<p><b>Golf Day - Thursday 17 November</b></p> <ul style="list-style-type: none"> <li>- 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.</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> <li>- Catering - high standard set. Nice meat. Good BBQ lunch. Better to outsource.</li> <li>- Need to translate comms into Mandarin.</li> </ul>	<p>Claire S</p>
<p><b>End of year function - Friday 9 December</b></p> <ul style="list-style-type: none"> <li>- Friday, 9 December confirmed. Logistics still to be worked through but the current concept is as follows: <ul style="list-style-type: none"> <li>- An afternoon/evening to 'come together as a community - school, whanau etc.' Not a Christmas fayre but instead a 'School Summer Fayre'. Needs a new name - suggestions to be sent to Lorna.</li> <li>- 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.</li> <li>- There will be a programme of what is going on, what performances are where and at what times, times that stalls are open and closing and when the event closes (7pm)</li> <li>- PTA is keen to move away from this being a sit down/drinking affair to moving about and exploring the stands with children.</li> </ul> </li> <li>- Current thoughts on what there will be: <ul style="list-style-type: none"> <li>- Food trucks in the carpark (Sjaan negotiating with Food Truck collectives currently).</li> <li>- On the Courts - an inflatable football stand, Giant Jenga, Californian sand bags etc., face painters / balloon person / magician.</li> <li>- Road up to the hall - icecream / coffee truck run by Harcourts.</li> <li>- 'On the Green' - some stalls, but not heaps. Popular stalls will remain - lolly leis / chocolate trailer / sponge the teacher (possibly with an age limit) / photo booth / lucky dip. <ul style="list-style-type: none"> <li>- Stalls are run by Sponsors, PTA, Teachers and any parent</li> </ul> </li> </ul> </li> </ul>	

	<p>volunteers for a set period of time.</p> <ul style="list-style-type: none"> <li>- Idea will be each syndicate takes ownership of stands.</li> <li>- Performances - Year 5 will do something Christmasy / Carols / Dragon dance / kapa haka. Performances will be on a scheduled programme, scattered throughout the afternoon.</li> <li>- No wine and beer stand. Parents can bring own alcohol, but this won't be expressly encouraged.</li> <li>- Businesses (real estate agents) that want to sponsor can pick from some of the stands to manage and can bring own tear drop banners etc.</li> <li>- Stage to be moved so it's at the end of the field - powered from the classrooms. Where do the kapa haka etc.</li> <li>- Suggestion of having 'pop-up performances' - different places so don't have people putting down picnic mats waiting for a performance</li> <li>- Need to know numbers from a health and safety perspective so will utilise kindo by asking people to purchase a ticket (for \$0) and then indicate what they're willing to help with with stalls etc.</li> <li>- Suggestion that a letter to go out to parents from the school explaining the event. Getting the comms right will be key - set the tone early that this is a different event from previous years..</li> <li>- Toilets - port-a-loo's (as indoor toilets get dirty). This could be sponsored by a plumber. Charlotte Glidden knows someone who supplies port-a-loo.</li> <li>- Other suggestions: <ul style="list-style-type: none"> <li>- Ride on the fire engine / police car for \$2 in the junior block. Michelle to have a discussion with the local constable.</li> <li>- Kindergarten to do a show?</li> <li>- Christmas Tree - donate a present.</li> </ul> </li> <li>- Timing of the event still to be determined. Suggestion 3-5pm stalls open. Food Trucks around until 7pm.</li> <li>- 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). .</li> </ul>	
	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>- Michelle confirmed we do have 'tear-drop' Greenhithe Primary banners that can be taken to school events and used by PTA</li> <li>- PTA to look at getting some quotes for an easy push-up gazebo. And transfer some money for sporting equipment.</li> <li>- Pre-loved uniform sale day before Term 4 commences - 16 October.</li> </ul>	

	<b>Action Items</b>	<b>Committee Member</b>
	PTA leaflet in the office needs updating	Mel
	Meet with Mrs HJ to discuss Sports uniform hire charges / setting this up on kindo. Sporting equipment wish list, ideal gazebo requirements that PTA can potentially fund	Gaynor
	Push-up Gazebo - look to get some quotes	Charlotte
	End of Year/Summer festival Fayre to catch up on the next steps and to get a list of 'jobs to do' underway.	Lorna, Gaynor and those on the event
	Look at setting up requests for 'round up's' on purchases made on Kindo.	Tilly
	Gaynor to ask Raise-It about translation of comms to mandarin.	Gaynor
	Gabby is looking for parent volunteers to help sell books during the Book Week. Gabby to do a roster on who/when needed.	Gabby

## SCHOOL TO ACTION

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- Volunteers for book fair - to include in the newsletter.
- Kids to create a 'Hellens Christmas on the Green' banner.
- Michelle to have a discussion with the local constable about coming to the end of year fayre.
- Agreement that PTA can source quotes for sports equipment and an easy pop up gazebo for Mrs HJ, we will look to connect with leads from Charlene Boyd that may be keen to donate/sponsor this.

## NEXT MEETINGS

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- 18 October 2022 in The Malt

## PTA VACANT ROLES

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- PTA Committee Leader positions are all filled - no vacancies
- Gaynor looking for someone to put hands up for Chair role 2024 as she will be stepping aside in 2023, ideal situation is to have someone to shadow her next year in preparation.
- 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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<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

Athletics Sizzle & Juicies - 15th November	Mel
Leavers T-Shirts - November	Gaynor
Golf Day - Thursday 17th November	Claire & Aaron - plus others
Summer/end of year Fayre/Festival (name TBC) - Friday 9th December	Lorna, Sjaan, Gabby -this may need more of a crew
Juicies - on Fridays when it's warm enough!	Gabi, Alben & 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

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**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 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 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.