



Greenhithe School PTA Meeting Minutes

October 2022

Date:	18/10/2022	Location:	The Malt
Time:	7.00pm	Chair:	Gaynor Topham
Attendees:	Gaynor Topham, Mel Hurst, Sjaan Evans, Tilly Harvey, Aaron Aisher, Claire Cruttwell, Lorna Bevington, Michelle Butler, Charlene Boyd, Charlotte Glidden, Gabriella Aranky, Claire Steel, Carlene Clark, Anna Tonkin, Charlene Boyd		
Apologies:	Charlotte Leggett, Anna Chetty, Mel Hurst		
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.		
PTA Role	<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.</p> <p>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 - electronic sign for Greenhithe Road 		

AGENDA

	Agenda Items	Committee Member
	<p>Treasurer's report: September</p> <ul style="list-style-type: none"> ● Pizza Lunch: \$1400 ● - \$15,000 transferred to the school as agreed for the AV system (AV system - quote for 'bells and whistles' system \$67k) ● Agreement to fund a gazebo for \$180 - Mel to source and expense, Charlotte G to help with screen printing ● Eftpos machine - Tilly still working on getting a second one <ul style="list-style-type: none"> ○ Note - please remember when using eftpos to put it to FOG option number 3 so it goes into the PTA account. Tilly will check that it is set up correctly./ <p>Critical Notes:</p> <ul style="list-style-type: none"> ● 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 pared-back AV system using PTA money. (Rochelle's role now includes grant applications). ● 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. 	<p>Tilly</p> <p>Mel</p>
	<p>Social Media and comms -</p> <ul style="list-style-type: none"> ● Followers on FB increased again ● Another boost for the Golf day will go out 	<p>Mel</p>
	<p>Pizza Lunch Term 3 learnings:</p> <ul style="list-style-type: none"> ● Huge uptake - may need a second car ● Kindo was super easy to run a report 	<p>Bridgett</p>
	<p>Preloved Uniform</p> <ul style="list-style-type: none"> ● \$810 raised ● Consider doing 1 hour earlier from 3-4pm ● Donation bin - will now label so people can see what is there and this may encourage more people to take a look ● Action: Comment around too much stored in the kitchen - check this out 	<p>Lorna ran on behalf of Mel</p>
	<p>Read-a-thon - first 2 weeks of Term 4</p> <ul style="list-style-type: none"> ● Currently sitting at a raised amount of \$14,000 approx. Other schools are getting up to \$25K so this is a good start for the first year. ● Roll number is around 517 but only 200 students have joined ● With new parents they might not be quite on board yet with fundraising initiatives. More popular with the younger year groups and has reached different groups of school community which is really positive. ● Raise It has been really great! ● What about the Spot Prizes? <ul style="list-style-type: none"> ○ This will roll out from this week ○ Lots of comms are going out to the teachers each day. ● Action on comms - next newsletter, boost on FB with visuals of spot prizes ● Again we kicked off just before school holidays like the Calendar so this is a learning ● Scholastic Fair - Gabbi has good volunteers signed up and this starts 	<p>Rebecca, Gaynor and Mel</p>

	<p>Tuesday next week</p> <ul style="list-style-type: none"> ● Book character fair to occur on Friday 28th ● Fundraiser closes on 31st October ● Fund will be in from Raise It by mid November ● Action on Treasurer and Chair to talk about a transfer to the school <p>Critical notes:</p> <ul style="list-style-type: none"> ● Some of the funds will go back into the library - furniture/books. 	
	<p>Golf Day - Thursday 17 November</p> <ul style="list-style-type: none"> ● Registrations now open – google form to capture details (cart, sponsor a hole etc) – 3 teams have currently signed up to date and had lots of verbal conversation ● Need 16 teams to match 2020 – lots of people moving on due to kids moving on – need word of mouth YR 1 and YR 2. ● Another post on FB due to happen along with Posters circulated to the PTA people to go up and Chinese translation is happening ● Community FB page – already posted but could be boosted – go also to outer areas – Whenuapai/Hobsonville ● Visit to Golf course went well ● Catering – consensus was that they want a beer and a handheld snack. ● Buffet breakfast organised at first tee if good weather with coffee (\$10 per person) ● Need more food at end of day – waiting on confirmation of bringing in pizza otherwise need to negotiate with GC (recognising premium) ● Cost – up \$4000/day has been requested and is a change to previous years, they have had to re-organise how they do their corporate gold days. Negotiations and convos happening (used to be \$36 per head) ● Auction prizes need helpers to find/source them - both silent and live. <ul style="list-style-type: none"> ○ Sjaan and Carlene keen ○ Carlene – can get a jersey to sign from Black Ferns ● On the day help – how many? <ul style="list-style-type: none"> ○ Lorna, Anna, Aaron, Mel is a maybe, Gaby is a maybe, Sjaan. ○ Claire to do a run sheet for the day but will need to get in for 9am for set up – need 5 or 6 in morning ● Alcohol – expense it back – needs to be cold! Talk about options for a refrigerated trailer 	<p>Claire S</p>

Summer Festival - Friday 9 December

What is this revamped school fundraiser all about?

- ★ *A fun festival celebrating with a focus on community and family.*
- ★ *The PTA sees this is an event where family and whanau can wander around stalls, see kids performances and relax together in the summer sunshine.*
- ★ *There will be a programme of performance which will take place around the school, these include school syndicate xmas songs, kapa haka, dragon dance, bollywood dance, kindy performance and more!!*
- ★ *Food trucks, face painters, balloonist, kids stalls: photo booth, lucky dip, chocolate coin throw (known as the chocolate trailer), Lollie lies (wrapped lollies on a necklace), bake stall, sausage sizzle, raffle prizes, inflatable football. (TBC), the local fire truck will be onsite along with the local police constable with his cars to name just a few things you can get involved in!*
- ★ *Bring a picnic mat and grab a bite to eat and then take a wander and have some fun!*
- ★ *This event will happen after the school bell has rung so 3pm and closing at 7pm. Stalls will open at 3:30 and close at 5:30pm (TBC). Performances will finish at 6pm.*

Note - PTA is keen to move away from this being a sit down/drinking and more about exploring fun stuff with children and going to watch different performers.

- Creating the programme - action to get this written up and established with the teachers.
- 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..
- Create a map of where everything will be - action to get this updated
- Foodtrucks - still a WIP - one truck pulled out when they learned of the sausage sizzle. Confirmed: Kaarange Boy, Ayezma dumplings, Icecream and donut truck, coffee truck,
- Inflatable football - Charlene will confirm this
- Face painters -booked
- Firetruck/Police - ready to support
- Stalls run by each school syndicate - lolly leis / chocolate trailer and lucky dip
- DPs Kelly and Michelle will run Pluck a Duck stall
- PTA stalls - lucky dip (all at Sjaan's house)
- Photo booth
- Performances - working with options - Albany Jnr band and Dance group has been asked, Dragon Dance, Kapa Haka and syndicates
- Portable stage is not really for the grass as it needs to be attached to the stage in hall
 - Speakers - portable with mic x1 - do we need another one?
 - Areas: Jnrs up by the top court with stairs and balcony, 3-6 on the Racetrack and Hall deck for any of the bands etc
 - Teachers performance? Charlene to work on :)
 - Have some form of finale at 5.30pm - TBC this is all around planning the programme
 - Need to think about picnic area but need to encourage families to bring a blanket
- School will forward any emails with questions to PTA
- Tickets - Sjaan and Charlotte to look at lanyard and ticket option
- Portaloo's - have sourced 2 free

Lorna/Gaynor

Sjaan

Action Items	Committee Member
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
Preloved Uniform: Comment around too much stored in the kitchen - check this out	TBD/Lorna
Readathon: Action on comms - next newsletter, boost on FB with visuals of spot prizes	Mel
Push-up Gazebo - Mel to source and Charlotte to assist with printing	Mel and Charlotte
Summer Festival: Lots of actions! Programme and map to be created, comms for the parents, organising all the details with difference vendors, syndicates etc	Lorna, Gaynor and those on the event
Look at setting up requests for 'round up's' on purchases made on Kindo.	Tilly
Kids to create a 'Hellens Christmas on the Green' banner.	School

NEXT MEETING

- 15 November 2022 in School Staff room

PTA Leadership:

Chair	Gaynor Topham
Treasurer	Tilly Harvey
Comms	Mel Hurst
Secretary	Charlotte Leggett
Deputy Chair	Sjaan Evans

PTA VACANT ROLES

- 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

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
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!
Book week linked Read-a-thon - 25th October	Rebecca & Gaynor
Athletics Sizzle & Juicies - 15th November	Mel
Leavers T-Shirts - November (TBC)	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

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 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.