



# Greenhithe School PTA Meeting Minutes

October 2022

<b>Date:</b>	15/11/2022	<b>Location:</b>	The School Staff Room
<b>Time:</b>	7.00pm	<b>Chair:</b>	Gaynor
<b>Attendees:</b>	Gaynor Topham, Sjaan Evans, Tilly Harvey, Charlotte Leggett, Claire Steele, Claire Cruttwell, Lorna Bevington, Charlotte Glidden, Gabriella Aranky, Rochelle Jansen, Kelly Olsen, Emma Ngoc Huynh, Stephen Grady, Kelly Knowles, Michelle Butler		
<b>Apologies:</b>	Mel Hurst, Aaron Aisher, Jacqui Durrant, Mel Highet, Carlene Clarke, Anna Tonkin, Anna Chetty		
<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: September</b></p> <ul style="list-style-type: none"> <li>- October was a quieter month.</li> <li>- Pre-loved uniform sale - \$820 (plus money from selling second-hand hats in office).</li> <li>- Outgoings - facebook costs (boosting golf day). Refunds for golf day.</li> <li>- Gazebo for Sharon has now been purchased.</li> <li>- \$15k for read-a-thon</li> </ul>	Tilly

	<ul style="list-style-type: none"> <li>- \$1k approx for Athletics Sausage Sizzle</li> <li>- Approved transfer of another \$10k to the School for AV projector system.</li> </ul>	
	<p><b>Social Media and comms -</b></p> <ul style="list-style-type: none"> <li>- 185 views in past 28 days</li> <li>- 415 followers on FB (still increasing).</li> <li>- Spent \$20 boosting FB advert on Cancelled Golf Day.</li> </ul>	Sjaan on behalf of Mel
	<p><b>School update</b></p> <ul style="list-style-type: none"> <li>- AV Projector System - received grants so can go ahead with purchase.</li> <li>- Projector purchased already but Ministry procurement process still being worked through.</li> <li>- Should have it up and running by end of the year.</li> <li>- Transfer of funds from PTA - transferred \$25k already. Transfer another \$10k to the School. Approved.</li> <li>- Discussed school putting out communications next year (with pictures) on what projects were funded with money from PTA's 2022 fundraising efforts e.g. before/after pictures of library (read-a-thon); AV system (Quiz Night) etc.</li> </ul>	Stephen
	<p><b>AGM</b></p> <ul style="list-style-type: none"> <li>- PTA needs to hold AGM as we are a registered charity.</li> <li>- Required to give 28 days notice - will be held first meeting of 2023 (13 Feb)</li> <li>- Charlotte/Tilly to work through notice requirements.</li> </ul>	Tilly / Charlotte
	<p><b>Athletics Day Years 3-6 - 15 November</b></p> <ul style="list-style-type: none"> <li>- Successful - made approx \$1k.</li> <li>- Agreed would get Mel's Dad a bottle of wine to say thanks for his support running the sausage sizzle. Approved.</li> <li>- Athletics Day for Year 3 - agreed will just do cash sales for the jucies.</li> </ul>	
	<p><b>Read-a-thon</b></p> <ul style="list-style-type: none"> <li>- Final result = \$15k.</li> <li>- Going to spend on library furniture, bookshelves, wall coverings (pinboards) - in the process of sourcing quotes.</li> <li>- \$3k worth of points to spend on books made out of Book Fair.</li> <li>- May need to go through procurement process / get Ministry approval - furniture will be ordered this year, delivered early next year. But not installed until wall alterations done.</li> <li>- Suggest take some before/after photos of the library to send out to parents.</li> </ul>	
	<p><b>Summer Festival - Friday, 9 December</b></p> <p>What is this revamped school fundraiser all about?</p> <ul style="list-style-type: none"> <li>★ <i>A fun festival celebrating with a focus on community and family.</i></li> <li>★ <i>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.</i></li> <li>★ <i>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!!</i></li> <li>★ <i>Food trucks, face painters, balloonist, kids stalls: photo booth, lucky dip, chocolate coin throw (known as the chocolate trailer), Lollie lies (wrapped</i></li> </ul>	Lorna

	<p><i>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!</i></p> <ul style="list-style-type: none"> <li>★ <i>Bring a picnic mat and grab a bite to eat and then take a wander and have some fun!</i></li> <li>★ <i>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.</i></li> </ul> <p>Update from Lorna:</p> <ul style="list-style-type: none"> <li>- Roster for PTA run stalls 3-6pm. Cold drinks / lucky dip / raffle / bake sale. Will need just about everyone to help out. 2 people per stall.</li> <li>- Floats x4 - Tilly/Lorna will be in charge.</li> <li>- Idea of pre-selling raffle tickets / include any baking which comes in early. Before/after school for 1-2 weeks beforehand. Prizes to be announced during the day. <ul style="list-style-type: none"> <li>- Suggested must be at the Summer Festival to claim your prize.</li> </ul> </li> <li>- E-tap email to remind people to register on kindo / point people to FB page as well.</li> <li>- Food Truck - has been cancellations. Wanted guarantees for number of people (2500) and maybe got better offers, didn't like that was a sausage sizzle there - felt can't compete. Dumpling and ice-cream and donuts left (donating 15% of earnings to school). Would like a hot chip food truck. Sjaan looking for back-up options too.</li> <li>- Kindy / dance performance location - race-track for both.</li> <li>- Cookie-Time coming to sell cookies.</li> <li>- Brent is coming with his police car - in the carpark. Will come around 3pm and he can stay as long as wants. Michelle to email him.</li> <li>- Mel Highet - MC. Need her to confirm happy with this. Gaynor to confirm with her.</li> <li>- Chocolate Trailer - Claire Steele to confirm with Amy Hooper.</li> <li>- Agreed to pay for balloonist / face painters over \$1k. Approved.</li> <li>- Lucky Dip simplified version - Sjaan in charge. Lolly Lei / Lucky Dip wrapping party to be arranged.</li> <li>- Morning set up of Summer Festival - to be done in the morning by school.</li> <li>- Port-a-loo's to come in just after kids lunch playtime.</li> <li>- Run Sheet prepared - going to share with Sjaan and others who will be around during the day.</li> <li>- Posters need putting up around the place.</li> </ul>	
	<p><b>Planning / Calendar - 2023</b></p> <ul style="list-style-type: none"> <li>- Had a sub-committee meeting on planning for next year - agreed motto for next year 'do less' - to consider whether to drop any events for next year / hold some bi-annually.</li> <li>- Looking for a new Chair for next year - Gaynor to step down.</li> <li>- Gaynor may look to send out a position description next year.</li> <li>- Suggested putting out a survey to parents - feedback from parents what they think of the events / do we want to have bi-annual events / what did they enjoy etc. / local businesses for donations / ranking of preference of events. Survey Monkey or Google Survey? School can send out a Google Survey.</li> <li>- Golf Day to be cancelled next year. Timing of the year doesn't work. Possibly look at holding March / April 2024.</li> </ul>	
	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>- Sunscreen for classrooms - 1 per classroom. 20 classes. Sjaan to purchase sunscreen and expense it to PTA. Suggested putting 'With</li> </ul>	

	<p>thanks from the PTA' stickers on the sunscreen bottles suggested (Claire to discuss with Aaron).</p> <ul style="list-style-type: none"> <li>- Teacher's appreciation morning tea - need a date from school on this. - Stephen to come back to Gaynor.</li> <li>- Stephen / Kelly / Michelle would like to cater 13 Dec meeting as a thanks / appreciation to the PTA.</li> </ul>	
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<b>Action Items</b>	<b>Committee Member</b>
PTA leaflet in the office needs updating	Mel
Notice to go out ahead of AGM	Tilly/Charlotte
Bottle of wine for Mel's Dad	Claire S
Summer Festival - confirm Mel Hight for MC (Gaynor) / Chocolate Trailer confirmation with Amy Hooper (Claire) / Lucky Dip Organisation (Sjaan) / Run Sheet to be circulated (Lorna) / E-tap email to remind people to register on kindo and point people to FB page for info (Mel) / Posters to go up (Mel)	[See adjacent]
Preloved Uniforms: Comment around too much stored in the kitchen - check this out	TBD/Lorna
Look at setting up requests for 'round up's' on purchases made on Kindo.	Tilly
Sunscreen bottle purchases and labelling 'with thanks from PTA'	Sjaan
Preparing survey to go out to parents	

### SCHOOL TO ACTION

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- Stephen to come back with date for PTA morning tea for teachers
- Catering of 13 December PTA meeting

### NEXT MEETINGS

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- 13 December - School Staff Room - End of Year Wrap-up

### PTA VACANT ROLES

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- PTA Committee Leader positions are all filled - no vacancies
- Gaynor looking for someone (or two people) to put hands up for Chair role 2023 as is stepping down.
- 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
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, 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 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.