



# Greenhithe School PTA Meeting Minutes

December 2022

<b>Date:</b>	13/12/2022	<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, Mel Hurst, Claire Cruttwell, Charlotte Glidden, Gabriella Aranky, Kelly Olsen, Stephen Grady, Kelly Knowles, Michelle Butler		
<b>Apologies:</b>	Jacqui Durrant, Lorna Bevington, Carlene Clarke, Anna Chetty, Claire Steele, Marina Safronov, Aaron Aisher, Bridgett Chapman		
<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 sun cream 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>- Athletics Day - Year 3 juices. Profit of just under \$300</li> <li>- Second hand hats continue to sell through the office.</li> <li>- Made a transfer to school of \$15k.</li> <li>- Full year fundraising efforts of \$56k - well done team!</li> </ul>	Tilly
<p><b>Social Media and comms</b></p> <ul style="list-style-type: none"> <li>- Facebook followers continue to increase.</li> </ul>	Mel

### School update

- Feedback from kids (and parents) has been all positive re Summer Festival - everyone saying they had a great time and grateful it could go ahead despite the weather. No negative feedback received by email.
- First year had a rain plan in place. PTA expressed appreciation to teachers/Stephen for enabling it to go ahead.
- AV system - waiting on some materials, then will be installed over the holidays.
- Discussed an event to celebrate/highlight AV system's installation - Whanau Day in week 4 - Feb 24 9-11am:
  - Class / Syndicate together - morning tea on field. Open the library and hall for parents to look around.
  - Suggested we might look at having something from PTA at the event. Chocolate Trailer or juices?

### Summer Festival - Friday, 9 December

- Circa \$5,800 profit. Compared with profit of \$11k in 2020 and \$11K in 2019 (wine pool and chocolate trailer - popular stalls that weren't in 2022. Wine pool not part of the plan and chocolate trailer not able to happen due to the weather). Most people used cash, rather than eftpos.
- Things that worked really well:
  - All the pre-work and planning
  - It was looked at it differently; types of stalls, how they were manned on the day etc
  - Feedback that comms to parents on the day was done well.
  - Dumpling food truck was great. Want to come back again.
  - Pre-sale raffle tickets - \$500. Worth doing next year at least for one week. Possibly sell tickets for stalls as well.
  - Teachers were happy to run stalls and help make the event happen.
  - Baked items sold well.
  - Well done and thank you Lorna and others for all the prework.
  - Well done and thank you to all (teachers, parents and PTA peeps) involved in the set up, stalls, pack away on the day.
- Things would do differently:
  - Many of the below were due to changing to a wet weather plan which has never been done
  - Having a wet weather plan is a good idea going forward.
  - Video performances in case of rain? E.g. a dress rehearsal. Difficulty is not having permissions for certain kids to post online. Too hard to manage.
  - Tickets for everything. No cash options or tickets or cash on everything.
  - Entrance very busy with people buying tickets.
    - Having multiple tables
    - Selling tickets beforehand - using lanyard / 'clicker' to mark tickets / stamping tickets.
  - Performances - what happens when you're in line for something and name gets called for a performance? Needs thinking through when looking at performance times for next year.
  - Need a hot chip stall for next year.
  - Balloonist was amazing, possibly elaborate as it took time, possibly having a couple of balloonists or less fancy balloon creations.
  - Need someone directing people to stalls.
  - Lucky Dip sold out - could do more. However, most presents are not very sustainable.
    - In the past a PTA member has been in charge of sourcing

	<p>items throughout the year, i.e. when Smiggle sales are on, using Ali Express etc. Job for someone next year?</p> <ul style="list-style-type: none"> <li>- Suggested a closed box - put your hand in and get something out.</li> <li>- Lolly Lei's - all sold out. Different types of lollies?</li> <li>- Different drink options - feedback juicy box expensive, only other option fizzy drink. <ul style="list-style-type: none"> <li>- Alcohol caravans? Would need a licence (6 weeks). Bar Manager provided. Also does kombucha, non-alcoholic beverages.</li> <li>- School is happy to apply for a licence for 'adults only' events such as quiz night but less keen for kids events.</li> </ul> </li> <li>- PTA Communication / Organisation do differents: <ul style="list-style-type: none"> <li>- Meeting with the group who is going to help on the day ahead of the occasion. So each person knows what they're doing / who to speak with about issues etc.</li> <li>- Consider sourcing high-vis PTA vests so organisers are identifiable - people then know who to give money to, lost kids, queries etc. Useful for Disco, Quiz Night, SF and other big events. Duty Blue Vests / orange road patrol suggested.</li> <li>- Communication within the team <ul style="list-style-type: none"> <li>- less channels of comms within PTA</li> <li>- Option to split the PTA leader doing prework and person focused on the setup and event on the day.</li> </ul> </li> </ul> </li> </ul>	
	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>- PTA sun creams look great and awesome to have them in the classrooms for next year. Thanks to organisers on this one it was a quick turnaround!</li> <li>- Teachers morning tea from the PTA - went down well, thanks to organisers on this one</li> <li>- Looking ahead to Term 1: <ul style="list-style-type: none"> <li>- Pre-loved school uniform sale. Sunday 22 Jan.</li> <li>- Pizza Lunch Term 1 - can agree with Bridgett. Needs an extra car.</li> <li>- Whanau Open Day - 24 Feb.</li> </ul> </li> <li>- Suggested putting out a survey to parents - feedback from parents re 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. <ul style="list-style-type: none"> <li>- Too much going on this time of year to send out.</li> <li>- Instead, suggested we could send out comms on what the PTA has done this year / how much we have made / thanks to the parents for donating / point to AV equipment / sunscreen / library. Send on Facebook/etap.</li> <li>- Survey at the beginning of next year regarding plans for the year and what people are interested in - Google Survey.</li> </ul> </li> </ul>	

	<b>Action Items</b>	<b>Committee Member</b>
	PTA leaflet in the office needs updating	Mel
	Comms to parents wrapping up 2022	Mel
	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

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- Nothing this month.

## **NEXT MEETINGS**

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- AGM - 14 February 2023.

## **PTA VACANT ROLES**

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- As per the rules of the Greenhithe school PTA, all officer positions are available for re-election at the AGM.
- Nominations of the roles of Chairperson, Treasurer & Secretary will be received by the Secretary on greenhitheschoolpta@gmail.com up to 5pm on 9th February 2023.
- Please note:
  - The current Treasurer and Secretary are planning on restanding for their positions.
  - The position of Chair is vacant for 2023.
- All parents and caregivers are automatically members of the PTA - it is not by invite, all are welcome!

## **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.