



Greenhithe School PTA Meeting Minutes

February 2023

Date:	28/2/2023	Location:	The School Staff Room
Time:	7.00pm	Chair:	Sjaan Evans
Attendees:	Sjaan Evans, Tilly Harvey, Charlotte Leggett, Kelly Knowles, Gabby Aranky, Anna Tonkin, Terryn Choat, Bridgett Wilson, Pieter Coetzee, Charlotte Glidden, Benjamin Marambio, Aaron Aisher, Claire Steele, Gaynor Topham, Claire Cruttwell, Kelly Olsen, Tim Sun, Tamaryn Reinecke		
Apologies:	Anna Chetty, Carlene Clark, 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.		

AGENDA

Agenda Items	Committee Member
<p>Formal AGM/Meet and Greet</p> <p>As an organisation we are registered on the Charities Register and are required to hold an AGM. At the AGM the following officers were elected (unopposed):</p> <p>Chair - Sjaan Evans Treasurer - Tilly Harvey Secretary - Charlotte Leggett.</p> <p>Mel Hurst is also part of the PTA leadership team, responsible for Communications.</p> <p>Newly appointed Chair, Sjaan Evans then gave an intro to what the PTA is all about and thanked everyone for their work last year and the school for their support. Last year we introduced some new fundraising initiatives, amongst some old 'favourites', and raised over \$50,000 for the School which went towards (amongst other things):</p> <ul style="list-style-type: none"> - A new AV and Projector system for the School Hall - Upgrade to the Library - Big sun cream pump bottles for each classroom <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>	Sjaan/Tilly

<p>Treasurer's report</p> <ul style="list-style-type: none"> - Financial report for the year ended 31/12/2022 prepared and presented by Tilly. - In summary, PTA raised \$56k last year (after expenses) and transferred \$50k to the School. 	Tilly
<p>Social Media and comms</p> <ul style="list-style-type: none"> - Followers on Facebook continue to increase, up to 487 followers. - Agreed to send out some communications to parents on the AV system and Library upgrade once it is properly up and running. - The School's Mandarin translator is no longer with the School. She will continue doing translations, but may take a bit more time for these to be completed. 	Sjaan
<p>Pizza Lunches</p> <ul style="list-style-type: none"> - Pizza Lunches held once per term - kids order and pay for pizza per slice on Kindo. Bridgett collects these from Domino's and distributes them to each classroom. - Popular with kids/parents and reliable money raiser. Anna T has offered to help Bridgett with this going forward. 	Bridgett/Anna T
<p>Juicy sales</p> <ul style="list-style-type: none"> - Last year during the summer months we sold juicies in the lower carpark on Friday afternoons. This year the weather has been so unpredictable, considering whether to hold this year. - Kelly suggested year 6's could help with this. - Sjaan to set up a separate WhatsApp group with those interested in helping (includes Bridgett, Kelly). (Done) 	Bridgett/Kelly
<p>Uniform Sales</p> <ul style="list-style-type: none"> - Pre-loved uniform Sales were held once a term last year. Not so popular in Term 1 (was held very early in the year so perhaps people were still away). - If we're going to hold more we probably need to get more polo's - very short. - Discussion re holding after school instead of on a Sunday. - Gaynor suggested School sends out comms to Year 6 parents requesting they donate uniforms at the end of the year. Sjaan will speak with Stephen regarding 	Gaynor
<p>Cross Country Sausage Sizzle / Juicies</p> <ul style="list-style-type: none"> - We sell sausages / juicies at School Cross Country held at Wainoni Park Term 2. - Popular and run by Mel Hurst (and her Dad). 	Mel, Anna, Claire C, Claire S
<p>Disco</p> <ul style="list-style-type: none"> - Discussed more sustainable 'bling' for sale - ideas include UV light tattoos/ temporary tattoos. Would need to be mindful of the time it takes to put on and not wanting long lines. - Lanyards / Ticket rather than the cash option - Sjaan and Charlotte to source - Anna Chetty led last year - ask if she is willing to do so again - Sjaan to ask 	Gabby/Charlotte L/some new members.
<p>Quiz Night</p> <ul style="list-style-type: none"> - Held one evening Term 3 in the School Hall. - Very popular and great money raiser last year. - Claire to look at potential dates taking into account All Blacks games, August school production etc. 	Claire S
<p>School Production</p> <ul style="list-style-type: none"> - Held by the school on alternate years to the Art Exhibition. - This year will likely be the Years 3-6 performing, with the Years 1-2 to do a Folk-Dancing support act. 	Sjaan, Gaynor

	<ul style="list-style-type: none"> - Discussed producing t-shirts with kids names on them as a fundraising opportunity (discuss with Charlotte G who runs a screen printing business). - Also may look to sell popcorn / drinks / possibly get a licence to sell alcohol (will need to discuss with School SLT). - Great opportunity for PTA promotion and fundraising. - Meeting to brainstorm once School agrees to PTA support 	
	<p>Calendar Raffle</p> <ul style="list-style-type: none"> - Last year introduced a new calendar initiative - kids were sent home with raffle tickets to sell to enter into a prize pool of items/services donated by local and other businesses, which were drawn each day of a calendar month. - Raised over \$10k. A lot of work for PTA when they have many other fundraisers to organise plus we have to be conscious of not asking sponsors/parents to put hands in pockets multiple times (particularly given economic climate). - Decided to lean into the School Production this year instead / instead do Calendar Raffle 2024. Could instead do a raffle for the production that is drawn each night and silent auctions for Quiz Night. 	NA
	<p>Read-a-thon</p> <ul style="list-style-type: none"> - Popular initiative which ran last year over the Term 3 school holidays concluding with Book Week. Kids set themselves a reading goal and raised money from friends/family. - Raised about \$15k and run almost entirely by an outside agency which took the onus off PTA. - Focus on literacy within the School this year so could consider a write-a-thon this year instead. Sjaan to liaise with Stephen. 	No-one allocated yet
	<p>Golf Day</p> <ul style="list-style-type: none"> - This has been a popular ‘corporate-style’ day out in the past where teams of four are put together for an ambrose-style competition held at Lake Pupuke Golf Course. Beverages and banquet provided and a silent auction run. - Last year it had to be cancelled as we didn’t have enough teams entering. - Under consideration as to whether there remains appetite in the community for this event - would need to make \$10k to break even. - Consider other golf courses, Pupuke Golf Course has increased prices. Huapai is an option. - Also considering alternative ways of running it / whether to go directly to businesses instead of promoting through the School. - Claire will put a date down in Lake Pupuke for March 2024 and will revisit later in the year for discussion. 	Claire S
	<p>Summer Festival</p> <ul style="list-style-type: none"> - End of year school fete previously known as ‘Christmas on the Green’, held afternoon/early evening a Friday in Term 4. - Sjaan to lead with Gaynor. - To consider a Save the Date (even if it is for 2024), to allow for rain. 	Sjaan/Gaynor
	<p>Other fundraising ideas raised</p> <ul style="list-style-type: none"> - Sleepovers/movie night in the school hall - Camping on the school field - Colour Run - obstacle course. Local fire brigade involved to wash people down at the end. Where? School field seems unlikely. Wainoni Park? Run it through same group as run read-a-thon. 	
	<p>Other Business</p> <ul style="list-style-type: none"> - 20 wicker baskets for raffle - Gabby to find out whether they need to be collected. - Still left in the cupboard is a hockey stick, Edmund Hillary’s pick axe (need 	

	<p>to put on trademe).</p> <ul style="list-style-type: none"> - Discussed getting PTA t-shirts. Sjaan to discuss with Charlotte. - Discussed having a Board/PTA combined social event. Tilly to liase - Discussed having a PTA only social event.- Claire to organise - Board to run a survey on school communications - PTA to piggy back on this and put some of its own questions in. 	
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Action Items	Committee Member
<p>Leftover's from 2022:</p> <ul style="list-style-type: none"> ● PTA leaflet in the office needs updating ● Comms to parents wrapping up 2022 / Survey - see above from Board ● Pre-loved uniforms in hall ● Round-ups on purchases made on KINDO 	
Clown game in hall to be moved into the PTA cupboard and kept for a year.	
Comms to go out on AV system	Mel

SCHOOL TO ACTION

- Year 6's to help out with juicie sales.

UPCOMING MEETINGS

- **Next Meeting Tuesday, 21 March in the Malt**
- Schedule of proposed meetings for the year below:

Month	Date	Location
February	28 February	School Staff Room
March	21 March	The Malt
April	NA Production / Disco Meeting	Online
May	2 May	School Staff Room
June	6 June	The Malt
July	25 July	School Staff Room
August	NA - 'A-Thon' Meeting	Online
September	5 September	School Staff Room
October	17 October	The Malt
November	NA - Summer Festival Meeting	Online
December	TBC - 12 December	School Staff Room

PTA VACANT ROLES

- None currently.
- All parents and caregivers are automatically members of the PTA - it is not by invite, all are welcome!

PTA CALENDAR OF FUNDRAISING EVENTS FOR 2023

If you are keen to participate please let the PTA Leadership Team know and you will be added to the relevant WhatsApp group

Term 1: 1st February - 6th April	Date	Lead
Uniform Sale (4-5pm)	Completed	
Juicies Sale	Various Fridays	Bridgett/Kelly O
Pizza Lunch	31 March	Bridgett/Anna T
Term 2: 24th April - 30th June		
Uniform Sale (3-4pm)	23 April	
X Country Sizzle and Juicies	23 May	
Disco	2 June (TBC)	Mel H
Pizza Lunch	16 June	Bridgett/Anna T
Term 3: 17 July to 22 September		
Uniform Sale (3-4pm)	16 July	
Quiz Night	TBC	Claire S
Production	2 and 3 August	
Pizza Lunch	16 August	Bridgett/Anna T
Term 4: 9 October to 15 December		
Write or Read-a-thon/Wheel a thon or Colour Run???	October	
Pizza Lunch	25 October	Bridgett/Anna T
Athletics Sizzle and Jucies	14 November	Mel H
Summer Festival	8 December	Sjaan/Gaynor