



Greenhithe School PTA Meeting Minutes

June 2023

Date:	6/6/2023	Location:	School Staff Room
Time:	7.00pm	Chair:	Sjaan Evans
Attendees:	Sjaan Evans, Tilly Harvey, Charlotte Leggett, Kelly Knowles, Mel Hurst, Gabby Aranky, Anna Tonkin, Pieter Coetzee, Gaynor Topham, Claire Cruttwell, Tamaryn Reinecke, Aaron, Christine Patterson, Marina Safronov, Bridgett Chapman, Claire Steele, Careen Marshall		
Apologies:	Charlotte Glidden, Aaron Aisher, Carlene Clarke		
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 Committee	Chair - Sjaan Evans Treasurer - Tilly Harvey Secretary - Charlotte Leggett Communications - Mel Hurst		
Fundraising	This year's fundraising be put towards the Junior playground and replacing the School hall tables.		

Action Items	Committee Member
Possible fundraiser for School Band Performance night - Marina to contact music teacher	Marina
Update PTA Brochure	Charlotte/Mel
PTA T-Shirts - for consideration	Sjaan/Charlotte G
Year 6 Leavers T-Shirts	Claire S
PTA Social Event at some point <ul style="list-style-type: none"> - Claire to come up with some options - Next term - after school holidays 	Claire S
PTA / Board 'Mixer'	Tilly
Cookie Time - get more information	Claire S
Honey - get more information	Anna T

Key Decisions Needed by School	Committee Member
Check with teachers how they feel about juicies at the Junior Cross Country and weather prefer to be ordered in advance via kindo / bring a coin.	Mel

AGENDA

Agenda Items	Committee Member
<p>Update from Chairperson</p> <ul style="list-style-type: none"> - Toilet paper fundraising idea has been progressed. Paperwork submitted. - Keen for passive ways of fundraising we can run such as the TP Local businesses who may be able to support the school without too much work from us. Examples include - toilet paper fundraising idea. Scouts are selling baking paper / tin foil. - The Secretary role is vacant as Charlotte Leggett would like to step down. Will circulate a role description. 	Sjaan
<p>New fundraising ideas</p> <p><i>Cookie Time - Claire Steele</i></p> <ul style="list-style-type: none"> - Cookie Time cookies. If used a Cookie Time Rep, the mark up wouldn't be that great. Instead can go straight to Cookie Time and do a batch order. - 20 mini cookies a bag for \$20. - School gets \$8 a bag - good margin. - Can't be sold individually. - Order on Kindo in advance? That way we don't have leftover stock. - One idea is to sell them with Fathers Day leftovers? - Advertise on Greenhithe facebook page. <p><i>Honey - Anna Tonkin</i></p> <ul style="list-style-type: none"> - 500gm jar of honey = \$11. Personalised label included. Sell for \$15. - Brand it Greenhithe PTA Honey - kids design a label. - 3 years ago honey fundraiser wasn't particularly successful, but we would do it differently this time around. - Possibly get information this year, for running it next year. 	Claire S / Anna T
<p>Treasurer's report</p> <ul style="list-style-type: none"> - Cross country = raised around \$1200 + \$200 from Harcourts - Fundraising so far raised \$6,800 (including disco that has already come in) with the big ticket items to come. - Motion to transfer to school - \$10,000. Moved. - Mothers Day Mugs - got rid of most stock, raised \$308.08. - Do something different for next year: market it as 'kids bring in your pocket money to get things for your Mum'. - Have stock for Fathers Day as well 	Tilly
<p>Netball Dress</p> <ul style="list-style-type: none"> - PTA purchased netball dresses some time ago. - Parents pay a hireage fee - transferred back to PTA from school, to be used to purchase new netball dresses in the future. Arrangement in place for a while. - Dropped the hireage fee from \$15 to \$10 last year after discussing matters with Sharon (Sports Coordinator). - Sharon has questioned whether PTA need to keep charging a hireage fee and there are some concerns about the current set up being administratively burdensome. - Dresses will need replacement in the future, so PTA feel we need to keep charging a hireage fee. Feedback is parents are happy to pay for hireage, rather than purchase new dresses. 	Tilly/Sjaan

	<ul style="list-style-type: none"> - Agreed to keep the money separate from fees charged for netball. - Next year, we will need to put the hireage fee as a separate line item to the netball fees. 	
	<p>Social Media and comms</p> <ul style="list-style-type: none"> - Boosted disco post at cost of \$5 - doubles views. 	Mel
	<p>School Update</p> <ul style="list-style-type: none"> - Nothing to report this month other than have looked at options for tables - Bunnings still the best selection. Plus 4 foldables. School has priced these. - Consider asking Bunnings to reduce price. Wairau Road Bunnings may be a better option than Constellation Drive. 	Kelly
	<p>Junior Cross Country - 14 June</p> <ul style="list-style-type: none"> - Considering juices - low on stock so we would need to order more. - Order in advance or bring a coin? - Confirm with Junior teachers they're happy to sell them. - Ask the teachers whether they would prefer to set it up on kindo or cash. 	
	<p>Pizza Lunch</p> <ul style="list-style-type: none"> - Teachers have asked whether it is necessary this term, don't want to ask parents to constantly put hands in pockets.. PTA are concerned we have been given a target for fundraising, and haven't done a whole lot yet. - Considered new date - Wednesday 28 June (last week of term). - Kids love it. Nice wrap up at the end of term. - Bridgett has spoken to Dominos about slicing issues and will do some spot checks on the day. - Will try Albany Dominoes instead of Hobsonville. - Sjaan/Anna T can help on 28 June as Tamryn is not available. 	Bridgett/Tamryn/ Anna T/Sjaan
	<p>Disco - 9 June 2023</p> <ul style="list-style-type: none"> - Mel and Anna C have under control. - 390 tickets sold. Split evenly between juniors and seniors. - Booked black lights for the hall for collection Friday morning. - Extension cords might be needed. - Krispy Kreme. Lollies. Sausage Sizzle - 600 to order. - Glow Paint. Stencil for doing face paints. - Two areas for face painting. - Lines on entry - agreed will open up a bit earlier if people are already there waiting. - High Vis for PTA / parent support? Use the staff's high vis vests to locate PTA on the night. - 45 parent volunteers. Had to say no to some people. 	Anna C and Mel and team
	<p>Quiz Night <i>Held one evening in Term 3 in the School Hall - parents purchase a table. Very popular and great money raiser last year. Silent Auction held at end.</i></p> <ul style="list-style-type: none"> - Booked for 2 September. Will set up WhatsApp group and divy up roles. - Auction prizes. Silent / live auction split. Raffle. - One idea is setting up a sub-committee for bringing in prizes which can be divided up between Quiz Night / Production / Summer Festival. Rather than going out to the community three times. - Raffle for each event - ask different local real estate agents to sponsor a raffle for each event - Put on Facebook page / Newsletter. - Google sheet in the PTA drive of local businesses who have donated/sponsored in the past. - Quiz - 14 tables last year. Squeeze a couple more in. - Harcourts will cover the Quiz costs. 	Claire S and team

	<p>School Production - 2 & 3 August (Term 3) <i>Held by the school on alternate years to the Art Exhibition. This year will likely be the Years 3-6 performing in 'Variety Show' style, with the Years 1-2 to do a Folk-Dancing support act (separately).</i></p> <ul style="list-style-type: none"> - Sjaan has discussed the plan with Stephen. <ul style="list-style-type: none"> - Popcorn / sparkling water / cheese platter approved. - School comms went out this week. - Photography of each class. Pre-order their child's photo and costume. 	Sjaan, Gaynor and team
	<p>Read-a-thon <i>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.</i></p> <ul style="list-style-type: none"> - Booked in with Raise-it. - Deadline 28 August for website to be ready. - Bingo card - e.g. read a book someone else gave me, read a book of my choosing, read a book in a sunny spot. Possibly class bingo. - Will have more spot prizes this year / lucky dip announced at assemblies. - Look at again in August. 	Gaynor/Gabby
	<p>Summer Festival - 8 December</p> <ul style="list-style-type: none"> - Booked in some food trucks. - Sjaan to look at arranging different workstreams - external catering / entertainment / PTA stalls / less teacher run stalls this year / admin tasks 	Sjaan/Gaynor

UPCOMING MEETINGS

- **Next Meeting - 25 July 2023, School Staff Room**

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	School Staff Room
July	25 July	School Staff Room
August	NA - Read- 'A-Thon' Meeting	Online
September	5 September	School Staff Room
October	17 October	School Staff Room
November	NA - Summer Festival Meeting	Online
December	TBC - 12 December	School Staff Room

PTA VACANT ROLES

- Secretary role is vacant.
- 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 (2.45pm)	27 April	Gaynor, Mel
X Country Sizzle and Juicies	23 May	Mel and her Dad, Claire
Disco	2 June (TBC)	Anna Chetty, Mel
Junior Juicies	14 June	Sjaan/Anna T
Pizza Lunch	28 June	Bridgett/Anna T
Term 3: 17 July to 22 September		
Uniform Sale (3-4pm)	16 July	Gaynor, Mel, Sjaan
Quiz Night	2 September	Claire S
Production	2 and 3 August	Sjaan/Gaynor
Pizza Lunch	16 August	Bridgett/Anna T
Term 4: 9 October to 15 December		
Read-a-thon	9 October	
Pizza Lunch	25 October	Bridgett/Anna T
Athletics Sizzle and Juicies	14 November	Mel H
Summer Festival	8 December	Sjaan/Gaynor

LIST OF FUNDRAISING IDEAS

- 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.
- Wheel-a-thon.
- Toilet paper fundraiser website - profits go to school - underway
- School Band Performance Night - 6-9pm. Term 4 (last year 2 November).
- Cookie Time cookies.
- Honey