



# Greenhithe School PTA Meeting Minutes

July 2023

<b>Date:</b>	25/7/2023	<b>Location:</b>	School Staff Room
<b>Time:</b>	7.00pm	<b>Chair:</b>	Sjaan Evans
<b>Attendees:</b>	Sjaan Evans, Charlotte Glidden, Kelly Knowles, Mel Hurst, Gabby Aranky, Anna Tonkin, Tamaryn Reinecke, Christine Patterson,		
<b>Apologies:</b>	Tilly Harvey, Gaynor Topham, Bridgett Wilson, Careen Marshall, Marina Safronov, Charlotte Leggett, Pieter Coetzee, Claire Steele,		
<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.		
<b>PTA Committee</b>	Chair - Sjaan Evans Treasurer - Tilly Harvey Secretary - Charlotte Leggett Communications - Mel Hurst		
<b>Fundraising</b>	This year's fundraising will be put towards the Junior playground and replacing the School hall tables.		

<b>Action Items</b>	<b>Committee Member</b>
Secretary - position is open. Gabby Aranky has been nominated and accepted into the role.	Sjaan
Possible fundraiser for School Band Performance night - Marina to contact music teacher. 25Jul - Sjaan to follow up.	Marina
Update PTA Brochure. 25 Jul - Kelly to send through her version and request for Kelly O support	Charlotte/Mel
PTA T-Shirts - for consideration	Sjaan/Charlotte G
Year 6 Leavers T-Shirts	Claire S
PTA Social Event at some point -25 Jul - Merchant in Albany - Parents of GH. <ul style="list-style-type: none"> <li>- Claire to come up with some options</li> <li>- Next term - after school holidays</li> </ul>	Claire S
PTA / Board 'Mixer'	Tilly
Cookie Time - get more information. 25Jul - SE to follow up	Claire S
Honey - get more information - for next year.	Anna T

<b>Key Decisions Needed by School</b>	<b>Committee Member</b>
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School needs to provide the following information for Production:

- Programme (photos etc) - need a blurb about each classroom's dance routine for inclusion, plus any branding they intend to use on the playbill which will come with the ticket.
- Timing of releasing the tickets so we can align PTA Kindo release

## AGENDA

<b>Agenda Items</b>	<b>Committee Member</b>
<p><b>Update from Chairperson</b></p> <ul style="list-style-type: none"> <li>- Toilet paper fundraising idea has been progressed. Paperwork submitted.</li> <li>- Keen for passive ways of fundraising we can run such as the TP Signed up to the School Fundraising Shop</li> <li>- Gabby Aranky was accepted in as Secretary</li> </ul>	Sjaan
<p><b>New fundraising ideas</b></p> <p><i>Cookie Time - Claire Steele</i></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 20 mini cookies a bag for \$20.</li> <li>- School gets \$8 a bag - good margin.</li> <li>- Can't be sold individually.</li> <li>- Order on Kindo in advance? That way we don't have leftover stock.</li> <li>- One idea is to sell them with Fathers Day leftovers?</li> <li>- Advertise on Greenhithe facebook page.</li> </ul> <p><i>Honey - Anna Tonkin. To be picked up FY25</i></p> <ul style="list-style-type: none"> <li>- 500gm jar of honey = \$11. Personalised label included. Sell for \$15.</li> <li>- Brand it Greenhithe PTA Honey - kids design a label.</li> <li>- 3 years ago honey fundraiser wasn't particularly successful, but we would do it differently this time around.</li> <li>- Possibly get information this year, for running it next year.</li> </ul>	Claire S / Anna T
<p><b>Treasurer's report</b></p> <p>Well done in the first half of the year. We have raised just over \$11K so far. And we still have our big fundraisers to come.</p> <ul style="list-style-type: none"> <li>- Disco \$3883.23</li> <li>- Pizza lunch \$1,060.14</li> <li>- Juicies at Junior Cross country \$150,</li> <li>- Uniform sale \$620</li> </ul>	Sjaan on behalf of Tilly
<p><b>Netball Dress</b></p> <ul style="list-style-type: none"> <li>- PTA purchased netball dresses some time ago.</li> <li>- 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.</li> <li>- Dropped the hireage fee from \$15 to \$10 last year after discussing matters with Sharon (Sports Coordinator).</li> <li>- 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.</li> <li>- Dresses will need replacement in the future, so PTA feels we need to keep charging a hireage fee. Feedback is parents are happy to pay for hireage, rather than purchase new dresses.</li> </ul>	Tilly/Sjaan

	<ul style="list-style-type: none"> <li>- Agreed to keep the money separate from fees charged for netball.</li> <li>- Next year, we will need to put the hireage fee as a separate line item to the netball fees.</li> </ul>	
	<p><b>Social Media and comms</b></p> <ul style="list-style-type: none"> <li>- Numbers have stayed the same</li> <li>- Workmate of Claires can translate into mandarin</li> </ul>	Mel
	<p><b>School Update</b></p> <ul style="list-style-type: none"> <li>- 12 trestle tables and 4 folding tables have been bought. 5 old tables have been kept</li> <li>- Good feedback from Pizza lunch - slice sizes were much better this time</li> <li>- School Uniform sale is well appreciated by parents and has been well run</li> <li>- Uniforms may need to be moved out of kitchen into a store room</li> </ul>	Kelly
	<p><b>Junior Cross Country - 14 June</b></p> <ul style="list-style-type: none"> <li>- Considering juices - low on stock so we would need to order more.</li> <li>- Order in advance or bring a coin?</li> <li>- Confirm with Junior teachers they're happy to sell them.</li> <li>- Ask the teachers whether they would prefer to set it up on kindo or cash.</li> </ul>	Completed
	<p><b>Pizza Lunch</b></p> <ul style="list-style-type: none"> <li>- Was a great success. Slice sizes were much more consistent and the kids enjoyed the new flavour</li> <li>- Push next pizza lunch til end of term. 20/09/23 suggested date</li> </ul>	20th Sept potential date
	<p><b>Disco - 9 June 2023</b></p> <ul style="list-style-type: none"> <li>- Completed - need to capture learnings from the tea</li> </ul>	Anna C and Mel and team
	<p><b>Quiz Night</b></p> <ul style="list-style-type: none"> <li>- 9 Tables sold already - 6 to go</li> <li>- Aaron can't MC so looking for another MC to take his place</li> <li>- Big push now for prizes for Auction and raffle hampers</li> <li>- Claire has put together a spreadsheet of businesses that have donated in the past for us to canvas again with a templated email request from Claire</li> <li>- Asking for volunteers to help canvas for donations from companies on the list.</li> <li>- Email going out to school tomorrow for hamper prize donations, and on Facebook</li> <li>- Donations can be dropped off in office or at Claire's house</li> <li>- Thermomix for raffle with private lesson from Christine - would this be better for the Summer Festival.</li> <li>- Harcourts no longer able to sponsor quiz night</li> <li>- Enough volunteers to help on the night, looking for volunteers to do some admin in the run up to the night</li> </ul>	Claire S and team
	<p><b>School Production - 28-29 August (Term 3)</b>  <i>Held by the school on alternate years to the Art Exhibition. This year's theme "A Night at the Movies". Show is 1 hour long. 4 shows (2 Matinees and 2 Nights)</i></p> <ul style="list-style-type: none"> <li>- Costume requests have gone out to parents.</li> <li>- PTA will set up Kindo with the following: <ul style="list-style-type: none"> <li>- Option to purchase Photo, Playbill and snacks.</li> </ul> </li> <li>- Selection of snacks on offer with a click ticket. Donuts, chocolate bars</li> <li>- School to do ticket and bag of popcorn included with ticket sale to be handed out by students at the door - school to source these and manage</li> <li>- Show is 1hr long</li> <li>- 6 parent helpers needed to help on the matinees and nights with door, runners to classroom - put on Kindo for request.</li> <li>- Matinee session 1-2pm same 6 helpers for both matinees 12:30-2:30</li> </ul>	Gabby, Sjaan, Gaynor and team

	<ul style="list-style-type: none"> <li>- Tickets will be live from 7th August to give teachers time to design them.</li> <li>- Ticket prices \$10-15 for 12 and over, \$5 for child, under 2s free</li> <li>- Donuts \$3, Chocolate bars \$2, Lolly bags \$2</li> <li>- Gabby to take photos of each class, and for program (pre ordered)</li> <li>- Class photos to be on display at shows for parents to order</li> <li>- Option to order program after the show on Kindo</li> <li>- Photo cost \$10 for laminated - sell for \$13?</li> <li>- Size of Program to be decided, Charlotte to do layout, blurb from teachers by end of week 3.</li> </ul>	
	<p><b>Read-a-thon</b>  <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"> <li>- Booked in with Raise-it.</li> <li>- Deadline 28 August for website to be ready.</li> <li>- 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.</li> <li>- Will have more spot prizes this year / lucky dip announced at assemblies.</li> <li>- Look at again in August.</li> </ul>	Gaynor/Gabby
	<p><b>Summer Festival - 8 December</b></p> <ul style="list-style-type: none"> <li>- Booked in some food trucks.</li> <li>- Sjaan to look at arranging different workstreams - external catering / entertainment / PTA stalls / less teacher run stalls this year / admin tasks</li> </ul>	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\*\*

<b>Term 1: 1st February - 6th April</b>	<b>Date</b>	<b>Lead</b>
Uniform Sale (4-5pm)	Completed	
Juicies Sale	Various Fridays	Bridgett/Kelly O
Pizza Lunch	31 March	Bridgett/Anna T
<b>Term 2: 24th April - 30th June</b>		
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
<b>Term 3: 17 July to 22 September</b>		
Uniform Sale (3-4pm)	20 July	Gaynor, Mel, Sjaan
Quiz Night	2 September	Claire S
Production	28-29 August	Gabby, Sjaan/Gaynor
Pizza Lunch	20 September	Bridgett/Anna T
<b>Term 4: 9 October to 15 December</b>		
Read-a-thon	9 October	Gabby/Gaynor
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