



# Greenhithe School PTA Meeting Minutes

## September 2023

<b>Date:</b>	19/9/2023	<b>Location:</b>	School Staff Room
<b>Time:</b>	7.00pm	<b>Chair:</b>	Sjaan Evans
<b>Attendees:</b>	Sjaan Evans, Michelle Butler, Mel Hurst, Gabby Aranky, Tilly Harvey, Pieter Coetzee, Leandra Bloem, Kelly Olsen, Charlene Boyd, Marina Safronov		
<b>Apologies:</b>	Gaynor Topham, Bridgett Wilson, Careen Marshall, Charlotte Leggett, Charlotte Glidden, Claire Steele, Christine Patterson, Anna Chetty, Tamaryn		
<b>PTA Comms</b>	The 'PTA Crew 2023' 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 - Gabby Aranky 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>
Possible fundraiser for School Band Performance night - Marina to contact music teacher. Much smaller this year with only Greenhithe students so perhaps not worth it	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. Parents of GH. - Claire to come up with some options - Next term - after school holidays	Claire S
PTA / Board 'Mixer'	Tilly
Cookie Time - get more information. 25Jul - Summer Festival	Claire S
Honey - get more information - Summer Festival	Anna T

<b>Key Decisions Needed by School</b>	<b>Committee Member</b>
School needs to	Sjaan/Tilly

<ul style="list-style-type: none"> <li>• Discuss Netball dresses going forward</li> </ul>	
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## AGENDA

<b>Agenda Items</b>	<b>Committee Member</b>
<p><b>Update from Chairperson</b></p> <ul style="list-style-type: none"> <li>-</li> <li>- Keen for passive ways of fundraising we can run such as the TP Signed up to the School Fundraising Shop</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 we use a Cookie Time Rep, the mark up wouldn't be that great. Instead we 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>- 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>\$15 000 approved to be transferred to the school account. Approved by Sjaan and seconded by Mel</p> <p>We have raised just over <b>\$16K</b> so far.</p> <ul style="list-style-type: none"> <li>- Disco \$3883.23</li> <li>- Pizza lunch T2 \$1,060.14</li> <li>- Juicies at Junior Cross country \$150,</li> <li>- Uniform sale T3 \$570</li> <li>- Fathers Day \$160</li> <li>- Toilet paper \$100 so far remind parents to order</li> <li>- Production \$1500</li> <li>- Quiz night \$8800</li> </ul> <p>No uniform sale in term 4 - sell hats from the office for summer, donate spares to classrooms</p>	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> </ul>	Tilly/Sjaan

	<ul style="list-style-type: none"> <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> <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> <li>- Sjaan suggested that a meeting be set up with Sharon, Stephen and Tilly to discuss Netball dresses</li> <li>- Requests for sports equipment needs to be directed to Stephen and not PTA</li> </ul>	
	<p><b>Social Media and comms</b></p> <ul style="list-style-type: none"> <li>- We now have 510 followers!</li> <li>- Top post were quiz night photos - Thanks Pieter for the photos</li> <li>- Thanks Kelly for helping with posts</li> <li>- Mel's translator is leaving so we need to find a replacement. Get a bottle of wine to say thanks</li> </ul>	Mel
	<p><b>School Update</b></p> <ul style="list-style-type: none"> <li>- No major updates</li> <li>- School appreciative of PTA help with Production</li> </ul>	Michelle
	<p><b>Pizza Lunch - 20 September</b></p> <ul style="list-style-type: none"> <li>- 2 separate reports have been generated to help keep it simple for the helpers</li> <li>- First time doing it without Bridgette</li> <li>- If its too complicated with ham and cheese options perhaps just offer cheese pizzas. TBD after the event</li> <li>- Pizzas to be off-loaded into staff room, house leaders to help distribute pizza to classrooms</li> <li>- Arrive between 12-12:15</li> <li>- Strict instructions given to pizza shop re slice sizes</li> </ul>	20th Sept
	<p><b>Quiz Night</b></p> <ul style="list-style-type: none"> <li>- Thanks from Claire for all the help from PTA and volunteers</li> <li>- Next year go with a different quizmaster. His sense of humour was not appreciated by all</li> <li>- 14 tables in the hall could be increased to 16 next time.</li> <li>- New auctioneer - rushed too much through auction. Needed to interact more throughout the evening</li> <li>- There needed to be more of a push on silent auction through the night</li> <li>- Lots of new teams which was great!</li> <li>- Request feedback from team captains on what they thought of the quiz</li> <li>- Run a Quiz again next year or mix it up and try Bingo?</li> <li>- Great to keep an event just for the adults</li> <li>- Can the PTA please purchase new table cloths and fairy lights for functions</li> <li>- Scott at Barfoot is keen to sponsor summer festival</li> </ul>	Claire S and team
	<p><b>School Production - 28-29 August (Term 3)</b></p> <p><i>What an amazing performance that was thoroughly enjoyed by teachers and families alike. Big thank you to Charlene for all her hard work.</i></p> <ul style="list-style-type: none"> <li>- Programs could have been \$10 and photos a little cheaper</li> <li>- May have been too many costs for parents perhaps we should focus on one saleable item</li> <li>- Selling programs while people were waiting in line bumped up sales</li> <li>- Suggested that we record the show and sell video to parents</li> <li>- Big thank you to Charlotte Glidden and all her hard work on the programs</li> <li>- School to re-think the ticketing on kindo, some parents bought tickets for multiple shows.. Perhaps better to use an electronic ticket next time</li> </ul>	

	<ul style="list-style-type: none"> <li>- Kindo updates coming up so it may be better equipped for ticketing</li> </ul>	
	<p><b>Read-a-thon 9 Oct - 12 Nov</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>- Week 1 term 4 Website Ready for sign up, letter to parents, inform teachers on how Read-a-thon works</li> <li>- Each week for the 4 week duration there will be a different activity where children can win spot prizes for taking part</li> <li>- Will have more spot prizes this year / lucky dip announced at assemblies.</li> <li>- Letters to go home with students in Week 1 Term 4</li> <li>- Would like to set up activities around the village over the weekend to make it a real community activity - village reading sessions with grandparent vols?</li> <li>- 24-27 Oct Book Fair and Author visit</li> <li>- Read-a-thon ends with the Character parade (10 Oct)</li> <li>- Winning Team announced during full school assembly 17th Nov</li> <li>- Any volunteers welcome to join whatsapp group</li> </ul>	Gaynor/Gabby
	<p><b>Summer Festival - 8 December</b></p> <ul style="list-style-type: none"> <li>- Booked in some food trucks 5\6 trucks</li> <li>- Facepainter booked - 10 designs that take 30secs max paid by PTA</li> <li>- Balloonist with 5 options and some ready to go</li> <li>- Nutty Scientist</li> <li>- Cookie time</li> <li>- Honey</li> <li>- Ray white photobooth</li> <li>- Police, St John, Firemen, Defence force.</li> <li>- Inflatable football if keen</li> <li>- Sjaans husband has a business that brings in games - ninja courses, potato sack races. Happy to donate equipment for someone to run it</li> <li>- Claire has secured a magician who will walk around doing tricks</li> <li>- Local business that sells school bags and lunch boxes</li> <li>- Perhaps have some market stalls with a koha to school</li> <li>- Cake stall</li> <li>- Raffle</li> <li>- Pluck a Duck extraordinaire</li> <li>- Chocolate trailer and lolly ley</li> <li>- Decision to be made regarding ticket/ cash process</li> <li>- Make sure that there are many tables to buy tickets from</li> <li>- Volunteers need to help with tasks; set up, tidy up, MC, Portaloo, table gazebos and sunscreen</li> <li>- After school</li> <li>- Focus away from teachers manning stalls this year so they can have a break</li> <li>- Still want to do the performances - prepared by School (Charlene)</li> <li>- Look for live music - our school band in ampitheatre, musician with speaker near food trucks</li> </ul> <p><b>Athletics 14 Nov</b></p> <ul style="list-style-type: none"> <li>- Sausage sizzle for middles and seniors</li> <li>- Juices for Junior athletics (Nov 16)</li> </ul>	Sjaan/Gaynor
	<p><b>Board Elections</b></p> <ul style="list-style-type: none"> <li>- Comms help requested from Mel to try and get the word out there</li> </ul>	Mel/Sjaan

- Comms to go out in board newsletter and school email
- Form needs to be done out of the school so it's kept independent
- Some members re-standing but looking for some more diversity

## UPCOMING MEETINGS

- Next Meeting - **24th October 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	19 September	School Staff Room
October	NA - Summer Festival	School Staff Room
November	21 November	Online
December	TBC - 12 December	School Staff Room

## PTA VACANT ROLES

- 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	Completed	Bridgett/Kelly O
Pizza Lunch	Completed	Bridgett/Anna T
<b>Term 2: 24th April - 30th June</b>		
Uniform Sale (2.45pm)	Completed	Gaynor, Mel
X Country Sizzle and Juicies	Completed	Mel and her Dad, Claire
Disco	Completed	Anna Chetty, Mel

Junior Juicies	Completed	Sjaan/Anna T
Pizza Lunch	Completed	Bridgett/Anna T
<b>Term 3: 17 July to 22 September</b>		
Uniform Sale (3-4pm)	Completed	Gaynor, Mel, Sjaan
Quiz Night	Completed	Claire S
Production	Completed	Gabby, Sjaan/Gaynor
Pizza Lunch	Completed	Bridgett/Anna T
<b>Term 4: 9 October to 15 December</b>		
Read-a-thon	9 October	Gabby/Gaynor
Athletics Sizzle and Juicies	14 November	Mel H
Junior Juicies	16 November	TBD
Pizza Lunch	1 December	Bridgett/Anna T
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 was involved to wash people down at the end. Where? School field seems unlikely. Wainoni Park? Run it through the same group as run read-a-thon.
- Wheel-a-thon.
- School Band Performance Night - 6-9pm. Term 4 (last year 2 November).
- Cookie Time cookies.
- Honey