



# Greenhithe School PTA Meeting Minutes

## November 2023

<b>Date:</b>	21/11/2023	<b>Location:</b>	School Staff Room
<b>Time:</b>	7.00pm	<b>Chair:</b>	Sjaan Evans
<b>Attendees:</b>	Sjaan Evans, Mel Hurst, Gabby Aranky, Claire Crutwell, Claire Steele, Anna hetty, Gaynor Topham, Pieter Coetzee, Michelle Butler, Charlotte Leggett, Kelly Olsen, Sophia Craddock, Marina		
<b>Apologies:</b>	Anna Tonkin,		
<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>
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
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

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

## AGENDA

<b>Agenda Items</b>	<b>Committee Member</b>
<p><b>Update from Chairperson</b></p> <ul style="list-style-type: none"> <li>- PTA high vis jackets made and received</li> <li>- Section on the school website for the PTA to discuss what they are up to</li> <li>- AGM meeting next year</li> </ul>	Sjaan/ Charlotte
<p><b>New fundraising ideas</b></p> <ul style="list-style-type: none"> <li>- Passive: yearly advertising on school property</li> <li>-</li> </ul>	Sjaan
<p><b>Treasurer's report</b></p> <ul style="list-style-type: none"> <li>- \$24 000 raised this year (excludes read a thon and athletics)</li> <li>- \$1200 pizza lunch</li> <li>- \$120 toilet paper: needs more reminders from PTA</li> </ul>	Tilly
<ul style="list-style-type: none"> <li>-</li> </ul>	
<p><b>Social Media and comms</b></p> <ul style="list-style-type: none"> <li>-</li> </ul>	Mel/ Kelly O
<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
<ul style="list-style-type: none"> <li>-</li> </ul>	
<p><b>Athletics</b></p> <ul style="list-style-type: none"> <li>- Very successful with popsicles and sausage sizzles</li> <li>- Big thank you to Mel and her dad for doing an amazing job</li> </ul>	
<p><b>Read-a-thon 9 Oct - 12 Nov</b></p> <ul style="list-style-type: none"> <li>- \$13,751 raised</li> <li>- Winning house Te Wharau \$4,068</li> <li>- Biggest individual fundraiser raised \$595 (Prize was \$75 Whitcoulls &amp; Clip n Climb)</li> <li>- Biggest family fundraiser raised \$590 (Prize was \$100 Whitcoulls voucher, Clip 'n Climb, Jump Voucher)</li> <li>- Te Wharau winners day Friday 1st Dec - Wear red for the day, 25 mins extra playtime and ice lollies</li> </ul>	Gaynor/Gabby
<p><b>Summer Festival - 8 December</b></p> <ul style="list-style-type: none"> <li>- External food stalls all committed</li> <li>- Bottom car park closed after drop off for food trucks to arrive and set up from 1pm</li> <li>- Market stall holders can access field to set up from 2pm</li> <li>- Harcourts Coffee &amp; Cone confirmed</li> <li>- Christmas cookies permitted to sell, nothing else that would compete with</li> </ul>	Sjaan/Claire/Gaynor

	<p>PTA stall</p> <ul style="list-style-type: none"> <li>- Syndicates to perform on the field, Kapa Haka and Band. All performances to be finished by 6:15</li> <li>- Kindi performances 3:15</li> <li>- Need a market stall liaison to handle all stall related questions</li> <li>- Cookie time, soaps, skincare, pottery, fabric flowers, christmas crafts and many more fun stalls</li> <li>- PTA maned stalls: bake sale, sausage sizzle - need volunteers</li> <li>- Policeman no go, Sjaan to ask further afield</li> <li>- Firetruck has not responded yet</li> <li>- St Johns ambulance</li> <li>- Magician to confirm</li> <li>- Uniform drop off spot</li> <li>- Chocolate trailer needs a base to be built</li> <li>- Volans: Sack race, egg and spoon, tug of war all on running track manned by teachers from 3:15-5:30</li> <li>- PTA Hub: Gaynor and Anna to man</li> <li>- Portaloos: email to be sent from PTA to company last year to say thanks and ask to have it again</li> <li>- School has sunscreen to place around the festival</li> <li>- Sausage sizzle and Photo booth manned</li> <li>- More comms direct from school asking for parent volunteers</li> <li>- Run sheet for the day and QR Code printouts</li> <li>- Roster for the Day &amp; post event -take down</li> <li>- Push for parent vols</li> <li>- Get comms out from school</li> <li>- Weather check from 4th Dec, Rain saver day 23 Feb Week 4 Term 1 2024</li> <li>- Cake boxes and baking info for parents to be sent out Fri 1st Dec</li> </ul>	<p>Claire S Claire S Claire S Claire S</p> <p>Dieter Teachers Gaynor/Anna Charlotte</p> <p>Barfoot</p> <p>Claire S Claire S</p> <p>Mel</p> <p>Mel</p>
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	<p><b>Pizza Lunch</b></p> <ul style="list-style-type: none"> <li>- Friday 1st Dec</li> <li>- Comms to go out to parents - Kelly O</li> <li>-</li> </ul>
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**UPCOMING MEETINGS**

- Next Meeting - **12 December 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	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\*\*\*

<b>Term 1: 1st February - 6th April</b>	<b>Date</b>	<b>Lead</b>
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	Completed	Gabby/Gaynor
Athletics Sizzle and Juicies	Completed	Mel H
Junior Juicies	Completed	Tilly
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.
- Cookie Time cookies.
- Honey