

**Greenhithe School PTA Meeting Minutes**

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 **December 2023**

| **Date:** | 12/12/2023 | **Location:** | School Staff Room |
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| **Time:** | 7.00pm  | **Chair:**  | Sjaan Evans |
| **Attendees:**  | Sjaan Evans, Mel Hurst, Gabby Aranky, Claire Crutwell, Stephen Grady, Michelle Butler, Kelly Knowles, Anna Tonkin, Gaynor Topham, Kelly Olsen, Pieter Coetzee, Claire Steele |
| **Apologies:** |  |
| **PTA Comms** | 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. |
| **PTA Committee** | Chair - Sjaan EvansTreasurer - Tilly HarveySecretary - Gabby ArankyCommunications - Mel Hurst |
| **Fundraising**  | This year’s fundraising will be put towards the Junior playground and replacing the School hall tables. |

| Action Items  | Committee Member |
| --- | --- |
|  |  |
| 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 |
|  |  |
|  |  |

| Key Decisions Needed by School | Committee Member |
| --- | --- |
| School needs to* Accept some money from the PTA
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# Agenda

|  | Agenda Items | Committee Member |
| --- | --- | --- |
|  | **Update from Chairperson** * Thank you!
* Recap of the year
* Annual meeting to come in year 1
* Plan for next year - 2024
* Section on the school website for the PTA to discuss what they are up to
* AGM meeting next year - Feb
* A big thank you to Gaynor for all her hard work during her time on the PTA over the years and for the amazing work she did as Chairperson.
* It has been an amazing year with such a superstar team
* Massive thanks to our treasurer - Tilly
* Huge thanks to Mel for all her hard work behind the scenes that most of us don't notice - she has workéd so hard and been fantastic keeping all the PTA communication running smoothly.
 | Sjaan/ Charlotte |
|  | **New fundraising ideas** * Passive: yearly advertising on school property
* AGM proposed date 13th February 2024 - notice needs to go out to parents before end of term
* PTA would like to be more involved and promote ourselves at school events (Whanau day, Ice block day, swimming, sports events etc)
* PTA would like to participate in new entrant meetings
* Disco always a popular event - only 1 a year
* Fundraising suggestion is to create and sell a community cookbook with easy go to recipes. Possibly include an apron/ tea towel.
* School Movie night - Term 3. Students vote for the movie
* Parent only event another quiz night/ bingo - Term 3
* Another a-thon but perhaps of a different kind bike/spell/maths
* Colour run in the community
* Suggested that we look at the possibility of moving Summer festival to Term 1
* A smaller event at end of the year for the school performances
* Passive income reminders: toilet paper, signage, school shop. Welcome passive income ideas. Animal house subscription
* We ware interested in finding out what the teachers would be interested in seeing and being a part of to help with fundraising. Look at sending out a google form in Term 1 for feedback
 | Sjaan |
|  | **Treasurer's report*** Grand Total $46 000 raised!!
* Biggest fundraising earner was the Read-a-thon followed by Quiz Night and the School Disco
* Summer Festival raised $8717 - a big thanks to the parents and community
* Pizza Lunch $4000
* Pass motion to transfer money to school - agreed by Anna, Gaynor, Sjaan
* Will have transferred a total of $37 000 to school
* PTA vests have been approved and appreciated by the whole team $600
 | Tilly |
|  | **Social Media and comms**  * Social media post to highlight PTA money put towards the new Playgroun d and Kapa Haka outfits
* Thank-you to sponsors post to come
* Festival Album with approved images
* Final fundraising wrap up
* Post calling for Uniform donations
 | Mel/ Kelly O |
|  | **School Update*** PTA ideas and work have been amazing this year
* Summer festival was epic! It was a great idea to make it a community event with the market and stalls
* The fundraising the PTA carries out is crucial to the running of the school
 | Steven, Michelle, Kelly |
|  | **Athletics*** Good uptake for Junior School Athletics
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|  | **Pizza Lunch*** Big thanks to Bridgett and team for helping to make it a smooth running operation every time.
 |  |
|  | **Read-a-thon 9 Oct - 12 Nov*** $13,751 raised
 | Gaynor/Gabby |
|  | **Summer Festival - 8 December** * Feedback:
* Security for misbehaving attendees would be helpful
* Parking was an issue, parents not following rules. Traffic police could be notified in advance to be present
* Face painting was too slow - must be done faster. Cannot do VR with face paint
* Balloon artist needed to be quicker
* Not enough to do with tickets
* Market feedback from stall holders - if they could have swapped out tickets for cash at the end as the kids try to buy with

Most market stall holders are keen to come backThe end of the summer fest was too severePA system was not loud enough so most announcements were not heard - hire a better PA system for next yearNot necessary to time table the games if the teachers running it. Parents setting up picnic spots before time - could sell prime spotsWent on too long, performance could be done a bit earlier 5pm would have worked wellClean up support was great and ran very efficientlyCommunity service from corporate to come and get involved with the school and help run a stall instead of relying on parent volunteersPlease can lawns be mowed before if possible as lots of bees.Lots of people received the wrong number of tickets in bags - this was fixed and managed on the day. Named bags worked wellBaking donation should stay open on Kindo until the Monday after for any last minute donations.Every Food Truck wants to come back next year!* Potential to move to Term 1 2025 - in line with Whanau Day
* Amazing response to our call for volunteers from parents - we had over 70 responses!!
* $8717. Raised!
* 2195 tickets presold
* 121 baking donations
* VR presold 86 tickets at $14
 | Sjaan/Claire/Gaynor |

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# Upcoming Meetings

* **First day back = 1 February 2024 (Parent/teacher Interviews January 31)**
* **Next Meeting - 13 February 2024, School Staff Room**

| **Month** | **Date** | **Location** |
| --- | --- | --- |
| February | 13 February 2024 | School Staff Room |
| March | 21 March | School Staff Room |
| April | TBD | School Staff Room or Online |
| May | 2 May | School Staff Room |
| June | 6 June | School Staff Room |
| July | 25 July | School Staff Room |
| August | TBD  | School Staff Room or Online |
| September | 19 September | School Staff Room |
| October | TBD | School Staff Room or Online |
| November | 21 November | School Staff Room |
| 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

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\*\*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 - 12th April** | **Date** | **Lead** |
| --- | --- | --- |
| Uniform Sale (4-5pm) | Tuesday 30 January | Mel |
| Whanau Day | Friday 16 February | Sjaan |
| School Cookbook | Throughout Term 1 |  |
| Swimming Sports | Tuesday 27 February |  |
| New Entrant Meeting | Wednesday 27 March |  |
| Iceblock Sales | School events and after school |  |
| Pizza Lunch | Friday 12 April |  |
| **Term 2: 29th Apr - 5th July** |  |  |
| Uniform Sale (2.45pm) | 29 Apr - 1 June 2024 |  |
| X Country Sizzle and Juicies | Tuesday 28 May |  |
| New Entrant Meeting | Wednesday 26 June |  |
| Disco | Friday 23 August |  |
| Movie Night | September 2024 |  |
| Pizza Lunch | Friday 27 September |  |
| **Term 3: 22 July to 27 September** |  |  |
| Uniform Sale (3-4pm) | 22- 24 July |  |
| Quiz Night | TBD |  |
| Calendar Art? |  |  |
| Pizza Lunch |  |  |
| **Term 4: 14 October to 15 December** |  |  |
| A-thon??? | End October - November |  |
| Athletics Sizzle and Juicies | Tuesday 19 November |  |
| Junior Juicies |  |  |
| Pizza Lunch |  |  |
| Summer Festival? |  |  |

# 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