



Greenhithe School PTA Meeting Minutes

March 2024

Date:	26/03/2024	Location:	School Staff Room
Time:	7.00pm	Chair:	Sjaan Evans
Attendees:	Sjaan Evans, Claire Crutwell, Kelly Knowles, Kelly Olsen, Gabriella Aranky, Claire Steele, Charlotte Leggett, Tilly Harvey, Pieter Coetzee, Marina, Monica Wang, Sanjana Daws, Mat Daws		
Apologies:	Mel Hurst, Anna Tonkin		
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 Evans Treasurer - Tilly Harvey Secretary - Gabby Aranky Communications - Mel Hurst		
Fundraising	This years' fundraising will be put towards Kapa Haka uniforms, sandpit refresh. Board still to meet and see what other priorities are for this year.		

Action Items	Committee Member
Term 2 meeting with Stephen - confirm fundraising contributions	Sjaan
PTA / Board 'Mixer'	Tilly

Key Decisions Needed by School	Committee Member
School needs to <ul style="list-style-type: none"> Send invoice for Kapa Haka Uniforms - post meeting update - done 	Complete

AGENDA

Agenda Items	Committee Member
Update from Chairperson	Sjaan
- Whanau day ice blocks were well received, thank you to all who pitched in	

	<ul style="list-style-type: none"> - New Entrants evening tomorrow - Focused push on the fundraising shop as it's a great passive income stream. - We would like to look into advertising on school fences as an annual source of income 	
	<p>Treasurer's report</p> <ul style="list-style-type: none"> - Pre-loved Uniform actually made \$775 - Ice blocks cost \$220 - Charities annual return is being completed - Small amounts coming in from Toilet paper, could be more with some targeted promotion. - Awaiting Kapa Haka invoice. 	Tilly
	<p>Social Media and comms</p> <ul style="list-style-type: none"> - Facebook followers now at 527 - We reached 2500 people on Facebook in the last 3 months - Aim to boost all posts this year to get better reach and potential engagements from followers and families. - Will look at reminders/ad on facebook for fundraising shop/toilet paper 	Mel
	<p>School Update</p> <ul style="list-style-type: none"> - Seesaw will no longer be a platform for PTA messages in order to have consistency across the school - No other updates at this time. 	Stephen, Michelle, Kelly
	<p>Pizza Lunch</p> <ul style="list-style-type: none"> - Weds 10th April - closes on Friday 5 April - 2 classes (Rooms 17&18) will be out that day so we will arrange another day for those classes to have their pizza (potentially Friday 12th) Special comms will be sent to those classes to let parents know 	Bridgette Mel
	<p>Uniforms</p> <ul style="list-style-type: none"> - Next second hand uniform sale is on 30th April - Uniform trial with Toby's uniform is going well, not much fading so far - School to change over to wide brim hats but will run both hat options 	Sjaan/Mel
	<p>Cookbook</p> <ul style="list-style-type: none"> - Theme: Flavours of Home. - Concept: Families submit receipts that are special to them. As much locally sourced as possible. - Style: Spiral bound - Cost: \$17 per book - 3 week turnaround on printing - Price Point: \$20-30 - Additional items: TBD - apron, tea-towel, tote bag - Charlotte G to source - School contribution: Mrs Sam to coordinate artwork for use throughout the book. - Categories to be divided by year group: Lunch box ideas, Lunch, Dinner, Baking, Salads and Vege Dishes, Snacks/Tapas and Sharing Plates - First Comms = end of Term 1 - Form to be designed and to go to families = 29 April - Forms to be completed by families - 31 May - Book Launch to occur End Term 3 - take presales during August. - E-book post sales - Request for sponsors - need support (Mel, Claire, Kelly) Tiered levels of advertising - to be determined - Photos end mid to end of term 2, term 3 layout, editing and printing with proof reading by Kelly O, Claire - Gabby to plan and organise photography, Pieter has offered assistance 	Charlotte G Charlotte G Mel/Sjaan Charlotte/Mel Charlotte/Sjaan

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 - 12th April	Date	Lead
Uniform Sale (4-5pm)	Tuesday 30 January	Completed
Whanau Day	Friday 16 February	Completed
School Cookbook	Throughout Term 1	
Swimming Sports	Tuesday 27 February	Completed
New Entrant Meeting	Wednesday 27 March	Completed
Pizza Lunch	Wednesday 10 April	
Term 2: 29th Apr - 5th July		
School Cookbook	Throughout Term 2	
Uniform Sale (2.45pm)	Tuesday 30 Apr	Mel/Sjaan
X Country Sizzle and Juicies	Tuesday 28 May	Mel
New Entrant Meeting	Wednesday 26 June	Sjaan
Disco	Friday 21st June	TBD
Pizza Lunch	Wednesday 3 July	Bridgette
Term 3: 22 July to 27 September		
Uniform Sale (2.45pm)	Tuesday 23 July	Mel/Sjaan
Movie Night	Friday 16 August	TBD
Quiz Night (or other)	TBD	Claire S
Calendar Art?	By the School	
Pizza Lunch	25 September	Bridgette
School Cookbook Launch	w/c 23 September	Charlotte G
Term 4: 14 October to 15 December		
Math-A-thon	End October - November	Charlotte G/Tilly
Athletics Sizzle and Juicies	Tuesday 19 November	Mel
Junior Athletic Juicies	TBD	TBD

Pizza Lunch	11 December	Bridgette
Summer Festival	14 December	Sjaan

LIST OF FUNDRAISING IDEAS

- 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