

**Greenhithe School PTA Meeting Minutes**

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 **November 2024**

| **Date:** | 26/11//2024 | **Location:** | School Staff Room |
| --- | --- | --- | --- |
| **Time:** | 7.00pm  | **Chair:**  | Sjaan Evans |
| **Attendees:**  | Sjaan, Mel H, Tilly, Gabby, Kelly O, Michelle Butler, Tamaryn, Claire C, Pieter,  |
| **Apologies:** | Mike Das, Evita |
| **PTA Comms** | The ‘PTA Crew 2024’ 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 new people can be added. |
| **PTA Committee** | Chair - Sjaan EvansTreasurer - Tilly HarveySecretary - Gabby ArankyCommunications - Mel Hurst and Kelly Olsen |
| **Fundraising**  | 2024 fundraising will be put towards Kapa Haka uniforms, a sandpit refresh, new literacy curriculum roll out, for front garden area making accessible for new waka playground. |

| Action Items  | Committee Member |
| --- | --- |
| PTA / Board ‘Mixer’ | Tilly |
| Toilet Paper for fundraising drive and Fundraising Shop - communications on the FB pages and the newsletter. | Mel |

| Key Decisions/Actions Needed by School | Committee Member |
| --- | --- |
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# Agenda

|  | Agenda Items | Committee Member |
| --- | --- | --- |
|  | **Update from Chairperson** * Summer Festival main focus of meeting tonight
 | Sjaan |
|  | **Treasurer's report*** Math-a-thon - $10.5K after expenses
* Flavours of Home -$4.5K (with expenses)
* Beats by Bingo - nearly $11K
* Transfer to school - $20K - seconded by Sjaan
 | Tilly |
|  | **Social Media and comms**  * 562 Followers
* Most popular posts: Cookbook get the kids involved, Summer Festival advert video
* Mindful of sending out too many emails to parents, only a few more to go out
 | Mel |
|  | **School Update*** Teachers stalls: Chocolate trailer, pluck a duck, Volans activities
 | Michelle B |
|  | **Cookbook*** Running 3 posts a week to keep it fresh
* Stall at Greenhithe market to sell cookbook 7 Dec & 14 Dec
* Stock take to be done this week
 | Kelly O |
|  | **Teacher Appreciation Day - 25 October*** 2 Cakes delivered to school along with Hero coffee truck
 | Tilly |
|  | **Pizza Lunch - Date 5 December*** Confirmed
 | Bridgett |
|  | **Athletics - 19 November and 4 December*** Great effort and very efficient.
* Football clubs BBQ was very handy and they are happy to allow us to use next year.
 | Mel |
|  | **Summer Festival - 13 December*** Food trucks booked
* Performances will start at 3:15
* Photo Booth sponsor not confirmed yet, option to have booth manned for us $1700
* Kumon activities
* Little Scientist will teach the kids to make sherbet
* VR session added due to popularity (no face paint allowed)
* Kiwi Kickstars
* PTA guess the Lollies stall
* Bouncy Castles & Blow up obstacle course (need power)
* Raffle
* Cake Stall
* Cornhole
* Pluck-a-duck, Chocolate trailer, lolly leis
* Sausage sizzle - no one to run it
* Table to sell cookbooks, sunglasses and mother day and fathers day
* Sponsors & volunteers are the big gap that we need to push for
* 363 adults & 224 Kids RSVP
* 60 sign up for baking, 52 will donate
* 13 volunteers signed up to help
* Sold $238 tickets
* Headsets booked for PTA hub
* School intercom to be used from the hall
* Eftpos machine booked and set up
* Number of floats to be determined
* Extra gazebos needed, we can borrow from the football club
* Suncream station in the hall
* Weather call will be made Monday week of Summer fest with a rainsaver day
* Checklist for school to prepare - Sjaan will send through
* St John Ambulance should be present again
* Evita has offered to make all the lolly leis
* 15 activities for the kids to use tickets on
* Go through actions & allocate people to an area
* Review volunteers
* Count lollies for leis
* Count Choc bars
* Count lolly bags for leis
* Run sheet for the day
* Look at Summer Fest 5th Dec in 2025
 | Sjaan |
|  | **General** | Sjaan |

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# Upcoming Meetings

* **Next Meeting – November - TBD**

| **Month** | **Date** | **Location** |
| --- | --- | --- |
| February | 13 February 2024 | Completed |
| March | 26 March | Completed  |
| April | 30 April (focus on Cookbook, Disco) | Completed |
| May | 7 May | Completed |
| June | 11 June | Completed |
| July | 30 July | Completed |
| August | TBD  | Completed  |
| September | 24 September | Completed |
| October | No meeting | NA |
| November | 26 November | Completed |
| December | Post Summer Fest | School Staff Room |

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# PTA Vacant Roles

* All parents and caregivers are automatically members of the PTA - no invitation necessary, all are welcome!

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# PTA Calendar of fundraising events for 2024

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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 | Completed |
| Whanau Day | Friday 16 February | Completed |
| School Cookbook | Throughout Term 1 - 3 | Ongoing |
| Swimming Sports | Tuesday 27 February | Completed |
| New Entrant Meeting | Wednesday 27 March | Completed |
| Pizza Lunch | Wednesday 10 April | Completed |
| **Term 2: 29th Apr - 5th July** |  |  |
| School Cookbook | Throughout Term 2 - 3 | Ongoing |
| Uniform Sale (2.45pm) | Wednesday 1 May | Completed |
| Support Staff Appreciation Day | Thursday 16 May | Completed |
| Cross Country Sizzle and Juicies | Tuesday 28 May | Completed |
| Junior Cross Country Ice blocks | Wednesday 19 June | Completed |
| New Entrant Meeting | Wednesday 26 June | Completed |
| Disco | Friday 21st June | Completed |
| Pizza Lunch | Wednesday 3 July | Completed |
| **Term 3: 22 July - 27 September** |  |  |
| Uniform Sale (2.45pm) | Friday 26 July | Completed |
| Beats by Bingo | Saturday 14 September | Completed |
| Calendar Art | Term 3 | Completed |
| Pizza Lunch | ?? | NA |
| Math-A-thon | Thursday 1 August | Completed |
| School Cookbook Launch | w/c 9 September | Completed |
| **Term 4: 14 October - 15 December** |  |  |
| Teacher Appreciation Day Morning Tea | 25 October | Completed |
| Athletics Sizzle and Juicies | Tuesday 19 November | Completed |
| Junior Athletic Juicies | December | Completed |
| Pizza Lunch | 5 December | Completed |
| Summer Festival | 13 December | Sjaan |

# List of Fundraising Ideas

* Golf night
* Movie Night
* 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
* Coloured T-Shirts for the different houses designed and sell for $15, order at start of term