



Greenhithe School PTA

AGM – 2026

Minutes of the Greenhithe School PTA AGM

Date: Monday 2nd March 2026 at 7pm

Location: Greenhithe School Staffroom

1. Welcome

Attendees

Sjaan Evans - President, Tilly Harvey - Treasurer, Mel Hurst – Communications, Kelly Olsen - Communications, Kelly Knowles - Deputy Principal, Rini Cheeseman, Pieter Coetzee, Claire Chaplin, Heidi Brookbanks, Elaine Linnell, Tracy Rasmussen-Dahl, Hayley Minors

Apologies

Sisi Shao, Terryn Choat, Bridgett Wilson, Gabby Aranky, Evita Toala, Claire Crutwell,

2. Minutes of Previous Meeting

Minutes on pages 10-11, moved by Sjaan Evans, seconded by Mel Hurst.

3. Presentation of Chairperson's Report

Prepared by Sjaan Evans, see pages 2-4.

Sjaan Evans moved to accept Report, Tilly Harvey seconded it.

4. Presentation of Financial Report

Prepared and Presented by Tilly Harvey, see pages 5-9.

Sjaan Evans moved to accept Report, Kelly Olsen seconded it.

5. Nominations & Elections of Officers

- a. Chairperson Nominations – Sjaan Evans – Tilly Harvey nominated, Mel Hurst seconded
- b. Secretary Nominations – Mel Hurst – Sjaan Evans nominated, Rini Rizal seconded
- c. Treasurer Nominations -Tilly Harvey – Sjaan Evans nominated, Mel Hurst seconded

6. General Business

- a. There was no general business.

AGM closed at 7:15pm.



Greenhithe School PTA

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PTA Chairperson Report for AGM 2026

Dear Greenhithe Primary School Community,

The AGM held as the first meeting of a school year is the PTA's obligatory meeting covering a summation of the year's activities, the treasurer's annual financial report and elections for the roles of Chair, Treasurer and Secretary.

As Chairperson of the Greenhithe School PTA, it is my pleasure to present this annual report for 2025. What an incredible year it has been due completely to our dedicated team of parents, teachers, and volunteers who worked tirelessly to support our school, foster community spirit, and raise essential funds for enhancements that directly benefit our children. Together, we made 2025 truly unforgettable, and I'm immensely proud of what we've achieved.

A Year of Engaging Events and Community Building

2025 was packed with fun, inclusive activities that brought our school whānau together while contributing to our fundraising goals. We kicked off the year with our Annual General Meeting (AGM) on February 25, where we set ambitious plans and reappointed our Chair, Treasurer and Secretary. To celebrate the start of the school year and help everyone settle in after the second week, we hosted a free ice-block stand for the students and their siblings—a simple gesture that brought smiles all around. The PTA also supported the Shore to Shore with a delicious BBQ for all the runners! To round out Term 1 we compiled our Calendar Raffle in preparation for June.

At the start Term 2, we launched new House T-shirts just in time for the Cross-Country events, adding a burst of colour and team spirit. On May 27, during the Years 3-6 Cross Country at Wainoni Park, our sausage sizzle was a hit, providing fuel for the runners and supporters alike.

May brought "Tricky Chats" with Jo Robertson, an informative evening that sold over 100 tickets and sparked meaningful discussions among parents.

In June, our Calendar Raffle fundraiser encouraged families to sell tickets featuring fantastic local prizes worth over \$3,500. With a goal of four calendars per family, this effort helped us aim high for raising over \$5,000 toward school improvements. We capped off the month with the Freaky Friday School Disco on June 13 in the school hall, where kids danced the night away in creative costumes.

School Production in September utilised the gifts of some of our creative PTA members with producing a wonderful set of keepsakes for the children; a colourful photo filled programme and classroom photos.

Our flagship Beats By Bingo Night was a resounding success, raising a record-breaking \$11,000 through high-energy games and community participation.

In October, we celebrated World Teacher Appreciation Day with a heartfelt morning tea, expressing our gratitude to the amazing teachers and support team who inspire our children every day.



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As the year drew to a close, November and December were highlights. On November 19, we had our usual sausage sizzle and ice block sales to support Athletics days. The year culminated in the Summer Festival on December 5, we brought back favourites like the chocolate trailer and facepainting, delighting families with sweet treats and artistic fun. It was a vibrant event filled with food, music, and activities for all ages, which raised an additional \$7,000. We wrapped up with a well-deserved celebration for volunteers on December 16 at The Malt.

Throughout the year, our regular pizza lunches provided convenient meals for students while steadily contributing to our funds. And our Preloved Uniform sales helped clothe our children.

The PTA Objectives

The Greenhithe School PTA is a committee that includes the parents and caregivers of all students at the school. Our role is to support the school with fundraising activities that will enhance students' learning and social experience.

As with previous years we are always actively looking for ways to work smarter and take on new fundraising initiatives. We value any contribution in this area to ensure we reach our goals without overextending beyond our means.

Objectives of the year included supporting the school through printing of the basketball singlets, new hoops, football goals and other resources needed for the school.

A goal was set of raising \$37,500 for 2025. In 2025, we exceeded our expectations given the increasingly high cost of living and raised \$41,000. And we transferred \$42,000 to school. The PTA holds funds to cover any outgoing costs in the bank account therefore this additional \$1,000 was able to be managed.

PTA Committee Leaders

We elected a committee who manage all aspects of the PTA on a day-to-day basis. Current committee leaders:

- Chair - Sjaan Evans
- Secretary - Gabriella Aranky
- Treasurer - Tilly Harvey
- Communications - Mel Hurst
- Communications Support - Kelly Olsen



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2025 Summary

Events calendar is posted on the school website and in the PTA meeting minutes.

Regular fundraisers each term included:

- Preloved uniform sales
- Ice blocks
- Pizza lunches

Support of school events

- Cross Country Sausage sizzle and Ice blocks
- Athletics Sausage sizzle and Ice blocks

Continuation of proven and effective fundraisers were:

- Disco – Freaky Friday theme worked well
- Summer Festival (full event)
- Beats by Bingo

New fundraisers included:

- House T-shirt's
- Production Night – photos and full colour programme.

Thanks and Appreciation

None of this would have been possible without the passion and commitment of our PTA committee, volunteers, parents, families, teachers, and many, many sponsors. Your time, energy, and generosity turned ideas into reality and created lasting memories. A special thank you to the school staff for their unwavering support, and to our local businesses and community partners who donated prizes and resources.

As we look ahead to 2026, we're excited to build on this momentum. If you'd like to get involved—whether by joining the committee, volunteering at events, or sharing ideas—please reach out via our Facebook page or email at greenhitheschoolpta@gmail.com. Our monthly meetings on Tuesdays at 7pm are open to all.

Thank you once again for an extraordinary year. Here's to making 2026 even better!

Warm regards,

Sjaan Evans
Chairperson 2025

PERFORMANCE REPORT

Organisation name Greenhithe School Parent Teacher Association

For the year ended 31st December 2025

Entity Information

Name of entity Greenhithe School Parent Teacher Association

Type of entity *Registered Charity*

Statement of Service Performance

Description of main activities undertaken during the financial year	Quantity	
	Current year	Last year
School based activities, including iceblock sales, pizza lunches, discos (all student	8	8
Sausage Sizzle for years 4-6 (Athletics)	1	1
2nd Hand Uniform sales	4	3
Sports uniform hire	1	1
Production Support	1	0
Calendar Raffle (all school)	1	0
Bingo Night (all parents)	1	1
Summer Festival (all school community)	1	1
Sausage Sizzle for years 3-6 (X-Country)	1	1
Donations to Greenhithe School for Resources	6	3

This performance report has been approved by those charged with governance:

Date

Signature

Name

Sjaan Evans

Position

Chairperson

Date

Signature

Name

Tilly Harvey

Position

Treasurer

PERFORMANCE REPORT

Organisation name Greenhithe School Parent Teacher Association

For the year ended 31st December 2025

Statement of Cash Received and Cash Paid

	Current year	Last year
	\$	\$
Opening balance in bank account(s) and any cash on hand	40,447	34,945
Plus: Cash received from operating activities		
Donations, koha, bequests and other fundraising	69,843	72,021
General grants received	-	-
Service delivery grants/contracts	-	-
Membership fees or subscriptions	-	-
Sale of goods and services (commercial activities)	-	-
Interest or dividends received	80	165
Other cash received	-	-
Total cash received from operating activities	69,923	72,186
Less: Cash paid for operating activities		
Fundraising costs	27,594	25,410
Employee remuneration and other employee related costs	-	-
Volunteer related costs	-	-
Costs related to sale of goods or services (commercial activities)	-	-
Other costs related to delivery of entity objectives	1,030	760
Grants and donations paid	41,912	40,514
Other cash paid	-	-
Total cash paid for operating activities	70,536	66,684
Total GST (paid) or refunded in the financial year	-	-
Cash surplus or (deficit) from operating activities	(613)	5,502

PERFORMANCE REPORT

Organisation name Greenhithe School Parent Teacher Association

For the year ended 31st December 2025

Plus: Cash received from other activities		
Sale of investments	-	-
Sale of other assets	-	-
Cash received from loans and borrowings	-	-
Total cash received from other activities	-	-
Less: Cash paid for other activities		
Purchase of investments	-	-
Purchase of other assets	-	-
Repayment of loans and borrowings	-	-
Total cash paid for other activities	-	-
Cash surplus or (deficit) from other activities	-	-
Income tax (paid) or refunded (if applicable)	-	-
Increase or (decrease) in cash for the financial year	(613)	5,502
Closing balance in bank account(s) and any cash on hand	39,834	40,447
Represented by:		
Closing balance of bank account(s)	39,834	40,447
Balance invested in term deposit(s)	-	-
Undeposited cash held by the entity	-	-
Total cash balances held	39,834	40,447

PERFORMANCE REPORT

Organisation name Greenhithe School Parent Teacher Association

For the year ended 31st December 2025

Notes

The organisation is permitted by law to apply the Tier 4 (NFP) Standard issued by the External Reporting Board (XRB) and the organisation has elected to use this Standard. All transactions included in the Statement of Cash Received and Cash Paid and related notes to the Performance Report have been reported on a cash basis.

The organisation is not registered for GST and all amounts are recorded inclusive of GST (if any).

Significant assets

Description of asset	Current year	Last year
Land and buildings	-	-
Vehicles	-	-
Investments (shares, bonds, units in managed funds)	-	-
Amounts loaned to other organisations or persons	-	-

Significant liabilities

Description of significant liabilities	Current year	Last year
Loans and other borrowings	-	-
Amounts borrowed from other organisations or persons	-	-
Money held on behalf of others	-	-

PERFORMANCE REPORT

Organisation name

Greenhithe School Parent Teacher Association

For the year ended

31st December 2025

Related Party Transactions

Description of related party relationship	Description of transactions	Cash received/(paid) during year		Amount owing from/(to) related party	
		Current Year	Last Year	End of current year	End of last year

Correction of Errors

GREENHITHE SCHOOL PTA

Minutes of the AGM 25 February 2025, 7pm

Held at Greenhithe School

1. Welcome

Attendees

Sjaan Evans - President, Tilly Harvey - Treasurer, Gabby Aranky - Secretary, Mel Hurst – Communications, Kelly Olsen - Communications, Claire Crutwell, Claire Steele, Vicki Matheson, Tamaryn Reinecke, Bronwyn Fanshawe, Di Wang, Yannie Wu, Gimyo Tan, Rini Cheeseman, Fei Rao, Pieter Coetzee

Apologies

Mike Dass, Sisi Shao, Terryn Choat

Thanks

Thanks to everyone for coming. Thanks to all the parents at the school and the Senior Leadership Team at Greenhithe for their support. Thanks to the local businesses supporting us with time, prizes and sponsorship. Thanks to everyone on the PTA for all their hard work.

We're always looking for new ideas. Always looking for feedback on what we did well and what we can improve.

2. Minutes of Previous Meeting

Minutes moved by Sjaan Evans, seconded by Claire Steele

3. Presentation of Chairperson's Report

Prepared by Sjaan Evans.

Held lots of effective fundraisers and made a great contribution to the school. Goal for 2024 was to fundraise \$37k, exceeded by raising \$46k. New fundraisers included the Beats by Bingo and the Math-a-thon. Fundraising was put towards Kapa Haka uniforms, new school fencing, Teacher's appreciation morning tea.

Tilly Harvey moved to accept Report, Pieter Coetzee seconded it.

4. Presentation of Financial Report

Prepared and Presented by Tilly Harvey - raised \$72k, with \$25k in operating expenses, and transferred \$37.5k to the School.

Ran 19 events over the course of 2024. Math-a-thon, Summer Festival & Beats by Bingo were the biggest fundraisers in 2024.

Sjaan Evans moved to accept Report, Pieter Coetzee seconded it.

5. Nominations & Elections of Officers

- a. Chairperson Nominations - Sjaan Evans – Tilly Harvey nominated, Kelly Olsen seconded
- b. Secretary Nominations – Gabby Aranky – Sjaan Evans nominated, seconded Tilly Harvey
- c. Treasurer Nominations - Tilly Harvey – Sjaan Evans nominated, seconded Claire Steele

6. General Business

- a. There was no general business.

AGM Closed at 7.18pm