



Waimauku School PTA

Meeting Minutes • 1 September 2025

In Attendance: Anita, Jo St. G., Hannah, Petra, Kerri, Amy, Elizabeth, Jo S., Thea

Apologies: Hannah Cope, Gary, Jason, Jenn, Simone, Claudia

Approval of last meeting minutes: Petra

Matters arising from previous meeting minutes: Nil

Correspondence

- Magician - not for us

Treasurer's Report

- Checking account: \$41,813.07
- Savings account: \$8,487.74
- Jumping June Juicies profit: \$264.20, there are quite a few left over and we can sell these to recoup more of the cost - Kaipara Kapa Haka Festival?
- Greats & Grands profit: \$1255
- Disco profit: TBC but ~\$8,600

BOT Report

- The current Board had its final meeting. Candidates came to it as well.
- Voting percentage is low. Please spread the word about voting.
- Storage ready to go but awaiting Council consents

General Business

- Basketball uniforms have been ordered, thank you
- Muscle mats needed for two more Year 1 classes - approved

Disco Feedback:

<i>Successful Aspects</i>	<i>Challenges</i>
• Kids had fun • Children likes the higher quality lollies and the brown paper packaging • Donuts, Lollies, Juice boxes all sold out	• Popcorn didn't sell well • Many volunteers didn't show up - general confusion about where to be and when, some said they didn't get the email • Massive lines at photobooth - where it should go? Need more? • Massive lines at glow stick tables • Lolly bags ran out early • Props at photobooth went missing into the crowd - volunteers had to hunt down • DJ needed some more guidance about being appropriate for age group - feedback given

Suggestions for Next Year

- Sign up on School Interviews for disco rather than hour - was confusing
 - Replace popcorn with chip bags (will be to source early as were difficult to find)
 - Increase number of lolly bags
 - Think of a way to ensure there are multiple lines at the glow item station - cones or something
 - Clarify photobooth payment (everyone in photo gets a dot crossed off? only 1? issue because only 2 photos come out), make a better lining up system, need more people, potentially swap placement with glow sticks table
 - Think about potentially having another photobooth - would we need to drop a food item to compensate for cost?
 - Props at photobooth. Think of a way to ensure they don't go wondering - another volunteer who is responsible for this?
 - Think about recording ticket numbers with classlist as this may help with lost tickets
- Jo St. G. to check the expiration of popcorn. If still okay, extra could be sold at Ag Day by the facepainting or a school fundraiser during the school day.

Seed Fundraiser

- Currently running on Kindo, orders close on 7th September
- Have sold \$621 total but the company takes 40% and Kindo takes a small percentage
- There may be ways that we could do this same idea with additional profit in the future. Contacts at Mitre10 who we might be able to work with in terms of selling and returning excess. This is something that would be good to think about with other fundraisers as well.

Calendar Art

- Has been received by the company and they have finished scanning
- PTA really appreciates the teachers' support with this

Ag Day

- Food trucks
 - Mrs Sushi
 - Local Legend Eats
 - La Lae Lae Gelato
 - Rolling Pin Dumplings
 - Double Dutch Fries
 - Sweet Az - coffee & candy floss
 - Thea will be working on placement dependent on needs, electricity, etc.
 - Anita will talk to Kora Lawton re: sausage sizzle and will liaise with Thea
- Jobs
 - Grocery collection last week of term, 8:15–9am each day.
 - Monday: Jo S.
 - Tuesday: Simone
 - Wednesday: Kerri
 - Thursday: Hannah
 - Friday: Jo St. G.
 - Sorting grocery items into hampers and organising cake boxes on the 6th after PTA meeting
 - Hannah, Petra, Jo St. G., Claudia, Petra, Kerri
 - Discussion about whether hampers have been topped up in previous years. PTA doesn't buy extra supplies for the raffle baskets with PTA funds.
 - Friday sorting out prizes for games, blowing up balloons etc.
 - Sorting prizes: Elizabeth, Amy, Jo S.
 - Sorting equipment, balloons, bottle tops etc.: Petra, Jo St. G., Hannah + a few more
 - Elizabeth to talk to Anita and teachers about which stalls staff might support with

- Confirmed sponsors: Collins Plumbing, Caci Clinic, Barfoot & Thompson (12 stalls able to have sponsorship)
- Games/Activities
 - Fish for a Duck - needs to be fixed with puncture kit or get a new one
 - Balloon Pop
 - Face Painting
 - Gumboot Throw
 - Coconut Shy
 - Sandpit Dig
 - Chocolate Trailer
 - Golden Egg - need a reasonably light/small chicken coop built, x6 wooden eggs
 - Sheep Dip - need x2 stomp catapults, x6 toy sheep, x1 dip container
 - Guess the Lego jar
 - Raffles
 - Bouncy castles: need small and large. Jenn and Claudia are working on this. It is difficult due to our location and some will not deliver past Huapai.
 - Cake Stall: Claudia has lined up the Sweet Retreat to do the judging of the cake competition. She is working on a prize for 1st place.
 - Photobooth: was not profitable in 2024. Decision to not have one and keep the novelty for the Disco
 - Jolly Jars: Jo St.G. to talk to the Year 3/4 team leaders tomorrow to see if they want to continue with these
 - Book Stall: Do we want to do second hand books again this year? No - hard to get rid of in 2024 and didn't sell well - need to check with Year 2 teachers as they may have done this in the past
 - Plant Stall: A person has asked if they can come and sell native plants, they would give us 10% of their sales. We support this as it was difficult to get rid of extra plants last year and the selection that was donated was limited.
 - Spinning Demo: Kate Joseph (a Learning Assistant at school) has a friend who spins, would we be happy for her to set up and do some spinning? Yes, this would be a good addition. Jo St. G. to liaise.
 - Fire Brigade: Do we want the local firefighters in again this year? Yes, Jo St. G. to contact.
- Went through all the tasks that need to be completed for Ag Day and allocated responsibilities. This is a working document and can be found [here](#).

Before the end of the school holidays	
Task	Person
Source raffle containers (x20)	Jo St. G.
Count cake boxes and source if more are needed	Jo St. G., Claudia
Book bouncy castles	Jenn, Claudia
Get sponsors - 14 stalls <i>can</i> be sponsored	Simone, Hannah, Jo St. G.
Send letter to Lions for sausage sizzle	Anita, Thea
Finish sourcing prizes	Elizabeth
Source 'Gumboot Throw' prizes (woman, man)	Hannah
Source 'Gumboot Throw' prizes (girl x3, boy x3)	Elizabeth

Source coconut donation (x100)	Amy
Count Happy Meal prizes (consolation prizes) & source lollipops, if needed	Elizabeth
Source trailer/tractor for chocolate trailer	Jo S.
Source supplies for 'Golden Egg' - need chicken coop, x6 wooden eggs	Elizabeth, Jo St. G.
Source supplies for 'Sheep Dip' - need x2 catapults, x6 toy sheep, x1 dip container	Elizabeth
Contact Predator Free Muriwai	Jo S.
Liaise with Kate Joseph about her spinning friend	Jo St. G.
Source 'Cake Competition' prizes (x3)	Claudia (1st), Simone (2nd & 3rd)
Fix paddling pool leak	Kerri
Contact native plant vendor	Jo St. G.
Contact fire station	Jo St. G.
Liaise with teaching teams about preferred games to help with	Elizabeth
Count waterbottles	Elizabeth
Organise a cake competition judge	Claudia
Update activity instruction sheets and check for accuracy	Elizabeth
Identify volunteer needs and begin advertising for parent help	Elizabeth, Amy, Thea
Finish any food truck contacts	Thea
Get chocolate bar donations	Hannah
Advertise grocery donation week	Jo St. G.
Update Map (with Ange)	Elizabeth, Amy, Thea
Get more cellophane bags and vivids	Jo St. G.
Grocery collection last week of term, 8:15–9:00am each day	M: Jo S. T: Simone W: Kerri Th: Hannah F: Jo St G
Check raffle ticket inventory	Jo St. G.
Create an Activities Overview doc	Elizabeth

In Term 4, Week 1	
Task	Person
Make raffle hampers, Staple and distribute cake boxes (Monday), 3-5 people	Jo St. G, Hannah, Petra, Jo S., Claudia, Kerri
Organise prizes (Friday), 2 people	Elizabeth, Amy, Jo S.
Organise supplies for activities and hide bottle caps in sand pit(Friday), 3 people	Hannah, Jo St. G, Petra
Print new instructions sheets	Elizabeth
Organise chocolate bar donations and source more, if needed	Jo S., Amy
Source additional volunteers, if needed (liaise with teachers?)	Elizabeth, Amy, Thea
Organise volunteer schedule	Elizabeth, Amy, Thea
Send email info to volunteers	Elizabeth, Amy, Thea
Organise floats	Kerri
Liaise with Kyle	Jo St. G.
Source addition onions, if needed	
Source a large jar of Lego (count) - will be returned to owner and donated Lego set will be won	Emma
Turn leftover lollies from the disco into extra jolly jars	Jo St. G.

- Additional jobs and responsibilities for 'on the day' will be discussed and updated for the next meeting
- Elizabeth will make an overview sheet of activities to be used to organise volunteers, sponsorship, etc. She will send this out ASAP along with the spreadsheet from 2023 (including Thea's food truck info from this year)

Kaipara Kapa Haka Festival

- 18th October
- BBQ – Sausages from Hellers, left over bread and onions in the freezer, have plenty sauce, napkins. Will likely have a significant amount more than what we need. Sausage sizzle(s) in the weeks after to sell off freezer stock.
- Melo has asked for help sourcing ice creams and drinks - unsure of numbers. Elizabeth and Anita to liaise with Melo.
- Melo would like the PTA to sign up to volunteer when the request is put out to all whānau of students in kapa haka

Future Events (not discussed)

- Senior Social
- PTA and Year 7 parents do the decorations, supply tea and coffee / punch and serve the food. Year 7 parents provide the food. Year 8 parents to help pack down.
- Anita to double check dates

Next Meeting: 6 October at 9:00am