Agenda and subsequent minutes

Date: 27 July 2026

Present: Katie (chair), Tamas, Lynne, Rebecca, Jason, Mark, Sarah, Annie

Apologies: Diane, Leanne, Anita

Agenda items	Discussion Points	Actions:
Welcome	Welcome from the PL Chair	
Special Meeting to discuss PL rules	Katie delivered the updated PL rules for discussion and agreement. Katie, as Chair, laid out the reason for the rules refresh and read the sections out, pointing out where there were changes from previous rules. Those present were invited to provide feedback, of which there was some. Katie took note of these comments and made edits, where agreed, on a draft with the original soft copy to be updated and finalised. Special meeting was closed at 7.37pm	Katie: to update the PL rules with edits post Special Meeting and finalise rules Diane: finalised rules to be submitted to the Charities Commission
Minutes approval from last meeting	Mark read minutes and Lynne seconded the minutes from the previous meeting.	
Games night	Lynne provided update. Event scheduled for 12 Sept, afternoon 3 till 5. Lynne outlined the Kelly Sports facilities on offer and the cost for a coach to come and run games. The cost will come from proceeds from the disco and koha on the day.	Lynne: speak with Kelly sports about rain day alternative and speak with parents for helpers Sarah: to arrange posters to advertise the event and discuss with

	Lynne advised there would be no charge for cancellation due to weather. Bouncy castle will be provided for free – weather dependent. Lynne will set up a hydration station (place to put drinks) and comms will say BYO drinks and snacks, and remind parents to remain with their children. Katie suggested that we have a wet weather day alternative.	school and disseminate with school councilors to spread the word
Fair update	Mark provided an update, this included the current fair planning status and noted that most meetings and planning will kick off this term. - Jay and Mark have completed the map/layout of the fair plan - Wet weather planning underway inc using the kindy space if needed - Nicole has confirmed she will do external vendor arrangements and advertising - Mark will start making meetings with fair managers and start logistic management - Jay is talking with musicians - Katie advised that the henna lady is available and Mark will pass her details on to Nicole to contact - Rebecca raised the raffle and timing and donations and what next step are needed	Mark: to arrange meetings with fair managers Rebecca: raffle prize requests to be sent out. Rebecca will draft something for the Parentlink team to then email Parentlink: request newsletter update seeking donations for raffle

Manaaki rōpū	Lynne updated those present. Though there were no events planned currently, Lynne is adding people to the team to help out.	
Awhi fund	Leanne was on leave at the meeting time. Katie did update those present that there were some Awhi rule updates to come.	
Principals update	Sarah advised that Cilla is travelling and enjoying her sabbatical.	
Any other business	Katie has advised that due to personal reasons she will need to step down from her previously agreed fair role. Katie noted that there was no one who volunteered for the T-shirt finalisation. Annie to seek volunteers again. Annie gave brief update on the ownership of the hall and OIA with MoE – the OIA did not provide clarity, and Annie has done another OIA.	Annie: seek t-shirt finalisation volunteer
Next meeting details	Meeting closed at 8.12pm ● 7 Sept Term 4: ● 19 Oct Although likely to change due to it being a fair year	