Agenda and subsequent minutes

Date: 7 September 2026

Present: Katie, Diane, Mark Lynne, Jason, Sarah, Leanne, Rebecca, Anita, Annie, Nicole, Colleen, Jessa, Linda

Apologies: n/a

Agenda items	Discussion Points	Actions:
Welcome	Welcome from the PL Chair.	
Special meeting – elect new PL: Chair	Katie advised that she is resigning as Chair because she is leaving the school. No self-nominations were received at the meeting. Diane explained that an interim Chair could be appointed and noted that the Chair is responsible for authorising bank transactions. Changes to committee/officer details will also need to be notified to the relevant authorities. Katie noted that anyone appointed Chair now would need to resign at the AGM. The committee discussed succession planning for Treasurer as Diane prepares to leave. Mark is currently shadowing Diane and is expected to take over the role. Leanne suggested Mark become a bank signatory in advance, to provide an additional local signatory alongside Vikki. Anita expressed some interest in the Chair role and will discuss this further with Katie. The group also discussed the value of having members who are part of the wider early-learning community and strengthening links with kindy. Colleen noted the importance of setting expectations with new families about fundraising and community involvement. Katie outlined the Chair responsibilities in response to Tamas's questions.	Anita and Katie to discuss the Chair role further. Investigate adding Mark as a bank signatory before Katie leaves. Confirm arrangements for an interim/new Chair and advise relevant authorities of officer changes. Continue succession planning for the Treasurer role, with Mark shadowing Diane.
Minutes approval from last meeting	The previous meeting minutes were moved by Tamas and seconded by Lynne.	

Update - PL rules	Katie confirmed that the updated PL rules are complete.	Diane to send the updated PL rules to the Charities Commission.
Update – games afternoon/actions from previous meeting(s) -	Lynne confirmed that the free Games Afternoon is going ahead. A weather decision will be made at 9am on the day if conditions are poor. Sarah will promote the event through Hero and the school. The South Coast Arts Trail and several birthday parties are also taking place that weekend, which may affect attendance. The group agreed to play this by ear on the day. Sarah and Lynne also agreed which toilets will remain open for the event.	Sarah to send a reminder via Hero and the school. Make a go/cancel decision at 9am on the day if weather is poor.
Update - fair	Mark provided an update on planning for the fair. Promotion will include rosters and a newsletter notice, with parents encouraged to spread the word. Plant donations are also being sought; Tawatawa Reserve will provide some native plants, and Mark has contacted Vikki about whether the school would like to plant seeds. Sarah and Jason offered house berms/fences for fair signage. Nicole outlined the signage logistics and requirements from Lowe & Co. Nicole has several vendors lined up and will contact OBRA about possible support and a staffed stand. Mark is arranging a fire station demonstration but needs a car and will make a call-out for help. Most volunteer roles are filled, with the Country Café manager still outstanding. Mark also outlined the fair layout. Nicole noted that Parentlink has a list of possible kaiwhina rōpū. The kindy cannot be used internally, but its sheltered renovated deck may be available. The old resource room was identified as a possible nappy-changing area, with Colleen to coordinate. Nicole raised the need to advise vendors about the Non-Stop Solutions sustainability arrangements. Mark explained that securing Non-Stop Solutions remains uncertain because of increased cost and the grant issue.	Nicole to coordinate fair hoarding/sign placement requests. Mark to add the fair notice to the newsletter and seek help with the fire station demonstration/car. Mark to talk to Vikki about printing fair/raffle materials. Nicole to contact OBRA about support and a staffed stand. Colleen to organise the nappy-changing area in the old resource room. Confirm arrangements and costs for Non-Stop Solutions and advise vendors. Mark to talk to Vikki about free raffle-ticket printing. Rebecca to follow up additional raffle

	Rebecca reported approximately $3,000 in raffle prizes so far. She suggested using three people for raffle coordination and starting earlier in future years. The group discussed possible support from New World, while avoiding asking them for both raffle support and food/drink. A builder/creator is still needed for the spooky maze; Mark has called for support and Anita will ask Aiden. Rebecca also discussed horse placement options. An EFTPOS machine will be needed for the fair; the kindy terminal may be used at the Country Café if the proceeds remain with kindy.	prize/contact opportunities. Anita to ask Aiden about spooky maze construction. Confirm an EFTPOS solution for the Country Café/fair. Fill the outstanding Country Café manager role.
Manaaki rōpū	Lynne reported no further update, but volunteer numbers are increasing.	
Awhi fund	The group supported running the Shoebox Christmas initiative. A manager is still required. The Pātaka Kai freezer issue was traced to the fuses rather than the freezer itself. Leanne noted the positive outcome of the Awhi Fund supporting the cost of cheese toasties.	Seek a volunteer to manage the Shoebox Christmas initiative.
Principals update	Nicole advised that the swimming pool grant application to Pelorus Trust was unsuccessful, so the school will need to fund the pool trips and lessons. The school has secured 17 Chromebooks through another grant .	
Any other business	Mark advised that Holly has volunteered to finalise the T-shirt design. The group discussed a possible election-day fundraising stall. Given the workload around the fair, a limited event was preferred. Selling raffle tickets and running a small BBQ were supported. Rebecca and Tamas volunteered to sell raffle tickets, and Mark will run the BBQ. Sausage sourcing remains to be confirmed.	Mark to liaise with Holly about T-shirt finalisation. Rebecca and Tamas to sell raffle tickets at the election event. Mark to run the BBQ and source sausages.

Next meeting details	Term 4: 19 October. This date may change because it is a fair year.	Confirm the next meeting date if the 19 October date changes.