Parentlink Meeting Minutes

Date: Monday 19 October 2026, 7.00 pm
Present: Anita (Chair), Tamas, Anna, Mark, Diane, Annie, Cilla, Holly, Andre, Lynne, Nicole, Solomon and Melissa
Apologies: Jason, Linda and Rebecca

Agenda item	Discussion and decisions	Actions
Welcome	Welcome from the Parentlink Chair.	
Approval of previous minutes	- The previous minutes were not available in hard copy, so approval was deferred.	• Annie to circulate the previous minutes to Tamas and Lynne for review.
Parentlink Chair update and bank account signatories	- The group confirmed that Katie should be removed as a bank account signatory. Mark is to be added; Anita may be added next year.	• Diane to provide the minutes to the bank and arrange for Mark to be added as a signatory.
Update on actions from previous meetings	- The updated Parentlink rules have been sent to the Charities Commission. - Lynne and Aimie will manage the Shoebox Christmas initiative. - T-shirt finalisation remains in progress. - Raffle-ticket sales at the election event were confirmed for 10.00 am to 2.00 pm. Diane will also assist. The group discussed using the kindergarten EFTPOS machine. - Mark confirmed he will run the barbecue and source sausages. - The group discussed holding next year's quiz in early May, subject to venue availability and cancellation conditions. - The date for OB's Got Talent was confirmed.	• Diane to arrange a cash float for raffle-ticket sales. • Mark to speak with Colleen about using the kindergarten EFTPOS machine. • Anita to contact Parrotdog about availability and cancellation conditions for an early-May quiz. • Tamas to organise OB Has Talent.
Update on fair actions from previous meeting	- Nicole has arranged a banner and will install it on Labour Day. Lowe & Co will provide five private sites, and Nicole has secured two further sites in Island Bay and Kilbirnie. Seven council sites are also available. - Kate has printed A4 signs for distribution. - Fair information will be included in the newsletter. - Mark will continue to pursue a vehicle for the fire service demonstration; the fire truck will attend regardless. - Fair and raffle materials have been printed.	• Mark to continue seeking a vehicle for the fire service demonstration. • Diane to confirm raffle-ticket collection details with Rebecca and communicate these to families.

	- OBRA will support the fair with a staffed stand and bacon butties. - The nappy-changing area and Country Café arrangements are confirmed, with Colleen leading the Country Café. - Non-Stop Solutions will manage food and drink containers and remove fair leftovers for $1,500 including GST. - Raffle tickets are expected to be available before the end of the week. Families will be invited to collect tickets through the newsletter, as the reunification drill is on Friday. - EFTPOS arrangements for the Country Café and fair are confirmed.	
Mark's fair update	- Staffing is progressing well, with 41 shifts filled. Further volunteers will be approached for games and stalls. - Laura has begun social-media promotion and Jessa will continue this work. Diane will assist with raffle communications and donor acknowledgements. - The group discussed involving former Owhiro Bay School students and alumni. - Additional volunteers are needed for the clothing market. Mark has increased the available shifts. - The group discussed EFTPOS, cash-out, QR codes and Windcave facilities. Mark will see if he can source an eftpos for the weekend. Otherwise, an EFTPOS terminal will need to be hired for the night market and Fair day. - Mark outlined the fair layout, power plan and measures to manage cable trip hazards. Stall managers should advise Mark of their requirements, including tables. - Donations can be left at the garage from Wednesday morning. Storage space was offered by Mark and Melissa. - Baking requests should be made about two weeks before the fair. - Food-stall arrangements are confirmed for sausages, slushies and candyfloss. Andre will approach New World about donations. - Diane will approach Rob to serve drinks at the night market.	• Mark to contact alumni members about volunteering. • Mark to confirm EFTPOS sourcing. • Andre to approach New World for food donations. • Diane to contact Rob about serving drinks at the night market. • Lynne to coordinate kindergarten baking requests and boxes.

	- Nicole confirmed the food-truck arrangements. - Lynne will coordinate baking requests with the kindergarten. - The group discussed plant, baking, book and jewellery stalls. Holly may begin sorting books in the garage. - Stall managers will advise their classroom requirements. Mark and Cilla will complete a walk-through of the classrooms.	
Principal's update	- Cilla noted that fair proceeds may be used for items that cannot be funded through grants, including GST. - Potential projects include a bike track around the field and improvements to the hall. - A grant application for devices was successful.	
Board update	- No update.	
Other business	- The group discussed a Parrotdog quiz next year. An earlier date, potentially 27 April, was suggested. - Chocolate slams were provided but not Chit Chats or Tim Tams so no comparison was possible.	• Anita to contact Parrotdog promptly if the quiz is to proceed.
Next meeting	- A final Parentlink get-together will be scheduled after the fair. - The meeting closed at 8.30 pm.	