Agenda and subsequent minutes - 23 February 2026

Date: 23.2.26

Present: Katie (chair), Leeanne, Diane, Tamas, Dave, Rebecca, Laura, Maggie, Lynne, Vikki, Anita and Annie

Apologies: Nicole and Jason

Agenda items	Discussion Points	Actions:
Welcome	Welcome from the PL Chair – Katie welcomed all present Introductions for new members, including the purpose of Parentlink – no new members, Katie started an around the room, introducing ourselves Katie outlined the purpose of Parentlink – Rebecca says that the purpose is used for grant applications and is readily available Maggie raised that the purpose is good to come back to when thinking of what we can or should do	
Minutes approval from last meeting	Katie ran through the minutes from the last meeting in order to have the minutes recalled and Diane seconded these minutes	
Principals update	❖ Vikki confirmed that there was no update	
Board update	❖ Dave as board rep discussed a few board agenda items including: - Outdoor refresh options, (inc resurfacing the concrete so it is smooth etc) are on the list and how to fund these - Dave noted that there could be	

	community input into the refresh options - Safety is front and foremost i.e. the balance of making the grounds more community friendly with keeping the grounds safe and well maintained - Roofing and electrical work is underway - Tennis court needs to be re-painted - Rusted metal parts in playground need to be looked at - Dave reiterated that the hall is a community space and the space/areas adjacent are sometimes used outside of school hours - Katie mooted that the kids input as to what they want the grounds to look like, would be good - Laura raised that she has a grounds plan for the fair and that she has the ability to make 3D AI planning available and possibly the kids could get on board - Mid-year is the goal for a board to give firm plan update - Dave thanked Mark for his contribution to the grounds upkeep	
Mooted events for the year and timeline	Discussion on survey results - Katie discussed the slideshow of the survey results Parentlink survey Feb 2026.pptx - Some present added more thoughts to each of the subjects that were covered in the survey - Future events discussed as well	❖ Diane to draft something about the WhatsApp groups to communicate in next Parentlink

as volunteering experiences and opinions, plus best ways to communicate (emails, whatsapp inc the future of whatsapp groups, newsletters, notice board etc)

Katie listed the usual events of the year and whether we want to keep these, bearing in mind that the survey results indicated that parents want an event once per term:

Usual events:

- Kids Market (term one), proposed date Friday 27th March
- Katie stated that a volunteer would be required to lead the set-up and she discussed the required actions, Rebecca volunteered to do comms
- Diane raised that we need to confirm where the funds raised would go to
- Vikki raised that there could be another school in need, the Bait House was mooted – this was confirmed

Matariki Disco (term 2, 10th July as the Matariki public holiday) Vikki raised that the term finishing date, so the 19th of June would be a suitable date. This was confirmed.

- Laura confirmed that she would take the lead again this year.

Games Night (term 3) – Katie raised (due to survey feedback) that the games night could we a weekend event, 3 till 5pm. Lynne raised that Kelly sports will support one event per year, could the bouncy castle thing be used at the games “night”

coms

❖ Laura to prep the Matariki Disco, Katie to bring dance trophy

❖ Lynne will talk to Kelly sports about bouncy castle availability etc

❖ Mark and Katie to investigate and confirm fair date

❖ Rebecca to send comms out about Kid’s market

❖ Other events which were discussed will need to be confirmed and have dates confirmed at a later meeting – Parentlink to do

	or is it better to use if for the fair. Lynne will speak to Kelly sports about their availability. Rebecca raised teacher availability etc, Vikki noted that most teachers have kids at the school so would be at the event regardless. Katie asked for possible dates for Games night/afternoon, 12th September mooted Quiz Night – due to questions about the fair and resources and the difficulty in selling tickets last time, we decided that the quiz night should be on a non-fair year Owhiro Bay's Got Talent (term 4) Tamas volunteered to lead, a December date is to be decided, but will go ahead Movie fundraisers (adults?) – this will be held in the back-pocket Fair this year (usually November – local school also have fairs at that time of the year). Laura raised the possible dates, Leanne will ask what date the Houghton Valley fair is intended to be on, the 22nd of November has been mooted as a placeholder – Mark as fair lead will talk to the other schools/figure out the suitable date. Election day 7 Nov – last time there	
	was a stall with food for sale, we usually run a sausage sizzle and baking. Katie raised that we only get free sausages from Hellers once a year and do we want to use them up on that day? To decide as well as whether we do bake sale etc.	

Manaaki Rōpu	Lynnne – update – she advised that she had 10 members last year. The system is working but we are just getting back into the swing of things.	
Awhi Fund/Committee	Leanne provided an update on the New World "grocery grab raffle" opportunity – Leanne stated that she and Katie spoke with New World Island Bay about a raffle, to which they agreed to support. Full support from members. - The supermarket said that we could sell tickets outside the supermarket. - Leanne said that we need to ensure that funds raised go toward the pastoral fund or pataka kai, so we also would need to ensure where the proceeds are going to are advertised correctly. - We agreed to aim to sell 2500 tickets. - Leanne raised that that we can decide upon the ticket cost and $5 per ticket was good idea. - The number of prizes was also raised – and we decided on two prizes, 90 and 60 seconds. - Rebecca raised dates by which we would need to sell and have prize claimed by conflicts with Easter etc. Rebecca said that we could aim to have sales starting on 27th March and closing 2nd May. - Katie is going to speak with kindy about getting their eftpos terminal. - Leanne to suggest that Richard at New World draw the winner at school. Draw could be Monday 4th	❖ Katie to talk to kindy re using their eftpos terminal for the Grocery Grab sale ❖ Katie and Leanne to discuss exact dates for raffle and asking Richard to do draw

	May – logistics and exact dates to be decided at a later meeting due the lateness of the meeting Maggie, Awhi Fund/Committee, update to be provided at a later meeting due to lateness of meeting Pātaka Kai – update to be provided at a later meeting due to lateness of meeting	
Other business	Ōwhiro Bay website update - re fair etc – need to provide update at a later meeting due to lateness of meeting Possible fundraising ideas for discussion - chocolate selling and Ōhau wine – Katie raised these but said we would discuss another meeting	
Next meeting details	Proposed dates for future hui - agreed upon with those present and to avoid conflict with Board meeting: Meeting followed by AGM - 23 March Term 2: ● 11 May ● 15 June Term 3: ● 27 July ● 7 Sept Term 4: ● 19 Oct	