Agenda and subsequent minutes

Date: Monday 23 March 2026

Present:

Parentlink Committee: Katie Beckett (Chair), Diane Berardozzi (Treasurer), Anna-Mareia Hammond/Annie (Secretary)

Attendees: Mark, Lynne, Linda, Vikki

Apologies: Anita, Maggie, Rebecca, Tamas

Agenda items	Discussion Points	Actions:
Welcome	- Welcome from the PL Chair - Chair noted the AGM which had just completed	
Minutes approval from last meeting	- Previous meeting minutes read by Lynne and seconded by Leanne	
Upcoming events	Whānau Picnic and Kids Market, Friday 27 March, update form Katie. - Katie advised that there is a lot of excitement for the event. The weather may not be good enough, and it was raised that the main hall and walkway in Mahuri could be used for sales. - Vikki noted that there is often a bit of confusion as to when sales should start. Vikki said that she will get the stall holders together to advise of the start time, Vikki stated that she will call out the prep time and the sale start time. - Diane was confirmed as organising the float. Puanga Disco, Friday 19 June, Laura in lead. - Katie raised the disco event. As Laura	

	was absent, Mark confirmed Laura is still leading. Games Night, Saturday 12 September, Lynne in lead - Lynne provided an update that there were comms happening with Kelly Sports to gauge their availability and stated that there will be more news to come. Fair, 22 November, Katie and Mark to update. - Island Bay School confirmed that their fair was the 7th and Leanne confirmed that Houghton Valley was likely to be the 14th of November, thus confirming the OBS fair date as appropriate. - Katie to raise her latest kōrero with Shelley from kindy. The kindy will provide the eftpos machine and was content with offering support. - Katie stated that she and Mark will get together to discuss plans/have a brainstorming session. - Mark noted the things that needed to be locked in early. - Mark raised the issues with the stage last year and the cost. Linda said she would ask her husband for ideas/help as has experience in organising acts/event management. Election day, 7 November - Katie advised that there was no update, but we will keep this on the agenda, so it's not forgotten. Ōwhiro Bay's Got Talent, December DTC, Tamas in lead.	Action: Katie set up brainstorming session Action: Linda to enquire if Dave is interested to help with the Fair entertainment

	- Tamas was not present. Expect an update at the next hui.	
Awhi rōpū update	Grocery grab raffle, Leanne in lead - Leanne gave an update on the grocery grab raffle. The tickets will go on sale on Friday. She presented the tickets, New World printed these for free, they are numbered 1 – 2500. Leanne noted that there is a lot of demand on the pataka kai at the moment with the cost of living. - Leanne noted that eftpos and QR code needed to be set up, and the Ts and Cs on the website. - Diane stated that we could leave the tickets at the office for pick up. Vikki noted that in the past Wendy would keep a table of who was picking up tickets in order to keep track. - Katie stated that there will be a stand at the supermarket and that she will set up a roster to sell tickets. Leanne and Katie will start selling this weekend. - Katie raised what account will we use for public deposits and how we will take payments. - Leanne raised that Maggie is moving on, and we will miss her and this will leave a gap in the support for the work of the Awhi team. Leanne said that she will need some support and it was mooted that a parent/caregiver with younger kids for continuity and enthusiasm would be good.	Action: Diane to look into QR codes Action: Annie to speak with Kate Action: Katie, roster Action: shoulder taping from and to anyone keen

Manaaki rōpū update	Lynne provided update: - Wendy's farewell to be set up for 2pm on the 1st - Katie confirmed that there is a request for families to bring a plate.	
Principals update	- In the principal's stead, Vikki advised there was no update, but that there is a board meeting on the 24th	
AOB	- On Katie's behalf, Laura advised that she is seeking a replacement social media volunteer. Leanne suggested that we seek a volunteer through the whatsapp groups. Mark will ask Laura if she is able to put a message on the whatsapp chats. - Katie said that she would send a contact list of former school families to Leanne, for her to keep them in the loop of events etc - Lynne stated that she would maintain adding families to the whatsapp groups, offering it the membership. - Katie sought confirmation that the dates of the meetings coming up and the events which happen in the same week, was ok which was supported.	Action: Laura via Mark Action: Katie Action: Lynne
Close of meeting	8.38 pm	
Next meeting details	Term 2: • 11 May • 15 June Term 3: • 27 July	

	• 7 Sept Term 4: • 19 Oct	