Agenda and subsequent minutes

Date: Monday 15 June 2026

Present: Katie (Chair), Vikki, Diane, Annie, Mark, Anita, Jay, Leanne, Nicole, Lynne

Apologies: Jason, Tamas, Laura, Linda, Anna

Agenda items	Discussion Points	Actions:
Welcome	Welcome from the PL Chair	
Minutes approval from last meeting	Minutes were approved by Jay and seconded my Mark	
Puanga Disco update	Laura passed on a message, via Katie, that things are on track and ready to go – helpers for clean-up are welcome. Katie returned the best parent dancer award to Laura (via Mark) for awarding the next best parent dancer. It was established that previous winners can win consecutively if their dancing is worthy.	Annie: send email to remind school and kindy-goers of disco, provide link to playlist which closes Thursday. Advise there will be ice blocks, bubbles and music, only school and kindy goers can attend. Vikki: to have student council remind school members
Games Night prep	Lynne provided update - currently pencilled in for Saturday 12 September from 3-5pm.	Annie: request helpers for the day via email

	Lynne emailed Kelly Sports and has not had a response but needs to have this known, then decide if the event will go ahead and when. Lynne stated that the event worked well last year. There would be some small tweaks and Lynne would require some more helpers on the day to help set up and monitor rooms.	when minutes go out. Lynne: follow up with Kelly Sports
Fair update	Mark / Katie update: Mark is going to meet with Jay to do some more planning Mark will look at the map for the layout and book the council stage Tow yard car can be provided for fire service to destroy – clean-up is a major need – Mark will continue to work logistics Comms plan has been started and will be sent to Chloe Katie asked if there were any more volunteers and Mark has confirmed that there have been some more people come forward Mark will open the final volunteer sign-up sheets closer to the time (6 weeks approx.) Vikki suggested a sign-up sheet in the office entrance way	Mark: continue with planning
Manaaki Rōpū	Lynne: quietly adding more people to recruitment drive to add to the pool of resources	

Awhi Rōpū	Lee - away for a month and any emails that come through and will be monitored by Vikki	
Awhi Rōpū and ParentLink rules - review	Katie advised that she had seen that under the charity rules, the PL rules need to be updated every three or so years to meet the legislation. Katie read out the charitable purpose of PL for context. Katie advised those present that the PL committee had met to update/review our PL rules but that the new rules need to be put to a special general meeting, treated as an AGM. We will need to advise of these at the next meeting and attendees will be advised that the first part of the meeting (15 mins) will be the presentation of the updated rules, then a regular meeting will follow Katie discussed that we need to have some PL procedures for the Awhi Rōpū to maintain the information and the passing on of knowledge and ensure agreed procedures. Katie advised that the PL committee and the Awhi Rōpū team had a wee meeting on this with Lee, Cilla and Vikki. These rules will be updated, with the help of Lee's notes and these will be sent back to those who had attended the meeting for finalisation.	Annie: add special general meeting for PL rules presentation to next meeting invite and agenda Lee: send Awhi Rōpū meeting notes to PL committee
Principals update	Vikki advised that she will be acting principal next term in Cilla's sabbatical absence.	

	Vikki advised that recent PL funds were used on furniture replacement and buses for field trips	
Grants update	Nicole advised PL funds were used for GST components of stuff that grant funding does not cover Playground parts – to be installed at next working bee Nicole advised that there was a failed grant application for chrome books – more applications underway however Swimming lesson grant applications will be underway once quotes are procured Sports uniform grant applications can take place once the uniforms required landed on, quotes are required Nicole emphasized the importance of PL funding for the GST component of any grants that are successful	Nicole: continue wonderful grant work
T-shirt competition update	Mark gave us a t-shirt update – Katie said having them for sale at the fair would be great. Mark said that the final design needed to be landed on and that if there was someone in the community with a flair for design perhaps they could take over the finalisation of the design and also sort the printing etc	Annie: when email goes out see if anyone can anyone can takeover finalisation of t-shirts
Board update	As no board members could attend, Annie advised via the presiding member that the Te Ao Māori and outdoor update strategy were in planning phases. Vikki confirmed this and advised that there was work	

	underway to fix the water pooling issue by the new bench.	
Meeting close	Meeting finished in record time at 7.45pm	
Next meeting details	Term 3: ● 27 July - first 15 minutes of this meeting will be a Special General Meeting to deliver PL rules ● 7 Sept Term 4: ● 19 Oct However, this is likely to change given it's a fair year.	