

**WESTLAKE BOYS HIGH SCHOOL PTA MEETING
MONDAY 17th FEBRUARY 2020 7.30PM**

Present:	Fiona Scanlen, Sheena Parkin, Francine Osborne (guest), Vivien McAvoy, Serena Bawden, Fran Irons, Robyn Dean, Elaine Moore, Liz Peters, Mridula Rajan, Akiko Shimizu-Alexander, Lyn Cuthbertson, Tracey Smith, Vid Kulkarni, Cathryn Wilson, Phillip Harkness (BOT), Kay Link, Mimoza Kamberi, Billy Xin, Haruka Paul, Michelle, Arlette Nikken, Bronwyn Johnson, Vina Naidoo, Vinny Naidoo, Ruth Whitley, Rae Ann Erickson, YiYoung Choi
Apologies:	Lisa Manning, Caroline Carlyle, Susan Sun, Helen Mason
Minutes from Previous Meeting:	Moved by Vid Kulkarni and seconded by Serena Bawden
Matters Arising:	None
Correspondence In/Out	Elaine Moore from the canteen to thank the PTA for the support and to advise what changes have taken place. Email available on request from the PTA Secretary on ptasecretary@westlake.school.nz
Second Hand uniform shop report	<p>Financial Position as @ 14 February 2020 Closing balance 21 October 2019: \$36,855.70</p> <p style="text-align: center;">Opening Balance (21/10/2019) 36,855.70 CR</p> <p>Deposits: \$17,051.05</p> <p>EFTPOS: \$13,756.05</p> <p>Bank Deposits: \$555 Cash Deposits: \$2,740 Withdrawals: \$9,040.76</p> <p style="padding-left: 40px;">Paymark limited \$64.40 (4 @ \$16.10) SmartPay NZ \$165.36 (4 @ \$41.34) Term 4 (Jan 13, 2020) payments: \$4,061 Donation (Canteen): \$ 2,250 Donation (Westlake Giving Day): \$ 2,500</p> <p>Closing balance 14th February 2020: \$ 44,865.99</p> <p style="text-align: center;">Closing Balance (14/02/2020) 44,865.99 CR</p> <p><u>2019 Sales Summary</u> Sales: \$39,302 Payments: \$16,503.30 (includes payment made in Jan 2020) Margin/\$ for School: \$22,799 (58%) November 2019: \$ 7,075 (No openings during yr. 9 fittings this year. Sat sale instead on Nov 30 - \$3,360) Thank you to volunteers Lyn, Fiona, Mridula, Akiko, Tracey, Jing, Brigid for helping. 2018 Sales: \$8,120 (\$1,045 diff) December 2019: \$249 Total sales in 2019 = \$39,302, 1316 items, ASP \$29.86 \$6,157 & 105 more uniforms more than 2019 January 2020: \$8,560 (Open Jan 20,21,22 (9:30am - 12:30pm)) compared to Jan 2019 - \$9,375 (\$815 diff) Thank you to Lyn for helping with pricing prior to sales. Special mention to Tracey's daughter for helping with pricing at the Jan sales. Feb 2020 MTD (Feb 7 & 14): \$1,655 Feb 2019 \$2,780 2020 YTD: \$9,363 (YTD end of Feb 2019 \$11,340)</p> <p><u>2019 Summary</u> <u>Highlights in 2019</u> Tote bags/ Fundraiser for Mental Health (raised \$200) - thanks to Lucy & Viv Three Saturday openings (April, September & November). April, we discounted clothing but Sept and November, no discount just opening Moved to online form for sellers plus added laptop for shop</p> <p><u>Volunteering team & Thank You</u></p>

	<p>Thank you to Viv for doing the roster and managing communication & reminder to volunteers in 2019 and to Lyn for taking over the roster plus helping manage the shop</p> <p>Thank you to Mridula for helping with payments during last year.</p> <p>Thank you to all the PTA member who help in the shop, Simon & Tony for opening build on Sat, IT Department for help with EFTPOS machine and just recently installing network cable and power for wired EFTPOS machine</p> <p>General Business - Planning for 2020</p> <p>Created a private Facebook page for volunteers (Not for customers or seller). Help with communication</p> <p>Decide in advance dates for extra Sat sales dates</p> <p>What to do with excess small and medium grey polos</p> <p>Need to get all old signatories off bank account. Add Mridula and Lyn as users, Robyn as signatory</p> <p>2018 Blazer recall happening around term 2</p> <p>Report moved by Robyn and seconded by Lyn</p>
GENERAL BUSINESS:	ACTION
<p>Bank signatores - new officers</p> <p>As there are no new officers for 2020 there is no need to amend the bank signatories</p>	
<p>Meet the Leaders and meet the Prefects Evenings</p> <p>Tracey Smith has offered to run these two events supported by Bronwyn Johnson. To publicise in the newsletter and on the Facebook page.</p> <p>Meet the Prefects will be held after the next committee meeting on 23rd March. The PTA meeting will be a short meeting and will start half an hour earlier at 18h30pm.</p>	Tracey and Bronwyn
<p>School Van Donation</p> <p>We are still waiting on confirmation from the school as to when they are to purchase the van the PTA has donated towards.</p>	Fiona to follow up with Judith
<p>Second hand uniform shop sale day</p> <p>This will take place in term two.</p>	Robyn to advise on dates
<p>Sponsorship of Mother and Son breakfast</p> <p>Liz talked about the event and possible exposure for the PTA. Mridula confirmed it met the four criteria of the PTA and the majority voted in favour of sponsoring this event again. Lyn seconded.</p>	
<p>Westlake walkers volunteer lead</p> <p>Although not a PTA event we were asked by Lucy Chilberto whether anyone would be interested in leading this event. It was most successful in 2019. No one expressed an interest at this time</p>	
<p>Social event</p> <p>Suggestions of what our next event should be, bowling, movies, theatre etc PTA requested to bring ideas to the next meeting</p>	PTA Committee
<p>General</p> <p>Parents evenings</p> <p>We are looking for members to assist with pouring of refreshments at the upcoming Year 9 and Year 10 parents evenings. 18th March and 2nd of April respectively. There will be two shifts for each evening. Confirmation of times and slots for availability will be sent out closer to the time.</p> <p>Billy Xin asked if the school was planning on hosting an NCEA information evening.</p> <p>A question around the state of the boys bathrooms was raised and as it's not a PTA issue they were advised to email the school their concerns in this regard.</p> <p>There being no further business the meeting was closed at 20h30</p>	<p>Fiona, Vid, Billy, Serena and Fran 18th. Mimoza, Cathryn, Kay, Akiko, Vina and Vid for the 2nd of April</p> <p>Liz to check with school</p>
<p>PTA 2020 Meeting Dates</p> <p>23rd March, Monday 18h30 - thereafter Meet the Prefects evening from 19h30-20h30</p> <p>4th May, Monday</p> <p>15th June, Monday</p> <p>27th July, Monday</p> <p>7th September, Monday</p> <p>19th October, Monday</p> <p>Other Dates</p> <p>Wed 18th March - Year 9 Parents Evening</p> <p>Thurs 2nd April - Year 10 Parents Evening</p> <p>Thurs 4th June - Year 13 Parents Evening</p> <p>Thurs 11th June - Year 12 Parents Evening</p> <p>Thurs 18th June - Year 11 Parents Evening</p> <p>Thurs 30th July - New Parents Information Evening</p> <p>Fri 31st July - Grandparents Morning Tea</p> <p>October - PTA Staff/Teachers Morning Tea, date to be decided</p> <p>Thurs 26th November - Graduation Dinner Set-up</p> <p>Nov/Dec - PTA dinner, date to be decided</p>	