

WESTLAKE BOYS HIGH SCHOOL PTA MEETING  
MONDAY 18<sup>th</sup> MARCH 2019 7.00PM

<b>Present:</b>	Fiona Scanlen, Mandy Curry (Staff), Susan Sun, Robyn Dean, Mridula Rajan, Serena Bawden, Fran Irons, Vidyasagar Kulkarni, Sheena Parkin, Lisa Manning
<b>Apologies:</b>	Susie Turner, Caroline Carlyle, Helen Mason, Vivien McAvoy
<b>Minutes from Previous Meeting:</b>	Moved: Robyn Dean      Seconded: Sheena Parkin Accepted
<b>Matters Arising:</b>	None
<b>Correspondence In/Out</b>	None
<b>Financial Report:</b>	<p>The opening balance as at Jan 31 was \$5,231.63.          There was a withdrawal (cheque number 46) for \$140.66 for expenses relating to farewell gift and AGM drinks.          There was gross interest deposit for \$3.32 on Feb 28.          Closing balance as of Feb 28, 2019 was \$5,094.29</p> <p>The PTA's records and 2018 tax forms were provided to Jason Edwards late February for review.          Moved: Mridula Rajan      Seconded: Vidyasagar Kulkarni          Accepted</p>

BUSINESS:	ACTION
<p><b><u>Trading Post Report – 18 March 2019</u></b></p> <p><b><u>Finances</u></b></p> <p>Opening balance 8 February 2019: \$ <b>30,909.49</b></p> <p>Deposits</p> <p style="padding-left: 40px;">Sales: \$2,770 (EFTPOS &amp; Cash deposits)</p> <p style="padding-left: 40px;">Payment reversals: \$45.50</p> <p style="padding-left: 40px;">Interest: \$7.54</p> <p>Withdrawals:</p> <p style="padding-left: 40px;">Feb payments to sellers \$5,200</p> <p style="padding-left: 40px;">EFTPOS setup fee: \$100</p> <p style="padding-left: 40px;">PayClip: \$34.50</p> <p style="padding-left: 40px;">MERCHANT SERVICE FEE:\$7.70</p> <p>Closing balance 15th March: \$ <b>28,390.33</b></p> <p><b><u>Sales</u></b></p> <p>February: \$2,780 Last year Feb: \$2,225</p> <p>March YTD: \$1,165 Last year March: \$2,145</p> <p>YTD 2019: \$12,505 YTD 2018: \$13,745</p> <p><b><u>Other business</u></b></p> <p>New EFTPOS machine used by volunteers over the last two weeks. PayClip has been cancelled.</p> <p>Need volunteers for one day sale on 6<sup>th</sup> of April. 1 The opening hours of the shop will be from 10am to 1pm. We will have two time slots one is 09h00 - 11h30 and 11h30 - 2pm.</p> <p>Thank you to Mridula for helping with Feb payments. Need to organise for Mridula to be signed up for internet banking and signatory.</p> <p>Fran offered to help with the one day sale 11.30-2pm and Vid from 9.00-11.30am</p> <p>Moved: Robyn Dean    Seconded: Mandy Curry</p> <p>Accepted</p>	<p>Fran &amp; Vid</p>

<p><b>Vacancies for President and Staff Representative</b></p> <p>Mandy discussed the role of the PTA president and asked for a volunteer to take this on. Although the PTA can continue without a president it would be preferable to have someone who can regularly chair the meetings, be an additional signatory for the accounts and support the secretary. In the meantime the meeting chair will be shared around. Mridula will chair the May meeting.</p> <p>The school has advised that Mr Ant Ford will be our school liaison person at this stage.</p>	Mridula
<p><b>Meet the Leaders and Meet the Prefects Evenings</b></p> <p>Mandy explained how in the past the PTA had run two events, Meet the Leaders (incl BOT, Westlakers, Foundation, Headmaster) and Meet the Prefects (Head boy, Deputy Head boy, Sports captain, Academic captain &amp; Cultural captain). Last time these were run (in 2016) they were poorly attended, so the decision was made not to continue.</p> <p><u>Meet the Leaders</u></p> <p>Andrew Nicoll explained at the last meeting that the Foundation is having a re-shuffle and the Board have elections coming up, so it may be better to run 'Meet the Leaders' later in the year.</p> <p><u>Meet the Prefects Evening</u></p> <p>A decision was made to run Meet the Prefects on Monday 6<sup>th</sup> May 7-8pm.</p> <p>Fran offered to contact Tom Gordon to discuss the idea.</p> <p>We will serve wine &amp; cheese and ask for RSVP's.</p> <p>To be advertised in the school newsletter with a hook to entice parents to come along.</p> <p>Keep it informal, each senior prefect to talk for a few minutes about their journey to becoming a prefect.</p> <p>There will be a short PTA meeting afterwards (from approx. 8-8.30pm)</p>	Fran Fiona
<p><b>Donations to the school</b></p> <p>In the past the PTA has funded projects such as shade sails, seating &amp; artificial grass, naming rights to the PTA conference room in the new gym, archway, turf, donation towards 'The Big Read'</p> <p>Fiona to contact the school for suggestions for donations</p>	Fiona
<p><b>Goals/objectives for the year</b></p> <p>Mridula asked whether the PTA has ever set goals and objectives for the PTA to achieve and whether this is something that could be done in future. Mandy explained that the PTA has three core objectives:</p> <ol style="list-style-type: none"> <li>1) To provide a social forum for parents to meet other parents</li> <li>2) As a resource to assist with school events</li> <li>3) Fundraising - this is achieved by running the second hand uniform shop</li> </ol>	
<p><b>Year 9 Parents Evening - Wednesday 20<sup>th</sup> March</b></p> <p>The PTA will provide tea/coffee and water in the kitchenette during parent teacher interviews from 5.30pm til 8.30pm.</p> <p>Helpers: Helen &amp; Vivien 5.30-7.00pm, Serena &amp; Genevieve 7.00-8.30pm.</p>	Helen, Vivien, Serena, Genevieve.
<p><b>Year 10 Parents Evening - Thursday 4<sup>th</sup> April</b></p> <p>The PTA will provide tea/coffee and water in the kitchenette during parent teacher interviews from 5.30pm til 8.30pm.</p> <p>Helpers: Vid &amp; Arnaz 5.30-7.00pm, Ashia &amp; Fran 7.00-8.30pm.</p>	Vid, Arnaz, Ashia, Fran
<p><b>Emails</b></p> <p>Fran asked that PTA members please <b>do not</b> Reply All when replying to emails unless requested!</p>	Everyone
<p>Meeting Ended 8.05pm</p>	
<p><b>PTA 2019 Meeting Dates</b></p> <p>6<sup>th</sup> May, Monday 17<sup>th</sup> June, Monday 29<sup>th</sup> July, Monday 9<sup>th</sup> September, Monday 21<sup>st</sup> October, Monday</p> <p><b>Other Dates</b></p> <p>Wed 20<sup>th</sup> March - Year 9 Parents Evening Thurs 4<sup>th</sup> April - Year 10 Parents Evening Sat 6<sup>th</sup> April - Second Hand Uniform sale Thurs 6<sup>th</sup> June - Year 13 Parents Evening Tues 11<sup>th</sup> June - Year 12 Parents Evening Tues 18<sup>th</sup> June - Year 11 Parents Evening Thurs 1<sup>st</sup> August- New Parents Information Evening Fri 2<sup>nd</sup> August - Grandparents Morning Tea October/November - PTA Staff/Teachers Morning Tea, date to be decided Thurs 28<sup>th</sup> November - Graduation Dinner Set-up Nov/Dec - PTA dinner, date to be decided</p>	

