

**WESTLAKE BOYS HIGH SCHOOL PTA MEETING
MONDAY 21 OCTOBER 2019 18H30**

Present:	Fiona Scanlen, Mridula Rajan, Vivien McAvoy, Liz Peters (Staff), Helen Mason, Serena Bawden, Susan Sun, Caroline Carlyle, Fran Irons, Lisa Manning, Vid Kulkarni, Susie Turner, Robyn Dean Tracey Smith, Euphymya Lavelle (B.O.T.) Mr Ferguson (Headmaster WBHS)
Apologies:	Sheena Parkin
Minutes from Previous Meeting:	Moved by: Mridula Rajan Seconded by: Robyn Dean Accepted
Matters Arising:	None
Correspondence In/Out	Offers of assistance and donations for the teachers tea
Financial Report:	<p>Treasurer's report October</p> <p>For the period September 1 - September 30 2019</p> <p>Opening BNZ balance as of September 1: \$2,706.72</p> <p>Income during the period:</p> <p>Nil</p> <p>Expenditure during the period:</p> <p>Cheque 52 - Designation Ltd (PTA banner): \$228.85</p> <p>Cheque 53 - Noel Leeming (Canteen Freezer): \$502.07</p> <p>Closing BNZ balance September 30 = \$1,975.80</p> <p>Activity post BNZ statement period:</p> <p>A motion was passed (via email) at the end of September and the PTA committee voted to sponsor the WBHS staff movie night for \$2,500.</p> <p>Oct 15 - Incoming transfer from Second hand shop account: \$2,500.00</p> <p>Oct 18 - Outgoing transfer to WBHS for staff movie night : \$2,500.00</p> <p>Oct 22 - Outgoing transfer to F Scanlen for Staff tea decorations: \$22.50</p> <p>Moved by: Mridula Rajan Seconded by: Helen Mason</p>
	ACTION
<u>PTA Second-Hand Uniform Store Report - 21 October 2019</u>	
<u>Finances</u>	
Opening balance 9 September 2019: \$ 36,440.36	
Opening Balance (09/09/2019) 36,440.36 CR	
Deposits: \$5,381.03	
EFTPOS: \$3,566.03 Bank Deposits: \$1,035 Cash Deposits: \$780	
Withdrawals: \$4,965.69	

Paymark limited \$16.10
SmartPay NZ \$41.34
Term 3 payments: \$2,408.25
Donation (Staff Movie): \$2,500

Closing balance 21 October 2019: **\$36,855.70**

Closing Balance (21/10/2019)
36,855.70 CR

Sales

August \$1,475 Last year \$775
September: \$5,275 Last year \$2,770
October MTD: \$230 EFTPOS + cash sales
YTD September 2019: \$30,827 YTD September 2018: \$24,250
\$6,577 ahead of last year

Other business

Payments Term 3

Paid out \$2,408.25 to 48 sellers on October 15
Thanks to Mridula and Lucy for helping

Saturday Opening - 21 September

Successful Saturday opening on September 21 (9:30 to 1 pm). Customers were mostly intermediate families in which we put advertisements into local intermediate school newsletter.
\$3,850 sales total, 141 items. PE gear & grey shorts being top sellers.
Thank you to Simon for opening the building. To our volunteers - Viv, Lucy, Sheen, Lisa, Lyn, Vid, Brigid, Helen, Bronwyn & Colin

Tote Bags

Fundraiser for Mental Health imitated and run by Lucy Chilberto. Tote bag made out of grey polo shirts - **\$10 each**. Plenty available in the shop still.

Volunteers for Term 4

Thank you to Viv for doing the roster. We have a full roster with 3-4 people on each shift and that does not include manager

End of year sales

We won't be opening alongside the November uniform 2020 year 9 fittings as we did last year instead, we will have an end of the year Saturday opening on November 30. Emma will include this in her email that goes out to new students
January sales dates to be confirmed.

Online Form

The online form is active on school website. Slow uptake but need to advertise it's existent with school staff and sellers.

Software Update

We are testing the SOB side of the software for logging donated or SOB items. Putting together the specifications for payments and sale reports. Hoping that we will have a version for school to use at the beginning of next year.

Moved by: Robyn Dean **Seconded by:** Susie Turner

HEAD BOY DONATION

Fiona raised a motion to donate \$250 to the head boy for his contribution to the School in 2019. All in favour.

HELPERS FOR GRADUATION DINNER SETUP

Liz will advise of a time that the helpers will be required. Susan, Helen, Caroline and Tracey have offered their assistance.

PTA CHRISTMAS FUNCTION

Thank you to Robyn who has offered to host the event this year. We will either have a bbq or potluck. Date to be confirmed by Robyn. Either 7 or 8 December. An email in this regard will be sent out.

UPDATE ON DONATIONS

The PTA are thrilled to have been afforded the opportunity to sponsor the staff and partner movie night event in November. A donation of \$2500 has been made towards this initiative. Fiona will mention the PTAs support of this event in her speech at the tea for the support staff and teachers. Judith has been contacted regarding when payment is required for the new van and we await feedback from her on this.

WELCOME MR FERGUSON

Mr Ferguson supplied feedback to the PTA as to all the exciting things happening in and around the school over the short and long term. Mr Ferguson discussed the 24 hour giving campaign to be launched on the 22nd of October and taking place on Tuesday the 29th. The PTA were shown the marketing video for this campaign and are pleased to have been asked to be a part of the event on the day by volunteering on the phones. Thank you to Mridula, Robyn, Vid, Tracey and Fiona for volunteering to assist on the day. Mr Ferguson thanked the PTA and all helpers for everything they do, for running the shop and that he, the board and the school appreciate what the PTA does. He apologised in advance for not being available to attend the morning tea as he will be away fulfilling NCEA duties

LOGISTICS FOR THE MORNING TEA

The final arrangements for this event were discussed. Vivien will ensure everyone has name badges. Susie will take care of the decorations on the day with her allocated team. Euphymya will guide and assist the PTA helpers with their duties. Everyone is aware of their role on the day and we look forward to another successful event.

There being nothing further the meeting was closed at 19H50.

PTA AGM AND MEETING DATE

17 February 2020

OTHER DATES

Thurs 28th November - Graduation Dinner Set-up

Dec - PTA dinner, date to be decided, Venue Robyn Deans home in Kumeu