

**WESTLAKE BOYS HIGH SCHOOL PTA MEETING
TUESDAY 7th MAY 2019 6.30PM**

Present:	Fiona Scanlen, Susan Sun, Robyn Dean, Mridula Rajan, Sheena Parkin, Caroline Carlyle, Vivien McAvoy, Ant Ford (staff) , Melinda Bennett (Board of Trustees)
Apologies:	Susie Turner, Serena Bawden, Fran Irons, Lisa Manning, Vidyasagar Kulkarni
Minutes from Previous Meeting:	Moved: Sheena Parkin Seconded: Caroline Carlyle Accepted
Matters Arising:	None
Correspondence In/Out	None
Financial Report:	For the period ended March 1 to date: Opening balance as of March 1: \$5094.29 Expenditure during the period: Chq #47 - farewell gift \$55.97 Chq #48 - donation towards the ChCh Victims fund \$500 Chq # 49 - WBHS Mother Son Breakfast sponsorship \$1725 Closing balance as of April 30: \$2813.32 The 2018 Annual Tax return has been filed with Charities Services Moved: Mridula Rajan Seconded: Vivien McAvoy Accepted

BUSINESS:	ACTION
<p><u>Trading Post Report - 7 May 2019</u></p> <p><u>Finances</u> Opening balance 15th March: \$ 28,235.33 Deposits: EFTPOS: \$6,790 Bank Deposits: \$260 <u>Cash Deposits: \$1,655</u> Sales Total: \$8,705 Withdrawals: May 2019 payment to sellers \$3,565.25 Expense reimbursement R Dean: \$60.73 Direct Debit Establishment Fee: \$10 (Paymark and SmartPay) Paymark limited \$16.10 SmartPay NZ \$82.68 Payclip: \$34.50 (last one) Closing balance 3rd May: \$ 31,171.07</p> <p><u>Sales</u> March: \$2,090 Last year March: \$2,145 April: \$7,080 Last year April: \$3,105 May MTD: \$365 YTD 2019: \$20,875 YTD 2018: \$18,355 (end of May)</p> <p><u>Other business</u> New EFTPOS machine working well - no issues 6 April Sat Sale: We had the best one-day sale ever with long queues for over an hour. We sold 300 uniforms in under 3 hours with total sales of \$6,170. This year we discounted the jumpers, green</p>	

<p>jackets and trousers, which we did not last year. Plus, we sold the small and medium grey polos for \$5 and the larger ones for \$10. Our top selling item were they grey shorts with 56 sold followed by 42 grey polos. However we made the most money from the sale of green jacket, jumpers, trousers and grey shorts.</p> <p>Form for sellers: Replace paper-based form with either Google or Microsoft Forms (Testing help from PTA & SH volunteers)</p> <p>Thank you to Mridula for helping with May payments of \$3,565.25. Thank you to Vivien for doing the shop roster and reminders</p> <p>Working on automating system & possibility of rolling out to other schools - spoke to the school and they are supportive.</p> <p>Moved: Robyn Dean Seconded: Fiona Scanlen Accepted</p> <p>Melinda suggested there may be an off the shelf solution already in the market to automate the second hand uniform shop systems. She suggested contacting Kindo or mymonitor. Or even an add on to our new uniform shop system. MYOB another option to investigate. Robyn to talk to Emma Charlesworth and investigate other options.</p>	Robyn
<p>Vacancy for President Fiona offered to put herself forward for president if someone is willing to take on the role of secretary. In the meantime the meeting chair will be shared around. Caroline will chair the June meeting.</p>	Caroline
<p>Mid Year PTA Social Wednesday 26th June. Dinner at Mexico in Takapuna Fiona to book restaurant and send invite to PTA plus Trading Post Helpers Ant to confirm if the school is buying first drink each</p>	All to RSVP Fiona Ant
<p>Donations to the school In the past the PTA has funded projects such as shade sails, seating & artificial grass, naming rights to the PTA conference room in the new gym, archway, turf, donation towards 'The Big Read'</p> <p>Ant Ford talked about these ideas for future PTA donations</p> <ul style="list-style-type: none"> - Indoor cricket facility (total project cost \$340K, \$40K short). Facility can be used by general public as well as WBHS. Money required in 2019. - Les Mis production. There is a shortfall and Mr Nick Brown is looking for funds. This could be sponsored by PTA. We discussed that as this is a joint school production we would want WGHS to contribute as well. Money required before July 2019. Ant Ford to investigate further. - Hockey team needs funds to send them to the nationals - Lower sports field needs facilities e.g. toilets, changing rooms, water supply - Funds to support the teachers e.g. development and retention <p>No decisions made as further information required on the ideas for 2019. Ant will send these through.</p>	Ant
<p>Year 13 Parents Evening - Thursday 6th June The PTA will provide tea/coffee and water in the kitchenette during parent teacher interviews from 5.30pm til 8.30pm. Helpers: Vivien & Sheena 5.30-7.00pm, Robyn & Susan 7.00-8.30pm.</p>	Sheena, Vivien, Robyn, Susan
<p>Year 12 Parents Evening - Tuesday 11th June The PTA will provide tea/coffee and water in the kitchenette during parent teacher interviews from 5.30pm til 8.30pm. Helpers: Vid & Lisa 5.30-7.00pm, Mridula & ? 7.00-8.30pm.</p>	Vid, Mridula, Lisa HELP NEEDED
<p>Year 11 Parents Evening - Tuesday 18th June The PTA will provide tea/coffee and water in the kitchenette during parent teacher interviews from 5.30pm til 8.30pm. Helpers: Susan & Caroline 5.30-7.00pm, Fiona & ? 7.00-8.30pm.</p>	Susan, Caroline, Fiona HELP NEEDED
<p>Meeting Ended 7.17pm This was followed by 'Meet the Prefects" event from 7.30-8.30pm</p>	
<p>PTA 2019 Meeting Dates</p>	

<p>17th June, Monday 29th July, Monday 9th September, Monday 21st October, Monday</p> <p>Other Dates</p> <p>Thurs 6th June - Year 13 Parents Evening Tues 11th June - Year 12 Parents Evening Tues 18th June - Year 11 Parents Evening Wed 26th June - PTA dinner out at Mexico Takapuna Thurs 1st August- New Parents Information Evening Fri 2nd August - Grandparents Morning Tea October/November - PTA Staff/Teachers Morning Tea, date to be decided Thurs 28th November - Graduation Dinner Set-up Nov/Dec - PTA dinner, date to be decided</p>	