

**WESTLAKE BOYS HIGH SCHOOL PTA MEETING
MONDAY 15 JUNE 19H00**

Present:	Fiona Scanlen, Mridula Rajan, Vivien McAvoy, Liz Peters (Staff), Helen Mason, Serena Bawden, Caroline Carlyle, Vid Kulkarni, Susie Turner, Robyn Dean, Tracey Smith, Lyn Cuthbertson, Mimosa Kamberi, Kay Link, Arlette Nikken, Akiko Shimizu-Alexander, Sheena Parkin
Apologies:	Fran Irons, Haruka Paul, Michelle Yi Yang Choi
Minutes from Previous Meeting:	Moved by: Susie Turner Seconded by: Arlette Nikken Accepted
Matters Arising:	None
Correspondence In/Out	None

	ACTION
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Treasurer's Report June 2020 - For the period January 1 - June 15 2020

Opening BNZ balance as of January 1: \$1,600.05

Income during the period:

Transfer from Trading Post a/c:	\$2,250.00
Interest:	\$ 0.86

Expenditure during the period:

WBHS Canteen Initiative:	\$2,250.00
AGM Refreshments:	\$ 61.59

Closing BNZ balance June 15: \$1,539.32

Other Business:

The PTA account has been reviewed and audited by Jason Edwards, and tax returns have been filed and accepted by the Charities Registrar.

Report moved by Mridula Rajan and seconded by Helen Mason

WBHS PTA Second-Hand Uniform Store - 15 June 2020

Financial Position as @ 14th February 2020

Opening balance 14th February 2020: \$ 44,095.99

Opening Balance (14/02/2020)
44,095.99 CR

Deposits: \$7,207.84

EFTPOS: \$5,275
Bank Deposits: \$1,060
Cash Deposits: \$860
Interest: \$12.84

Withdrawals: \$5,388.86

Paymark limited \$64.40 (4 @ \$16.10)
SmartPay NZ \$165.36 (4 @ \$41.34)
Term 1 (March April 8,9 & 21, 2020) payments: \$5,159.10

Closing balance 12th June, 2020: \$ 45,915.97

Closing Balance (12/06/2020)
45,914.97 CR

Sales

February \$2,740 Last year \$2,780

March: \$2,080 Last year \$2,090

April: \$0 (Level 4 - Lockdown) Last year \$7,080 (includes Saturday sale)

May: \$1,895 Last year \$1,177

June MTD: \$1,315 Last year \$1,575

YTD 2020: \$15,841 YTD June 2019: \$23,262

\$7,421 behind of last year

Other business

Payments Term 1

Paid out \$5,116.15 in April 2020 to 100 sellers

Volunteers for Term 2

Thank you to Lyn for doing the roster. We do need more volunteers. Email to be sent to the PTA committee members requesting assistance.

Change to 2nd Hand Uniform BNZ bank account authorities

Pass a resolution to:

- A. Remove the following old bank account authorities

Ruth Jenkins-Horrocks

Diana Milhan

Philippa Wrait

Jayne Jarrod

Beverly Beilace

Kah-Bie (Macy) Cheuk

Karol Curry

Donna Houghton

Rochelle Thomas

- B. Add the following authorities

Robyn Dean (Signatory, already an internet banking user)

Lyn Cuthbertson (User & Signatory)

Mridula Rajan (User & Signatory)

- C. Change from one signature requirement to two signatures

- D. Update postal address and any other contact information which requires a change

A motion was raised and all are in favour of the above signatories to be removed and added. Change from one signature requirement to two signatures and update postal address and any other contact information which requires a change. All in favour.

Report moved by Robyn Dean and seconded by Susie Turner

Fiona asked whether there was going to be a sale, Robyn Dean to advise

DONATION UPDATE

Fiona and Robyn met with Mr Ferguson to discuss ideas of sponsorship from the PTA to the school that would align with the criteria as set out by the PTA. In the area where the new language block is being built there is an opportunity for the PTA to sponsor a garden and seating with our name on. The details of this will be discussed further closer to the time. The PTA still has \$20000 committed towards the purchase of a new van. The menu boards at the canteen refer to being sponsored by the PTA since we contributed to the new menu recently.

MOTHER AND SON BREAKFAST CANCELLATION

Liz advised that this event had been cancelled and would not be taking place in 2020. Fiona asked whether there were other events we could sponsor. Father and Son breakfast was covered by an ongoing sponsor. Grandparents Tea could be an option.

Vivien

Robyn, Lyn and
Mridula

Robyn

MEET THE PREFECTS

Tracey Smith is coordinating this event and pre Covid-19 lockdown had a very good response. All RSVPs were to be contacted again, a notice in the newsletter and a direct email to all Year 9 and 10 parents will be sent again. All prefects are available on the night. Bronwen will be assisting Tracey with this event.

HELPERS FOR NEW PARENTS INFORMATION EVENING

Last year the PTA assisted with four helpers at this event however, it was deemed unnecessary for as many helpers as not a lot of parents stayed behind. Vivien to contact Mr Gordon to discuss whether assistance is required on the evening and an email will go out requesting helpers if necessary and can be discussed at the next meeting.

HELPERS FOR GRANDPARENTS MORNING TEA

Liz has requested 8 helpers for this event. Four for each time slot of 09h30-11h30 and 10h30-12h30 on the Friday morning of 31 July. 1st shift helpers are:- Mimosa, Robyn, Lyn and Vivien. 2nd shift helpers are:- Vid, Mridula, Helen and Akiko. The PTA banner is to be on display.

A motion was passed to sponsor this event if Liz was unable to secure the usual sponsor and all voted in favour. The amount will be \$1000.

SOCIAL EVENT

With thanks to Mridula this event is going ahead and we have 18 confirmed PTA members attending the movie Love Sarah at the Bridgeway Theatre in Northcote on Friday 26 June, meeting at 19h00 for a 19h30 start. Mridula will secure the theatre with a 100% deposit for tickets and all to refund Mridula an amount of \$10. A discounted refreshment has been arranged and can be selected and paid for on the night by each individual.

After much discussion all agreed that 29 October would be suitable for the Teachers morning tea. Liz will confirm the date and advise accordingly.

There being nothing further the meeting was closed at 20h10

NEXT PTA MEETING DATE

27 July 2020 - 18h30 thereafter Meet the Prefects

OTHER DATES

Thursday 30th July - New Parents Information Evening

Friday 31st July - Grandparents Morning Tea

October - PTA Staff/Teachers Morning Tea, date to be advised

Thursday 3rd December - Graduation Dinner Set-up

November/December - PTA Dinner, date to be decided