

**WESTLAKE BOYS HIGH SCHOOL PTA MEETING  
MONDAY 21<sup>ST</sup> SEPTEMBER 2020 7:00PM**

<b>Present:</b>	Fiona Scanlen, Mridula Rajan, Robyn Dean, Liz Peters (Staff), Helen Mason, Caroline Carlyle, Susie Turner, Tracey Smith, Lyn Cuthbertson, Kay Link, Arlette Nikken, Akiko Shimizu-Alexander, Sheena Parkin, Vina Naidoo, Haruka Paul, Mimosa Kamberi, Euphymya Lavelle (B.O.T.)
<b>Apologies:</b>	Vivien McAvoy, Serena Bawden, Fran Irons, Vidyasagar Kulkarni,
<b>Minutes from Previous Meeting:</b>	Moved: Susie Turner    Seconded: Lyn Cuthbertson Accepted
<b>Matters Arising:</b>	None
<b>Correspondence In/Out</b>	None
<b>Financial Report:</b>	For the period July 26 2020 - September 21 2020  Opening BNZ balance as of July 26, 2020:     \$1,539.32  Income during the period: Interest (Aug):     \$0.44  Expenditure during the period: Meet the Prefects Evening (July):                 \$164.08  Closing BNZ balance September 21 2020:     \$1,375.68  Moved: Mridula Rajan    Seconded: Helen Mason Accepted
<b>BUSINESS:</b>	<b>ACTION</b>
<b><u>Trading Post Report - 21 September 2020</u></b>	
Financial Position as @ 19 <sup>th</sup> September 2020 Opening balance 27 <sup>th</sup> July 2020: \$44,347.93 EFTPOS: \$2,085 Bank Deposits: \$255 Interest \$7.05 Total deposits: \$2,347.05 Paymark limited \$16.10 SmartPay NZ \$82.68 (41.34 x2)  Total Withdrawals: \$98.78 Closing balance 19 <sup>th</sup> September 2020: \$46,596.20  <b>Sales</b> July \$1,340 Last year \$815 August \$535 Last year \$1,475 (Due to level 3 lockdown we missed three Friday openings in August) September MTD \$1,665 Last Year \$5,275 (One more Friday opening in Sept. Last Sept we had a much busier Saturday opening) YTD 2020: \$20,241 YTD Sept 2019: \$30,827 \$10,586 behind of last year	

<p><b>Other business</b>  Saturday opening - Sept 12  We opened on Saturday Sept 12, 9:30 to 12pm during Level 2.5. It was very very quiet with a sales total of \$875  It was configured so customers only touched the uniforms they were interested in buying.  Thank you to the Smith Family, Akiko, Sarah Hoban, Lyn, Fiona &amp; Helen for helping. Sales have been very slow since we came back to school from Level 3.  November openings.  We are working with Emma on when we will be open in November when she does her Year 9 fittings. It may or may not be at the same time that these are run.</p> <p><b>HMR Software</b>  We continue to use HMR Software for stock control and recording sales. Our volunteers are starting to use it. Our aim is to have customers using it in Term 4. I.e. using a form to log uniforms to sell.</p> <p>Moved: Robyn Dean.      Seconded: Tracey Smith</p>	
<p><b>REVIEW OF PARENT INFORMATION EVENING AND GRANDPARENTS DAY</b>  Having one PTA Committee member assist on the day of the parent information evening proved to be sufficient. The PTA will continue to donate time if required.</p> <p>The Grandparents Day was oversubscribed due to the Covid-19 travel restrictions. Liz stated that the day was very busy with large crowds being hosted in three venues. While the event was successfully managed, it was not ideal. Liz acknowledged the PTA and was grateful for the sponsorship and the assistance provided on the day.</p>	
<p><b>REVIEW OF MEET THE PREFECTS</b>  A successful event with a good turn-out. The format of using a "journey" to describe the prefects' experiences worked well. Tracey suggested making the event less formal with a more relaxed atmosphere to facilitate conversation. Increasing the number of prefects represented was also discussed.  Having a Meet the Leaders event in addition to the Meet the Prefects event in 2021 was discussed. Liz provided an explanation of the various leadership groups - Board of Trustees, WBHS Foundation, Westlakers and their respective roles. It was discussed that the PTA host a Meet the Leaders event 2-3 weeks after the Meet the Prefects event. Tracey to explore options for hosting this event.</p>	Tracey
<p><b>REVIEW OF FOCUS GROUP</b>  The school is undertaking a time-table review and the PTA was invited in August to participate and provide feedback of proposed changes. The meeting was conducted via zoom. Thank you to all those who participated. It is encouraging that the PTA's opinion is being sought.</p>	
<p><b>DONATIONS FOR 2020</b>  Robyn met with Judith Clough (WBHS Business Manager) to discuss school funding priorities. The purchase of a van which the PTA had previously agreed to help fund, was no longer a priority. The new building requires classroom furniture and the school was looking to the PTA to assist with the funding.  Mridula confirmed that the donation met the PTA's funding criteria. Fiona raised a motion to donate \$25,728 which will cover the cost to furnish 3 classrooms. The motion passed unanimously. The donation stipulates that a plaque acknowledging</p>	Mridula, Robyn

<p>the PTA be placed outside each of the three classrooms. Liz mentioned that publicity in the newsletter, FB etc. will be provided.</p>	
<p><b>SOCIAL NIGHT</b></p> <p>Term 4: Dinner at Mexico, Takapuna. Date to be determined and invitations to be sent out.</p>	<p>Fiona</p>
<p><b>STAFF MORNING TEA</b></p> <p>Assuming that the green light is given to proceed with the staff morning tea on October 29, Tracey will provide overall event oversight, Susie will take care of the decorations and Euphymya will be in charge of food on the day.</p>	<p>Tracey, Susie, Euphymya</p>
<p>Meeting Closed 8:07pm</p>	
<p><b>NEXT PTA MEETING DATE</b> 19th October, Monday 7pm</p> <p><b>OTHER DATES</b> October 29 - PTA Staff/Teachers Morning Tea Thursday 3rd December - Graduation Dinner Set-up November/December - PTA Dinner, date to be decided</p>	