

WESTLAKE BOYS HIGH SCHOOL PTA MEETING MONDAY 20 th OCTOBER 2020 7:00PM	
Present:	Fiona Scanlen, Mridula Rajan, Robyn Dean, Liz Peters (Staff), Helen Mason, Tracey Smith, Lyn Cuthbertson, Kay Link, Arlette Nikken, Akiko Shimizu-Alexander, Sheena Parkin, Haruka Paul, Mimosa Kamberi, Euphymya Lavelle (B.O.T.), Jennifer Hunter, Cathryn Wilson, David Ferguson (Headmaster), Melinda Bennett (B.O.T.)
Apologies:	Serena Bawden, Fran Irons, Vidyasagar Kulkarni, Vina Naidoo, Caroline Carlyle
Minutes from Previous Meeting:	Moved: Tracey Smith Seconded: Helen Mason Accepted
Matters Arising:	None
Correspondence In/Out	Emails from parents offering their assistance for the Staff tea. All forwarded onto the organiser, Tracey Smith
Financial Report:	Moved: Mridula Rajan Seconded: Tracey Smith Accepted
	ACTION
<u>Treasurer's Report October 2020</u>	
For the period September 21 2020 – October 19 2020	
Opening BNZ balance as of September 21, 2020: \$1,375.68	
Income during the period:	
Transfer from Trading Post Account: \$25,728.00	
Expenditure during the period: nil	
Closing BNZ balance October 19 2020: \$27,103.68	
Report moved by Mridula Rajan and seconded by Tracey Smith	
<u>WBHS PTA Second-Hand Uniform Store report – 19 October 2020</u>	
Financial Position as @ 19 October 2020	
Opening balance 19th Sept 2020: \$46,596.20	
EFTPOS: \$730	
Bank Deposits: \$210	
Total deposits: \$940	
Paymark limited \$16.10	
SmartPay NZ \$41.34	
Payment to sellers (Term 3): \$1,465.75	
Donation for school furniture for new languages building: \$25,728	
Total Withdrawals: \$27,251.91	
Closing balance 19th October 2020: \$20,285.01	

Closing Balance (19/10/2020)
20,285.01 CR

Sales

September \$1,805 Last Year \$5,275
October MTD \$845 Last Year \$910
YTD 2020: \$21,226 YTD Oct 2019: \$31,737
\$10,511 behind of last year

Other business

Saturday Openings

Rather than being open during the week for the year 9 fitting we will be open two Saturdays in Term 4. November 14 which will be mid the fittings & December 5th end of term opening. Emma will be emailing all 2021 students notifying them of the openings.

We've also tentatively scheduled in our January dates to be Friday January 22 and Saturday January 23.

We are looking for volunteers for those dates.

HMR Software

We continue to use HMR Software for stock control and recording sales. Our volunteers are starting to use it.

Report moved by Robyn Dean and seconded by Lyn Cuthbertson

<p>GENERAL BUSINESS:</p> <p>HEAD BOY DONATION Each year the PTA donates \$250 to the Head Boy to thank him for the year. All in favour. Motion passed. Mridula seconded.</p>	
<p>HELPERS FOR GRADUATION SETUP Liz will advise closer to the time as to what time helpers are required. The more we have the better. Vivien will send out an email to the committee requesting assistance</p>	Liz/Vivien
<p>AGM 15 FEBRUARY 2021 AND SUCCESSION PLANNING Although all positions are available for re-election, Fiona and Vivien will be stepping down as President and Secretary respectively. A discussion was held regarding the roles and the committee members were encouraged to think about whether they would like to stand for any of the roles next year. You are welcome to contact Fiona (ptapresident@westlake.school.nz) or Vivien (ptasecretary@westlake.school.nz) for any further information regarding these two roles in particular.</p>	
<p>SECOND HAND UNIFORM SHOP OPENINGS The second hand uniform shop will be open on two Saturdays, November 14 and December 5. More details and request for assistance will be sent out closer to the time if necessary.</p>	Robyn/Vivien
<p>SOCIAL NIGHT This year we're back at Mexico in Takapuna on November 20 at 7pm. Invites will be sent out. Please make every effort to attend it's a fun social night out together.</p>	Fiona
<p>SENIOR PRIZE GIVING INVITES Every year the PTA is invited to attend the Senior Prize Giving event. Please rsvp whether you are able to attend once the invite is received. The PTA has a table at the front of the auditorium and partners are included. There is no obligation to attend.</p>	
<p>MR FERGUSON Thank you to Mr Ferguson for joining our final meeting of the year as well as to Board members Melinda Bennett and Euphymya Lavelle. Mr Ferguson thanked the PTA for all their efforts in 2020 and in particular for the donation of furniture for three of the new classrooms. He mentioned the school would be bringing in more local students in 2021.</p>	
<p>STAFF MORNING TEA Thank you to Tracey and her helpers for running with this event. To Susie who has confirmed she'll be there on Thursday to do the setup. Thank you to the members who are able to assist on the night before from 7pm-8.30pm We are looking for 12 helpers on the day from 8h45-11h30. Tracey has five so far. Vivien to request a list of staff numbers from Pam Mills. Sheena will print the numbers out for the gifts. A motion was proposed by Fiona to spend up to \$1000 to purchase last minute gifts should this be deemed necessary. Seconded by Helen Mason and the motion was passed.</p>	28/10 Fiona Arlette Mridula Akiko Haruka Helen Cathryn Robyn Vid

Euphymya Lavelle requested input from the PTA with regards to a student agency or council and what opportunities there are regarding obtaining input from students.

There being nothing further the meeting closed at 20h40.

NEXT PTA MEETING DATE

15th February 2021, Monday 7pm

OTHER DATES

October 29 – PTA Staff/Teachers Morning Tea

Thursday 3rd December – Graduation Dinner Set-up

November 20 – PTA Dinner, Mexico Takapuna 7pm