

**WESTLAKE BOYS HIGH SCHOOL PTA MEETING  
MONDAY 22<sup>nd</sup> FEBRUARY 2021**

<b>Present:</b>	Tracey Smith, Robyn Dean, Mridula Rajan, Helen Mason, Cathryn Wilson, Haruka Paul, Tomo Ishihara, Arlette Nikken, Lyn Cuthbertson, Serena Bawden, Vid Kulkarni, Jenni Hunter, Luana McVeigh, Sonja Painter, Jody Alder, Sonja Westerdaal, Hester Kleynhans, Bronwyn Johnson, Richard Morron, Christina Smith, Fiona Scanlen, Vivien McAvoy, Michele Cain (staff), Carissa Vaudrey (BOT).
<b>Apologies:</b>	Susie Turner, Mimoza Kamberi, Billy Xin, Caroline Carlyle, Emma Lawrey.
<b>Minutes from Previous Meeting:</b>	19 <sup>th</sup> October 2020. Moved: Lyn Cuthbertson, Seconded: Jenni Hunter. Accepted.
<b>Matters Arising:</b>	None.
<b>Correspondence In/Out</b>	<p>Invite had been received to attend the opening of the new languages block, which we were unable to attend.</p> <p>We have been asked if we have a mandarin speaking parent to attend the Lantern Festival at school on March 1<sup>st</sup>. Carissa Vaudrey (BOT) said her fellow new member on the Board of Trustees, is Mandarin speaking and was keen to get involved with community events, so she will check with him at this week's meeting.</p>
<b>ACTION</b>	

## **WBHS PTA Second-Hand Uniform Shop –** **February 2021**

### **Financial Position as @ 14 February 2021**

Closing balance 19th October 2020: \$20,285.01

Deposits: \$22,099.40

EFTPOS: \$19,861.40

Online buyer deposits: \$225

Cash deposits: \$1,870

Rejected payments: \$143

Withdrawals: \$7,820.41

Paymark limited \$82.80 (4 @ \$20.70)

SmartPay NZ \$165.36 (4 @ \$41.34)

Payments to sellers: \$5,242.25

Payments to WBHS (Blazer recall): \$330

Payment to PTA account \$2,000

Closing balance 14th February 2021: \$34,564.00

### **2020 Sales Summary**

2020 Sales: \$33,895 (No sales in April due to lockdown & May low, August low due to Auckland lock down)

2020 Donations:

Feb - \$2,250 Canteen donation

June - \$1,000 Grandparents Day Sponsorship

September - \$25,728 Furniture langages block

October - \$2,000 (Misc – top up PTA account, Headboy,??)

Total: \$30,978

Number of items sold: 1016

Average Selling Price \$33

Payments: \$12,874.85 (2020), \$4,961.75 (Jan 2021, paying our sales for Term 4)

November 2020: \$7,465, 2019 Sales: \$

December 2020: \$4,409, 2019 Sales: \$490

January 2021: \$7,438 compared to Jan 2020 - \$7,811 (\$376 diff)

Feb 2021 MTD (Feb 5 & 12): \$1,215 Feb 2020 \$2,740

2021 YTD: \$8,650 (YTD end of Feb 2020 \$10,551)

### **2020 Summary**

#### **Highlights in 2020**

Despite Covid-19, sales for the year were only \$6k down on the previous year.

During the year we managed to load all the stock into the Hand Me Round

system. This has enabled us to track sales and inventory and to create payments

for sellers, which was previously a very labour-intensive process. We are gradually training all our volunteers to use HMR.

We were approached by the School to make a contribution towards the funding of furniture for the new Languages Block. We were pleased to be able to donate \$25,700 which was used to furnish 3 classrooms. A plaque recognising this has been placed in the new building.

The Blazer recall also extended to items held by the PTA 2<sup>nd</sup> Hand Uniform Shop, sellers were given the option to collect their blazer and swap it themselves or to be paid out and we would get the new blazer. Approx 75% of sellers were happy for us to acquire the new blazer which we were then able to sell at a slightly discounted price to new. All these blazers sold like hot cakes!!!

### **Volunteering team & Thank You**

Thank you to Lyn for doing the roster and managing communication & reminder to volunteers in 2020. We have a good number of new year 9 parents offering to help. As a result of advertising in Green Striped Blazer with dates for open days.

Thank you to all the PTA members and volunteers who help in the shop. Special mention to Akikko, Sheena & Fiona who boys have finished at Westlake last year. Thank you for their help over the years.

Simon & Tony for opening build on Saturdays.

Thanks to Emma Charlesworth (New Uniform Shop) for her continued support. Special thanks to Hannah Smith (Tracey's daughter) for her regular help with Saturday and January openings.

Thanks to Sandra and Katie for communicating on our behalf with the wider school community.

### **General Business – Planning for 2021**

We should Start thinking about what projects we want to fund in 2021

HMR – sellers can now register their own items for sale, and they are now able to login back in and see whether items have sold. We hope to increase functionality throughout the year, including allowing customer to view stock availability. Barcoding price tickets – in January we started using barcoded price tickets on all stock which reduces errors and creates efficiencies in recording sales. This system also provides anonymity to the sellers.

HMR demo if time permits.

Moved: Robyn Dean.

Seconded: Vid Kulkarni.

<p><u>General Business.</u>  <b><u>New Signatories for the PTA bank account.</u></b>  Due to the changes on the Executive committee, the signatories' authority on the PTA bank account need to be changed over to include the new members Tracey Smith and Helen Mason.  Forms to be signed after tonight's meeting to start the process.</p>	<p>Executive Committee and outgoing president / secretary</p>
<p><b><u>Meet the Leaders. Tuesday 23<sup>rd</sup> March at 7pm in the staffroom.</u></b>  The invited Leaders attendance have been confirmed.  Letter to go out via Sandra White to invite parents of boys in years 9-11 to the event.  RSVP will be required for tracing, numbers attending, and for catering purposes.  We would like some PTA volunteers to help on the evening.  Thank you to everyone who have already indicated they are able to help.  Luana McVeigh, Bronwyn Johnson, Jody Alder, Jenni Hunter (set up), Vid Kulkarni, Arlette Nikken, Christina Smith.</p>	<p>Tracey Smith.  Helen Mason.</p>
<p><b><u>Date change for the next PTA meeting.</u></b>  Due to Meet the Leaders on the previous evening, it was decided that the planned meeting for Monday 22<sup>nd</sup> March should be moved to Tuesday 23<sup>rd</sup> March at 6pm before that night's event.</p>	
<p><b><u>Parents Evenings 2021.</u></b>  As the auditorium will be in use again this year for Parents Evenings, we have been asked to provide tea and coffee in the street.   To liase with Tracey Houzet re timings and number of volunteers needed.  Once known, email to be sent out requesting volunteers.</p>	<p>Helen Mason</p>
<p><b><u>Possible dates for Meet the Prefects.</u></b>  With Easter and school holidays there won't be enough time to arrange the event in April.  Discussed liaising with Mr Gordon for suitable dates which will avoid the senior mid-year exams at the end of May.  Haruka also asked if this could be livestreamed, to be checked.   Once a date has been decided a volunteer request email will be sent out.</p>	<p>Tracey Smith.  Helen Mason.  Robyn Dean.</p>
<p><b><u>Second Hand Uniform Shop Sale day.</u></b>  Robyn to advise, but the plan is probably to arrange a Saturday date once term 2 starts in May, due to Easter and the holidays being in April.</p>	<p>Michele Cain.</p>
<p><b><u>Sponsorship of Mother/Son Breakfast 6<sup>th</sup> May.</u></b>  Concerns were raised about the lack of exposure the PTA received after sponsoring the event in 2019, and we discussed if this project meets our criteria for funding.  Michele Cain (staff representative) has been asked if she can check with Liz Peters whether it may be more appropriate to ask a business to sponsor it.</p>	

<p><b><u>Social ideas for PTA members.</u></b>  We discussed ideas for our first social outing for 2021.  Thankyou to Cathryn for volunteering to organise it.  It has been decided that on Thursday 15<sup>th</sup> April at 7pm.      We will be going to      Drag Queen bingo at The Elephant Wrestler, Takapuna.</p> <p>Once a table booking has been confirmed, an email invite to attend will be sent out.</p> <p>There being nothing further, meeting was adjourned 8.40pm.</p>	<p>Cathryn Wilson.</p>
<p><b><u>Next PTA Meeting date.</u></b>  23<sup>rd</sup> March 6pm, Staffroom.</p> <p><b><u>Proposed meeting dates for remainder of 2021.</u></b>  Monday 3<sup>rd</sup> May.  Monday 14<sup>th</sup> June.  Monday 26<sup>th</sup> July.  Monday 6<sup>th</sup> September.  Monday 18<sup>th</sup> October.</p>	
<p><b><u>Other dates.</u></b>  Thursday 25<sup>th</sup> March – Year 9 Parents Evening.  Thursday 8<sup>th</sup> April- Year 10 Parents Evening.  Thursday 10<sup>th</sup> June- Year 13 Parents Evening.  Thursday 17<sup>th</sup> June- Year 12 Parents Evening.  Thursday 24<sup>th</sup> June- Year 11 Parents Evening.  Thursday 5<sup>th</sup> August- New Parents Information Evening.  Friday 6<sup>th</sup> August- Grandparents Morning Tea.  October- PTA Staff/Teachers Morning Tea, date to be decided.  Thursday 2<sup>nd</sup> December- Graduation Dinner set up.  November/December- end of year PTA Dinner, date to be decided.</p>	