WESTLAKE BOYS HIGH SCHOOL PTA MEETING MONDAY 10th MAY 2021			
Present:	Tracey Smith, Robyn Dean, Mridula Rajan, Helen Mason, Susie Turner,		
	Lyn Cuthbertson, Serena Bawden, Mimosa Kamberi, Luana McVeigh,		
	Jody Alder, Sonja Westerdaal, Jenni Hunter, Caroline Carlyle,		
	Cathryn Wilson, Arlette Nikken, Hester Kleynhans, Vid Kulkarni,		
	Susie O'Rourke, Gabriela Mercado,		
	Michele Cain (staff), Carissa Vaudrey (BOT).		
Apologies:	Jeanne Wright, Haruka Paul, Emma Lawrey, Tomo Ishihara		
	Fiona Mackenzie-Sole, Christina Smith.		
Minutes from	Moved: Susie Turner.		
Previous	Seconded: Vid Kulkarni.		
Meeting:	Accepted.		
Matters Arising:	None.		
Correspondence	Confirmation from BNZ that Tracey Smith and Helen Mason have now been		
In/Out	added as signatories to the PTA account.		
	Emails giving positive feedback about the 'Meet the Leaders' event.		
	Arranging through Sandra White the meeting on 13th April between Mr		
	Ferguson, the Executive Committee and Lyn Cuthbertson.		
	Confirmation of the audit completion of the PTA BNZ account.		
	Acknowledgement of the payment of the annual tax return to the Charities		
	Services.		

Financial	Treasurer's Report May 10 2021		
Report:	For the period March 18, 2021 – May 9, 2021		
	Opening BNZ balance as of March 18, 2021:	\$2,723.98	
	Income during the period:	nil	
	Expenditure during the period:		
	Meet the Prefects Refreshments:	\$ 156.65	
	Charities Services Tax Filing Fees:	\$ 51.11	
	Closing BNZ balance May 9, 2021:	<u>\$2,516.22</u>	
	Moved: Mridula Rajan.		
	Seconded: Susie Turner.		
	Other business		
	Audit review of PTA books and Financials have been completed. The PTA		
	Annual Returns and tax filings as required by th	e Charities Services have	
	been completed and uploaded.		
	Mridula confirmed that Tracey and Helens' bank authorisations have now		
	been activated, so she will now remove all the h	nistorical users from the	
	bank account schedule.		
	Lyn raised the issue of whether the 2 <sup>nd</sup> hand uniform shop account should		
	be audited. At present, the PTA BNZ account is the only one that is looked at yearly.		
	Mridula agreed that ideally it should be classed as a separate entity and		
	become a registered charity, which would then require its own yearly audit.		
	The plan is to get advice on the above, and report back at the next meeting.		
	If anyone can recommend a Chartered Accountant, please let us know.		

## <u>WBHS PTA Second-Hand Uniform Store – 10</u> May 2021

Financial Position as @ 23 March 2021

Opening balance 23 March 2021: \$36,774.60 EFTPOS: \$1,680 Cash Deposits: \$460 Bank Deposits: \$45 Total deposits: \$2,185 Paymark limited: \$20.70 (2x \$20.70) SmartPay NZ: \$82.68 (2 x \$41.34) Payments to sellers – Term 1: \$5,619.25 Payments to school – Blazer recall: \$90 Reimbursements – Lyn (Label Printer): \$144.97 Reimbursements – Robyn (Volunteer EOY gifts): \$94.99

Total Withdrawals: \$6,052.59 Closing balance 7 May 2021: \$32,907.01

## <u>Sales</u>

March \$2,005, Last Year \$2,080 April \$825, Last Year \$0 (Lockdown) 2019 \$7080 (Saturday sale) May MTD \$495, Last Year \$1,895

YTD: \$12,339 YTD last year (end of May) \$14,526

Moved: Robyn Dean. Seconded: Susie Turner.

## **Other business**

Payments of 5,619.25 to sellers for term one. This term will be making payments monthly. Saturday opening this coming Saturday 15<sup>th</sup> May 9-12pm. We have 6 volunteers.

The issue of communicating with parents about the existence of the 2<sup>nd</sup> hand shop, especially before the boys start at Westlake was raised by Susie O'Rourke. She feels there is a hole in the school's communication channels, which meant many parents were not aware of the shop until they had already purchased new uniform.

Robyn agreed that we should look at more ways to promote the shop. She discussed that the software that is now in the process of being implemented should make it easier for parents to check stock levels online. Payments to the sellers will now increase to monthly, Tracey asked if this was necessary, Robyn said this hopefully will help make it easier for parents to see the benefits of selling through the school.

Tracey also asked what the split was between donated v sell on behalf, Robyn thought it was 60/40 but will confirm.

Due to low sales in 2021, the idea of a 'marketing campaign' to promote the shop using flyers was discussed, highlighting asking for donated items. Flyers

could be available for the upcoming parent teacher interviews starting on 10 <sup>th</sup> June.		
General Business.	ACTION	
1. <u>2<sup>nd</sup> hand uniform shop sale</u>		
The shop is open this Saturday 15 <sup>th</sup> May between 9am-12 with 6 volunteers.		
2. <u>Headmaster meeting update.</u>		
The Executive Committee and Lyn Cuthbertson had a positive meeting with Mr		
Ferguson on 13 <sup>th</sup> April. Tracey discussed with him, and he approved of our 4		
new funding selection criteria which were drawn up by Mridula.		
These are: -		
It must have a wide student impact, no bias, has a legacy and will strengthen		
the PTA profile.		
We also discussed about funding a minivan for the school.		
Mr Ferguson has now confirmed that Judith Clough (Business Manager) has		
agreed to provide \$15,000 on top of the PTA donation, and that the PTA will		
get the credit. Van will be sign written with 'Funded by the PTA' or similar.		
3. <u>Project funding.</u>		
Funding a van met the 4 funding selection criteria, so the proposed funding		
was agreed at \$25,000, which would leave us a float of \$7,000.		
Tracey raised a motion to donate \$25,000 towards the purchase of a minivan.		
The motion passed unanimously.		
4. <u>Meet the Prefects Monday 31<sup>st</sup> May at 7pm.</u>		
This will be held in the staffroom, with a maximum of 200. Tracey discussed		
what a wonderful opportunity it is for the boys and parents to hear about the		
prefects' role, and to chat after the talk.	Jody.	
Tracey asked for a volunteer to coordinate the event, which Jody Alder has	Tracey.	
kindly agreed to. Tracey will liase with Jody about what she will need to do.	macey.	
Thank you as well to those who have offered to help on the evening. If you can		
be there to help set up at 6.30pm.		
Caroline, Hester, Luana, Susie O'Rourke, Arlette, Mimosa, Sonja Westerdaal,		
Jenni is a maybe.	Helen.	
Helen to coordinate the RSVPS.		
5. <u>Helpers needed to serve teas at YR 11/12/13 Parent teacher interviews.</u>		
Times are yet to be confirmed by the school but normally we would require		
helpers between 3 and 6.15pm.		
Thank you to those who have already offered to help.		
There are still gaps to be filled. (**)	Helen.	
Please let Helen know if you can help.	neien.	
Thurs 10 June (YR13) 3-4.30pm Tracey and Hester.		
4.30-6.15pm Cathryn and Vid.		
Thurs 17 June (YR12) 3-4.30pm Tracey and Jenni.		
4.30-6.15pm Vid and (** <b>).</b>		
Thurs 24 June (YR11) 3-4.30pm Helen and (**).		
4.30-6.15pm Jody and Luana.		
6. <u>Treasurer succession.</u>		
Tracey discussed that Mridula will be stepping down at the end of this year		
when her son finishes Yr13. Mridula will continue until our last PTA meeting on		
18 <sup>th</sup> October.		

Please let us know if anyone would be interested in the role as we would like to	
have someone ready to takeover next year.	
Mridula described what it entails, and Tracey has a role description document	
if anyone would like to look at it.	
Susie O'Rourke has expressed an interest, so will liase with Tracey to	Tracov
investigate it further.	Tracey.
7. <u>Grandparents Day Friday 6<sup>th</sup> August.</u>	
Michele Cain introduced herself, discussed her role in organising events at the	
school and briefly described what the Grandparents Day is.	
Our role as the PTA is to be there between 9 to 11.30am to help set up the	
tables for drinks and food beforehand then help to serve the food and drink to	Michele Cain.
the guests. Michele will check with Liz Peters how many helpers we usually	
have.	
We will officially be asking for helpers nearer the time; thank you to those who	
have put their hands up already.	
Luana, Mimosa, Cathryn, Jenni, Hester, Susie O'Rourke, Gabriela.	
8. <u>PTA Social event.</u>	
After discussion, it was decided that our next PTA social event will be dinner	
and drinks at Tok Tok, Takapuna on Thursday 24 <sup>th</sup> June at 7pm.	Cathryn.
Cathryn Wilson has volunteered to organise it again, thank you.	Helen.
An invite will be sent out once the table has been booked, provisionally we will	
book it for 20.	
Other Business.	
Tracey also discussed the biggest event on our PTA calendar, which is the	
organising and running of the staff 'thankyou' morning tea.	Michele.
Thursday 21 <sup>st</sup> October is a possibility; Michele Cain will check and confirm the	Susie Turner.
date.	
Susie Turner has agreed to plan the decoration theme again, thank you.	
Meeting ended. 8.40pm.	
PTA MEETING DATES 7pm Staffroom.	
Monday 14 <sup>th</sup> June.	
Monday 26 <sup>th</sup> July.	
Monday 6 <sup>th</sup> September.	
Monday 18 <sup>th</sup> October	
OTHER DATES	
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 12 Parents Evening.	
Thursday 24 <sup>th</sup> June- PTA Social Event, 7pm at Tok Tok, Takapuna.	
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.	
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