

**WESTLAKE BOYS HIGH SCHOOL PTA MEETING  
MONDAY 10th MAY 2021**

<b>Present:</b>	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).
<b>Apologies:</b>	Jeanne Wright, Haruka Paul, Emma Lawrey, Tomo Ishihara Fiona Mackenzie-Sole, Christina Smith.
<b>Minutes from Previous Meeting:</b>	Moved: Susie Turner. Seconded: Vid Kulkarni. Accepted.
<b>Matters Arising:</b>	None.
<b>Correspondence In/Out</b>	Confirmation from BNZ that Tracey Smith and Helen Mason have now been 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.



# **WBHS PTA Second-Hand Uniform Store – 10**

## **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

### **Sales**

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



<p>Please let us know if anyone would be interested in the role as we would like to have someone ready to takeover next year.</p> <p>Mridula described what it entails, and Tracey has a role description document if anyone would like to look at it.</p> <p>Susie O'Rourke has expressed an interest, so will liase with Tracey to investigate it further.</p> <p>7. <u>Grandparents Day Friday 6<sup>th</sup> August.</u></p> <p>Michele Cain introduced herself, discussed her role in organising events at the school and briefly described what the Grandparents Day is.</p> <p>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 the guests. Michele will check with Liz Peters how many helpers we usually have.</p> <p>We will officially be asking for helpers nearer the time; thank you to those who have put their hands up already.</p> <p>Luana, Mimosa, Cathryn, Jenni, Hester, Susie O'Rourke, Gabriela.</p> <p>8. <u>PTA Social event.</u></p> <p>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.</p> <p>Cathryn Wilson has volunteered to organise it again, thank you.</p> <p>An invite will be sent out once the table has been booked, provisionally we will book it for 20.</p> <p><u>Other Business.</u></p> <p>Tracey also discussed the biggest event on our PTA calendar, which is the organising and running of the staff 'thankyou' morning tea.</p> <p>Thursday 21<sup>st</sup> October is a possibility; Michele Cain will check and confirm the date.</p> <p>Susie Turner has agreed to plan the decoration theme again, thank you.</p> <p>Meeting ended. 8.40pm.</p>	<p>Tracey.</p> <p>Michele Cain.</p> <p>Cathryn. Helen.</p> <p>Michele. Susie Turner.</p>
<p><b>PTA MEETING DATES 7pm Staffroom.</b></p> <p>Monday 14<sup>th</sup> June.</p> <p>Monday 26<sup>th</sup> July.</p> <p>Monday 6<sup>th</sup> September.</p> <p>Monday 18<sup>th</sup> October</p>	
<p><b>OTHER DATES</b></p> <p>Thursday 10<sup>th</sup> June- Year 13 Parents Evening.</p> <p>Thursday 17<sup>th</sup> June- Year 12 Parents Evening.</p> <p>Thursday 24<sup>th</sup> June- Year 11 Parents Evening.</p> <p>Thursday 24<sup>th</sup> June- PTA Social Event, 7pm at Tok Tok, Takapuna.</p> <p>Thursday 5<sup>th</sup> August- New Parents Information Evening.</p> <p>Friday 6<sup>th</sup> August- Grandparents Morning Tea.</p> <p>October- PTA Staff/Teachers Morning Tea, date to be decided.</p> <p>Thursday 2<sup>nd</sup> December- Graduation Dinner set up.</p> <p>November/December- end of year PTA Dinner, date to be decided.</p>	