

**WESTLAKE BOYS HIGH SCHOOL PTA MEETING**

Monday 14<sup>th</sup> March 2022 7.00pm.

Via Zoom.

<b>Present:</b>	Tracey Smith, Robyn Dean, Lyn Cuthbertson, Cathryn Wilson, Christina Smith, Mimoza Kamberi, Arlette Nikken, Caroline Carlyle, Sonja Westerdaal, Jodie Peters, Trudy Inglis, Tomo Ishihara, Cindy Zhou, Rachael Jane, Helen Mason, Michele Cain (staff), Naomi Naera, Carissa Vaudrey (BOT.)																
<b>Apologies:</b>	Hester Kleynhans, Emma Oliver, Vid Kulkarni.																
<b>Minutes from Previous Meeting:</b>	Moved: Tracey Smith. Seconded: Christina Smith. Accepted.																
<b>Matters Arising:</b>	None.																
<b>Correspondence In/Out</b>	Various school departments have contacted Tracey to put forward requests for project funding.																
<b>Financial Report:</b>	<table border="1" data-bbox="451 1402 1154 1896"> <tr> <td data-bbox="451 1402 1003 1465">Treasurers Report March 14, 2022</td> <td data-bbox="1003 1402 1154 1465"></td> </tr> <tr> <td data-bbox="451 1465 1003 1528"></td> <td data-bbox="1003 1465 1154 1528"></td> </tr> <tr> <td colspan="2" data-bbox="451 1528 1154 1591"><b>For the period Feb 14, 2022 – March 14, 2022</b></td> </tr> <tr> <td data-bbox="451 1591 1003 1654"></td> <td data-bbox="1003 1591 1154 1654"></td> </tr> <tr> <td data-bbox="451 1654 1003 1717">Opening BNZ balance as of March 14, 2022</td> <td data-bbox="1003 1654 1154 1717">\$3,986.29</td> </tr> <tr> <td data-bbox="451 1717 1003 1780"></td> <td data-bbox="1003 1717 1154 1780"></td> </tr> <tr> <td data-bbox="451 1780 1003 1843"><b>Income during the Period:</b></td> <td data-bbox="1003 1780 1154 1843"></td> </tr> <tr> <td data-bbox="451 1843 1003 1896"></td> <td data-bbox="1003 1843 1154 1896"></td> </tr> </table>	Treasurers Report March 14, 2022				<b>For the period Feb 14, 2022 – March 14, 2022</b>				Opening BNZ balance as of March 14, 2022	\$3,986.29			<b>Income during the Period:</b>			
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Opening BNZ balance as of March 14, 2022	\$3,986.29																
<b>Income during the Period:</b>																	

Transfer from Trading Post	\$0.00
Gross Interest	\$0.76
<b>Expenditure during the period:</b>	
No expenses	\$0
Closing BNZ balance March 14, 2022	<b>\$3,987.05</b>

Report prepared by Tracey Smith and reviewed by Colin Smith, CA.

Tracey has taken on the treasurer role temporarily. If anyone would like to take over, please let us know.

Moved: Tracey Smith.

Seconded: Cathryn Wilson.

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**WBHS PTA Second-Hand Uniform Shop – 14**  
**March 2022**

Opening balance 13 February 2022: \$23,365.30

EFTPOS: \$1,500

Cash Deposits: \$135

Interest: \$1.71

Total Deposits: \$1,636.71

Paymark Limited: \$20.70

SmartPay NZ: \$41.34

Refund (White Shirt): \$25

Expense reimbursement – receipt book: \$15.99

Total Withdrawals: \$103.03

Closing balance 13 March 2022: \$24,898.98

**Sales**

February: \$4,725 Last Year \$1,960

March MTD: \$900 (4 & 11 March) Last Year \$2,055

2022 YTD: \$12,320, 2021 YTD last year (end of March) \$11,019

**General Business**

Making Feb payments this week (Approx. - \$2,271.75 owing)

No Saturday opening in March/Term 1 due to Covid case numbers

Great supply of jumpers & blazers.

Moved: Lyn Cuthbertson.

Seconded: Tracey Smith.

## General Business

A) Welcome to the PTA.

Tracey welcomed the new members and invited them to give a brief introduction to themselves.

B) Reporting back to the PTA about potential funding projects.

Tracey and I (Helen) spoke to Judith about any projects she knew about.

She would like us to save up over a lengthy period and contribute towards a new shade cover but could not give a date to work towards.

We feel we also need to keep funding smaller projects as well to keep the PTA group as high profile as possible in the school community.

Various departments have put forward proposals for potential funding projects.

The health Centre has asked for a metal trolley, but Judith did not want us to fund that, and Judith has since found money in the budget to purchase one.

Michele spoke to Carissa about Natalie (the nurse) asking for a change of layout as she has health and safety concerns. Carissa was unaware of this so will bring it up at the next BOT meeting.

The canteen would like assistance in buying a display cabinet and pie warmers. Jodie Peters explained the doors on the pie warmer are broken, and there is never any money in the budget for repairs. The cost of a new one is about \$2500 but Elaine has found one for \$900 which has been put on hold for them. When asked about how we could increase the profile of the PTA if we assisted with the purchase, Jodie said on both the menus online and the menu boards it has "proudly supported by the PTA' on the bottom.

The third request is from Mr. Squires and Dr Berry in the music department.

They would like funding for a metal, portable stage riser. This will cost about \$19000. They feel that all year 9s would get to use it as everyone takes music and drama.

They have also raised health and safety concerns as currently the boys in the choir have to stand on chairs. It could also be used for photographs and kapa Haka, which would fit our criteria with having a wider range of boys that could use it.

Because of the size of the funding no decision was made at this meeting about whether to fund it or not.

Tracey asked for feedback on the issue of funding long-term projects.

Naomi's husband works for a company that installs covers in schools. He would be willing to give a quote. Tracey will speak to Judith, then liase with Naomi.

Lyn felt it would be difficult to plan to put away a certain amount as we do not have a timeline when the school is planning to install the shade cover to work towards.

Tracey will speak to Judith again; Carissa will clarify the timeline with the BOT as well.

Once the timings are clearer it was agreed to look at the canteen proposal with a PTA vote later.

We also need to look again at the criteria for the smaller funding projects to see if it can potentially reach a broader range.

#### C) Meet the Prefects 22<sup>nd</sup> March (online.)

This proves to be a popular event on the school calendar.

It usually is an opportunity for the younger boys to mix and mingle with the senior prefects, but due to restrictions it will be held online this year.

The prefects are keen to do it.

They will each prerecord an interview which will be posted on the school's You tube channel. Then they will answer questions that have already been given to them.

This has been booked for Tuesday 22<sup>nd</sup> March.

Tracey has asked for some questions to ask the boys. She will send out an email with the sort of questions they already have.

When Tracey Houzet meets the prefects tomorrow, she will give them the questions already prepared so they can practice their answers.

D) Changes to the management of the 2<sup>nd</sup> hand uniform shop.

Robyn and Lyn are now joint managers and share the responsibility for the running of the shop.

Both have access to the shop email account and Lyn is now on the Executive committee.

E) Discuss funding a small thank you gift for the teachers.

We decided to ask the committee's opinion whether it would be appropriate to fund a small thank you treat for the staff.

Discussed giving out apples, this was not a popular idea due to the covid risk, logistics of handing them out and the quality of the fruit by time the teachers got them.

Another suggestion as it is close to Easter was hot cross buns or an Easter egg treat.

Comparing the two it was felt the Easter egg option was the better idea as it is more of a treat, and because they are foil wrapped can just be placed in glass bowls.

There is a teacher only day this Friday so it was decided that would be the ideal time to give them out.

Cathryn has very kindly offered to buy a selection of mini filled eggs and hollow eggs tomorrow then will coordinate with Michele to deliver them to school before Friday.

Michele will then send out an email inviting the staff to get their chocolate treat during morning tea. Tracey will write a thank you message to include in the email to say it is from the PTA on behalf of the parents.

A motion was proposed by Tracey to spend up to \$250 to acknowledge the teachers hard work during this tough time with a little Easter chocolate treat.

Seconded by Cathryn and passed unanimously.

F) Social event.

Please send Cathryn any ideas, in lieu of anything else we could return to the Fantail and Turtle.

Meeting ended. 8.20pm

**PTA MEETING DATES 7pm (Zoom whilst at red light level).**

Monday 9<sup>th</sup> May.

Monday 13<sup>th</sup> June.

Monday 1<sup>st</sup> August.

Monday 12<sup>th</sup> September.

Monday 7<sup>th</sup> November.



**Other dates.**

All on site school events cancelled for term one.
