

**WESTLAKE BOYS HIGH SCHOOL PTA MEETING**

Monday 20<sup>th</sup> June 2022 7.00pm.

Staffroom.

<b>Present:</b>	Tracey Smith, Robyn Dean, Cathryn Wilson, Arlette Nikken, Sonja Westerdaal, Christina Smith, Jodie Peters, Trudy Inglis, Hester Kleynhans, Vid kulkarni, Tomo Ishihara, Luana McVeigh, Emma Lawrey, Helen Mason, Naomi Naera, Michele Cain (staff), Rachael Jane, Emma Oliver, Chhaya Patel, Tali Carland, Mohan Chavan.
<b>Apologies:</b>	Lyn Cuthbertson, Cindy Zhou, Caroline Carlyle, Mimoza Kamberi, Gabriela Mercado.
<b>Minutes from Previous Meeting:</b>	Moved: Trudy Inglis. Seconded: Cathryn Wilson. Accepted.
<b>Matters Arising:</b>	Welcome and thank you to the new parents who have come to tonight's meeting.  Following on from the discussion about making the PTA sign bilingual by reskinning the sign we already have.  Thanks to Michele Cain for chasing to make sure we have the right translation.  The quotes have come in around \$170, which everyone agreed is too much.  We are still waiting for the quote from the company Lyn works for.  Michele and Emma Oliver also have contacts for other companies who offer reskin services so will let Tracey know their details.  Travis (BOT) has received the PTA feedback about some aspects in the use of Microsoft teams for parents evening and passed on his thanks.  Chase (BOT) passed the PTA concerns about students vaping to the management team, which lead to an assembly about it.

	<p>Tracey has reiterated that this meeting is a great forum to discuss any concerns, and hopefully we can then find a solution or pass the highlighted issue onto the relevant people to act on.</p> <p>Jodie Peters said a big thank you to Tracey, Trudy and Naomi who volunteered to help in the canteen on the last Thursday in May to allow Elaine time to attend her daughter Helena’s graduation. They couldn’t be happier with the PTA support.</p> <p>Jodie has asked to start a discussion about the issue of school drop off and pick up, because of the school grounds being closed to parents the surrounding streets are becoming more dangerous, and there have been several near misses. She has asked about changing the times of the gates being closed and sorting a drop off zone. Tracey will get some more information off Jodie then pass it onto the management team</p>
<p><b>Correspondence In/Out</b></p>	<p>None.</p>
<p><b>Financial Report:</b></p>	<p><u>Treasurer’s report June 20th 2022.</u></p> <p>For the period 10 May- 19 June 2022.</p> <p>Opening BNZ balance as of 10 May 2022 \$3,796.91.</p> <p>Income during the period:</p> <p>Transfer from Trading post \$0.00</p> <p>Gross interest \$0.00</p> <p>Expenditure during the period:</p> <p>No expends. \$1.08 bank fee.</p> <p>Closing BNZ balance 19 June 2022 \$3,795.83.</p> <p>Moved: Cathryn Wilson.</p> <p>Seconded: Vid Kulkarni.</p>

WBHS PTA Second-Hand Uniform Shop – 20 June 2022

Opening balance 8 May 2022: \$27,685.36

EFTPOS: \$4,090

Cash Deposits: \$650

Direct Deposits: \$498

Total Deposits: \$5,238

Paymark Limited: \$20.70

SmartPay NZ: \$41.34

April payments to sellers: \$2,021.50

May payments to sellers: \$1,881.75

March payment to seller: \$16.25

Total Withdrawals: \$3,981.54

Closing balance 19 June 2022: \$28,941.82

Sales

May: \$3,820 (64 items) Last Year May: \$3,940

June MTD: \$1,715 (41 items) June Last Year: \$1,450

2022 YTD: \$22,850

2021 YTD: \$17,233 (End of June)

\$5,617 ahead last year

General Business

☑ Looking for a shift supervisor to run Friday openings

This role can be shared by 2 people, so that there is always backup, and you do not have to commit to every Friday.

Job Description:

- Open the shop each Friday during term
- Ensure donated stock is entered into HMR online system - this can be done by any of the volunteers.

- Ensure sales are recorded in HMR - this can be done by any of the volunteers
- Prepare and send out the volunteer roster prior to the beginning of each term (Lyn can continue to do this if required.)
- Train new volunteers

☑ Sat opening – early Term 3

☑ School Holiday opening with New Uniform shop – TBC.

Trudy has asked if all the instructions to do with using the laptop and entering the information could be written down to make it easier for the volunteers.

Moved: Robyn Dean.

Seconded: Jodie Peters.

General Business

*A. Welcome to acting treasurer Cathryn Wilson.  
Tracey Smith would like to nominate Cathryn Wilson as the acting PTA treasurer, seconded by Christina Smith.  
Cathryn will take on all aspects of the treasurer's role- signatory on the PTA bank account, and the second-hand shop account, administrator of the mobile business banking facility and administrator of our WBHS PTA membership of the Charities services register.  
All in agreement.*

*B. Funding opportunities.  
The current balance in the PTA account is around \$21,000, usually keeping a balance of about \$7,000.  
The Ministry of Education are funding a ramp system to be built in the area in front of the English block and the Sports pavilion, to enable students with mobility issues to get down to the school field.  
The school has asked whether we would consider funding the transformation of the surrounding ground into a functional area, ie turf, terrace seating.  
It fits our criteria for funding.  
The consensus was for when Tracey gets some photos and conceptual design from the school of the proposed project, we can then make an informed decision.  
They have had one quote for \$70,000, and would like for us to fund as much of the cost as we are able to.*

*The medical centre now has a medical trolley on order but it is stuck in China.*

*Tracey has a quote from a company in Avondale for \$491.05 who have one in stock, and can deliver.*

*Tracey would like to pass a motion to fund the purchase of a stainless-steel medical trolley up to the value of \$500, seconded by Hester.*

*All in favour.*

*Sonja has suggested if we can ask the metal work department to engrave 'Proudly supported by the PTA' onto it.*

*Emma Lawrey is an ED doctor so will liaise with Tracey and the medical centre to confirm it is the correct trolley to purchase for their use.*

**C. School events assistance.**

*Tracey met up with Kez Ellis (new Events manager) the following are either where PTA help will be either potentially or definitely required.*

1. *WBHS 60<sup>th</sup> Anniversary lunch Wednesday 24<sup>th</sup> August.  
This event is catered, so whether they need PTA help is yet to be confirmed.*

2. *Grandparents Day Friday 30<sup>th</sup> September.  
For the morning tea the team of (at least) 15 volunteers set up, serve the food and drink then help tidy up afterwards.  
We usually ask for a set up team and a clean up team.*

3. *Westlakers 60<sup>th</sup> Band night Friday 4<sup>th</sup> November.  
Event information will be released soon.  
We may be required to help tidying during the event, and bar staff with licences will be required.  
Rachael Jane's husband has a bar managers licence and is a Westlaker.  
If we can have a list of potential volunteers then we can let the organisers know if they request helpers.*

4. *Graduation dinner Friday 2<sup>nd</sup> December.  
We will need volunteers to help set up for the dinner on the afternoon of Thursday 1<sup>st</sup> December.*

*Helen will send out a separate email with the above dates, if you are able to help at any, we would be very grateful.*

**D. 2<sup>nd</sup> hand uniform shop shift supervisor required.**

*Robyn discussed this when presenting her report.*

**E. PTA secretary role-**

*Helen will be stepping down on Friday 30<sup>th</sup> September.*

*Tracey has offered to move roles if there is someone who would like to do the President's role instead.*

*Christina maybe interested in the secretary role and will have a think about it.*

*F. Staff thank you morning tea- proposed date?*

*Michele said that Thursday 17<sup>th</sup> November would work with the school.*

*Luana and Emma L have offered to coordinate the event.*

*Please can we have any theme ideas.*

*The evening of Wednesday 16<sup>th</sup> we usually meet at school and make up the staff gifts. Sonja will be able to do the gift wrapping that evening.*

*On the Thursday between 9-12am we will need 3 teams of volunteers to help arrange the room and the gifts; to decorate the room; and set up the food.*

*Then to tidy up afterwards.*

*Helen will send out an email asking for volunteers.*

*The consensus was to keep with the same format as previous years.*

*Tracey will look at altering the letter that goes out to the school community requesting donations of gifts and food to reflect the current financial climate.*

*G. Term 2 social event.*

*Cathryn has asked for ideas, aiming for Tuesday 5<sup>th</sup> July.*

*Emma L suggested a pub quiz, so Cathryn will look into possible venues and send an email invite.*

*Meeting ended. 8.38pm.*

*PTA MEETING DATES 7pm (staff room whilst at orange level).*

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

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

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

*OTHER DATES.*

*WBHS 60<sup>th</sup> Anniversary lunch Wednesday 24<sup>th</sup> August.*

*Grandparents Day Friday 30<sup>th</sup> September.*

*Westlakers 60<sup>th</sup> Band night Friday 4<sup>th</sup> November.*

*Staff Morning tea Thursday 17<sup>th</sup> November.*

*Graduation dinner set up Thursday 1st December.*

*PTA end of year social event. Date TBC.*

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<p><b><u>PTA MEETING DATES 7pm (staff room whilst at orange level).</u></b></p> <p>Monday 13<sup>th</sup> June.</p> <p>Monday 1<sup>st</sup> August.</p> <p>Monday 12<sup>th</sup> September.</p> <p>Monday 7<sup>th</sup> November.</p>	
