

WESTLAKE BOYS HIGH SCHOOL PTA MEETING

Monday 12th September 2022 7.00pm.

Staffroom.

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| Present: | Tracey Smith, Lyn Cuthbertson, Arlette Nikken, Sonja Westerdaal, Christina Smith, Jodie Peters, Hester Kleynhans, Tomo Ishihara, Luana McVeigh, Cindy Zhou, Emma Lawrey, Helen Mason, Vid Kulkarni, Trudy Inglis, Rachael Jane, Emma Oliver, Chhaya Patel, Naomi Naera, Tali Carland, David Ferguson, Susie O'Rourke. |
| Apologies: | Robyn Dean, Cathryn Wilson, Michele Cain, Jody Alder, Caroline Carlyle, Mimoza Kamberi, Rebekah Patterson. |
| Minutes from Previous Meeting: | Moved: Luana McVeigh. Seconded: Jodie Peters. Accepted. |
| Matters Arising: | <p>The medical trolley for the school Health Centre has now been purchased, and a thankyou message has been sent from the staff there. We are waiting for the staff to tell us what attachment they would like on the trolley saying it had been purchased by the PTA. Susie O'Rourke suggested a laminated logo that could be wiped down. The plan is that next week a photo will be taken with some boys around it.</p> <p>The ramp down to the school field is now not happening. Instead, the plan is for the lift in the science block to be used. A concrete area will be put down to finish off the access to the field, so then the whole school will be accessible to all students.</p> <p>A new project in the pipeline is to change the internal entrances to the toilet block doors to the outside, and then to make the outside area a lunch space. To discuss further at a future meeting when firmer plans have been decided.</p> <p>At the last meeting we discussed the Health Coalition Aotearoa. Jodie had mentioned that the canteen has a 'Healthy heart rating' but not a tick from the Health coalition. Tracey felt it was something to discuss with the school in the future, though Emma L said the heart</p> |

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| | <p>foundation is part of the coalition anyway, so it all falls in the same category.</p> |
| <p>Correspondence In/Out:</p> | <p>An email wanting to discuss fundraising opportunities from Marty Bamford, a contact of Andrew Nicoll. (BOT) Tracey had a conversation with Marty, the time was too tight to consider this for 2022.</p> <p>An email off Arnaz Mehta, asking if any of the PTA would be interested in a paid position supervising the upcoming NCEA exams November 7th- December 2nd.</p> <p>Tracey has received a thankyou email from Michele Cain on behalf of the Enrolment Support staff and interviewers for the following volunteers help at the Enrolment Interview days. Your help was much appreciated.</p> <p>Tracey Smith, Naomi Naera, Hester Kleynhans, Chhaya Patel, Deo Glovasa, Cathryn Wilson, Christina Smith, Tali Attwood, Leigh Watson, Luana McVeigh, Susie O'Rourke, Emma Oliver.</p> |
| <p>Financial Report:</p> | <p>Treasurers Report September 12, 2022</p> <p>For the period August 1 - 11 September, 2022</p> <p>Opening BNZ balance as of August 1, 2022 \$3,795.83</p> <p>Income during the Period:</p> <p style="padding-left: 40px;">Transfer from Trading Post \$0.00</p> <p style="padding-left: 40px;">Gross Interest \$3.48</p> |

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| | <p>Expenditure during the period:</p> <p>No expends \$0.00</p> <p>Closing BNZ balance September 12, 2022 \$3,799.31</p> <p>Moved: Jodie Peters.</p> <p>Seconded: Rachael Jane.</p> |
| <p>WBHS PTA Second-Hand Uniform Shop – 31 August 2022</p> <p>Opening balance 1 August 2022: \$30,131.09</p> <p>EFTPOS: \$970</p> <p>Cash Deposits: \$350</p> <p>Direct Deposits: \$0</p> <p>Interest: \$13.98</p> <p>Total Deposits: \$1333.98</p> <p>Paymark Limited: \$21.74</p> <p>SmartPay NZ: \$41.34</p> <p>July payments to sellers: \$845</p> <p>Total Withdrawals: \$908.14</p> <p>Closing balance 31 August 2022: \$30,556.99</p> <p>Sales</p> <p>Aug: \$1,295 (37 items) Aug Last Year: \$860 (16 items)</p> <p>2022 YTD: \$26,505</p> <p>2021 YTD: \$19,383</p> <p>\$7,122 ahead last year</p> <p>Donated Uniforms Analysis</p> | |

Total registered items 2022 YTD = 949

Total registered donated items 2022 YTD = 244 26%

General Business

- 2 people have been in touch to become volunteers, one has started already
- In term 4 we will be trialing using the Signup App for the volunteer roster.

All existing volunteering have been added and allocated to spots for the balance of this term.

- Saturday opening later in term or beginning of term 4 (don't have enough larger sizes.)

Moved: Lyn Cuthbertson.

Seconded: Vid Kulkarnis.

General Business.

We will send out the code for the Sign-up app for all the years remaining events where we require volunteers.

A. Volunteers required.

1. Grandparents Day 30th September.

Unfortunately, the school has decided to cancel this event, David Ferguson has a meeting about it tomorrow, and they may be able to find a date in term 4, but it is unlikely. Emma Oliver (who runs events) has offered her services to help make it happen. Tracey has reiterated to David that the PTA would be very capable of putting on this event.

2. Big Band Night Friday 4th November.

Lyn has agreed to oversee the VIP function which will be held in the staffroom. She will require 4 people to assist serving the guests. Also required will be various volunteers for different teams and time slots between 4pm-10pm.

3. End of year Senior Prizegiving Afternoon Tea Friday 11th November 1.30-3.30pm.

We require volunteers to help serve afternoon tea in the staffroom after Prizegiving, for the boys and their families.

4. Staff Thankyou Morning Tea Thursday 17th November.

Luana has offered to lead the running of the Staff morning tea. Theme yet to be decided.

There is already a template letter to send out to the parents to request gifts and food for the day. It will need some alteration to make it appropriate for this year, which Luana will do.

Tracey proposed a motion 'that the PTA can purchase gifts up to the value of \$15 per person if we haven't received enough gifts for every member of staff.' Seconded by Vid. All in favour, motion passed.

5. Graduation Dinner set up Thursday 1st December.

We require volunteers during the afternoon to help the school set up the tables ready for the Year 13's Graduation Dinner on Friday 2nd December.

Exact times yet to be confirmed by the school but in previous years we have usually been required from about 1.30pm-3.30/4pm.

B. Position of PTA Secretary vacant from Term 3.

Christina Smith has offered to take up the role temporarily.

Tracey asked if there was anyone who would like to take up the role permanently, nobody indicated they would.

Tracey proposed 'That Christina would take on the role of PTA Secretary temporarily from the start of Term 3 until the AGM in February.' seconded by Helen Mason. All in favour, motion passed.

Chris will be added to the PTA bank account, the Charities Register, PTA Executive Committee and will take over the PTA secretary email. Helen to arrange a handover with Chris.

C. Funding Proposals.

We have had a request from school to fund the purchase of some portable staging or 'choir risers.'

This could be used to help terrace the stage for a variety of uses including larger assemblies, choirs, productions, school photos, prizegiving. There would also be an opportunity to become a school asset as it could be rented out when the Auditorium is rented by outside organisations.

Information and costing flyers were passed around for the committee members to look at.

Tracey proposed 'That as it meets our funding criteria, we should fund the purchase of the portable staging up to the value of \$20,000.'

Seconded by Susie O'Rourke. All in favour, motion passed.

It had been decided at the last meeting that the Head Boy's prize from the PTA should remain at \$250.

Tracey proposed "That the Head Boy receive a sponsorship prize from the PTA of \$250.'" Seconded by Christina. All in favour, motion passed.

D. Social Event reminder.

Cathryn asked us to remind you of tomorrow night's PTA night out.

Tuesday 13th September, Quiz night at New Brew Bar, Albany at 630pm.

Discussed the end of year social, and Thursday 1st December was the agreed date.

Venue yet to be decided.

Cathryn will send out options and the invite.

No other matters were raised for discussion.

Meeting ended 8.03pm.

PTA MEETING DATE 7pm staff room.

Monday 7th November.

OTHER DATES.

Westlakers 60th Band night Friday 4th November.

End of year Prizegiving Afternoon Tea Friday 11th November.

Staff Morning tea Thursday 17th November.

Graduation dinner set up Thursday 1st December.

PTA end of year social event. Thursday 1st December. Venue TBC.

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