

WESTLAKE BOYS HIGH SCHOOL PTA MEETING

Monday 7th November 2022 7.00pm Staffroom

Present:	Tracey Smith, Christina Smith, Cathryn Wilson, Robyn Dean, Lyn Cuthbertson, Luana McVeigh, Helen Mason, Arlette Nikken, Jodie Peters, Hester Kleynhans, Tomo Ishihara, Emma Lawrey, Naomi Naera, Michele Cain (staff), Rachael Jane, Chhaya Patel, Tali Carland, Cindy Zhou, Caroline Carlyle, Mimoza Kamberi, Rebekah Patterson, Suzie O'Rourke, Andrew Nicoll (Chairman of the B.O.T)
Apologies:	Sonja Westerdal, Trudy Inglis, Vid Kulkarnis, Gabriela Mercado, Jodi Alder, Emma Oliver
Minutes from Previous Meeting:	Moved: Arlette Nikken Seconded: Emma Lawrey
Matters Arising:	Arlette pointed out that the minutes were incorrect regarding voting on funding the Portable Staging, and it was agreed that the minutes be amended to 'majority in favour' instead of 'all in favour' to reflect this.
Correspondence In/Out	The Student Health Centre requested help with sourcing supplies of Liquid Panadol (some students prefer liquid) and Tracey passed this on to Emma Lawrey who is assisting with this. Emma mentioned the Meningococcal Vaccination which is available free of charge at GPs for 13 – 25 year olds. It is particularly important for School leavers who may be going into Student accommodation etc. Andrew Nicolls (B.O.T) said that the Board is happy to encourage and promote the vaccination. The Health Centre already has posters about the Vaccine, and the Nurse is very proactive about encouraging Students to get vaccinated.

	<p>Emma suggested the Nurse should have the opportunity to be involved with the NZ School Nurses Association https://www.nzschoolnurses.org.nz/</p> <p>Tracey discussed initial Meningococcal Vaccination with Sandra White, Headmasters EA.</p> <p>Further information/correspondence on the Meningococcal Vaccination and the NZ School Nurses Association courses to the BOT Secretary for Andrew Nicoll.</p>																								
<p>Financial Report:</p>	<div style="text-align: center; background-color: #cccccc; padding: 5px;"> <p>Westlake Boys High School PTA Treasurers Report 7 November 2022 For the period 12 September – 6 November 2022</p> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Opening BNZ balance as of 12 September 2022</td> <td style="text-align: right; width: 20%;">\$3,799.31</td> </tr> <tr> <td colspan="2">Income during the Period:</td> </tr> <tr> <td>Transfer from Trading Post</td> <td style="text-align: right;">\$20,000.00</td> </tr> <tr> <td>Gross Interest</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="2">Expenditure during the period:</td> </tr> <tr> <td>Donation for Portable Staging</td> <td style="text-align: right;">\$20,000.00</td> </tr> <tr> <td>Donation for Senior Prefect Prize</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Reimbursement for Medical Trolley – T Smith</td> <td style="text-align: right;">\$250.00</td> </tr> <tr> <td></td> <td style="text-align: right;">\$583.05</td> </tr> <tr> <td>Closing BNZ balance 6 November 2022</td> <td style="text-align: right;">\$2,966.26</td> </tr> <tr> <td colspan="2" style="padding-top: 20px;"> Moved: Luana McVeigh Seconded: Helen Mason </td> </tr> </table>	Opening BNZ balance as of 12 September 2022	\$3,799.31	Income during the Period:		Transfer from Trading Post	\$20,000.00	Gross Interest	0		\$0.00	Expenditure during the period:		Donation for Portable Staging	\$20,000.00	Donation for Senior Prefect Prize	0	Reimbursement for Medical Trolley – T Smith	\$250.00		\$583.05	Closing BNZ balance 6 November 2022	\$2,966.26	Moved: Luana McVeigh Seconded: Helen Mason	
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<p>Secondhand Uniform Shop Report:</p>	<p><u>WBHS PTA Second-Hand Uniform Shop – 31 October 2022</u></p> <p>Opening balance 1 September 2022: \$30,556.99</p> <p>EFTPOS: \$2,870</p>																								

	<p>Cash Deposits: \$260 Direct Deposits: \$820 Interest: \$0 Total Deposits: \$3,950</p> <p>Paymark Limited: \$43.48 SmartPay NZ: \$82.68 Oct Payments to sellers: \$1,917.50 Transfer to PTA – Stage Risers: \$20,000</p> <p>Total Withdrawals: \$22,043.66 Closing Balance 31 October 2022: \$12,463.33</p> <p><u>Sales</u></p> <p>Sep: \$2,190 (45 items) Sep Last Year: \$0 (0 items) Sept 2020: \$1,805 Oct: \$1,735 (46 items) Oct Last Year: \$0 (0 items) Oct 2020: \$1,640</p> <p>2022 YTD \$30,430 2021 YTD \$19,383 \$11,047 ahead last year</p> <p><u>Donated Uniforms Analysis</u></p> <p>Total registered items 2022 YTD = 1,137 Total registered donated items 2022 YTD = 280 (25%)</p> <p><u>General Business</u></p> <ul style="list-style-type: none"> • Saturday opening have been scheduled for 26th November and 3rd December • January openings have been scheduled for Saturday 21st 9am-12pm and Monday 23rd 4-7pm • Leavers are starting to bring in their old uniforms, so stock levels are improving • Please visit Facebook page for up to date information openings <p>Moved: Lyn Cuthbertson</p> <p>Seconded: Helen Mason</p>
<p>General Business:</p>	<p><u>STAFF THANK YOU MORNING TEA</u></p> <p>The Staff Thank you Morning Tea is coming up on the 17th of November (coordinated by Luana). There is already food arriving at the office – nonperishables</p>

More helpers are needed on Wed 16th and Thurs 17th for:
Decorations, Gifts, Foods, drinks
Tracey will open more spots on SignUp, and hand this over to Luanna

We have had an offer of 1 donated Christmas Tree, Chris has offered another tree if needed, and Michelle Cain said the school has 2 which we can set up for the Morning Tea and then leave up.

We need gifts and gift bags for 235 staff, Luana has emailed the Westlakers to see if anyone has any contacts and has managed to arrange 235 coffee vouchers from Faro's.
Gifts are already arriving at the office and are being stored in reception until we have access to an office upstairs on Mon 14th. Tracey is very conscious of not overwhelming reception with this process.

Tracey is confident we will get enough gifts/donations to make it work.
Westlake Girls have had to postpone theirs due to lack of support.

Luana will organize another email to thank those who have already donated and a reminder to those yet to contribute. It will also adjust the drop off time on Thursday morning to allow for the late start. The Morning Tea was included in 'Important Dates' in the last Green Striped Blazer.

Some parents offered to donate money, this was ok'd by Judith and Cathryn.

Unfortunately, Mr. Ferguson and Michelle Cain will be unable to attend as it conflicts with the Westlakers Golf Event.

GRADUATION DINNER

The Graduation Dinner is to be held on 2nd December; this is being organized by the New Events Coordinator Brad Fisher.
PTA Helpers will be needed to help set up, roll ties and serve food at the Buffet (some food ran out at the Sports Dinner when people were able to help themselves). They have 350 attendees already registered (there is a Max of 575).
Michelle will finalize the details of when helpers are needed and Tracey will put it on 'Sign Up'.

PTA SOCIAL EVENT

	<p>Last year we held it at the Fantail & Turtle. Cathryn suggested:</p> <ol style="list-style-type: none"> 1. Fantail & Turtle again 2. Monterey Theatre hire 3. Picnic – BYO 4. At Someone's house <p>A vote was held, and the Fantail & Turtle was decided upon. It will be on the 1st of December; Cathryn will use the SignUp App for people to RSVP.</p>							
<p>PTA Meeting Dates:</p>	<p><u>Proposed Meeting Dates for 2023</u></p> <table border="1" data-bbox="451 697 829 980"> <tr><td>Monday 13 February</td></tr> <tr><td>Monday 13 March & AGM</td></tr> <tr><td>Monday 8 May</td></tr> <tr><td>Monday 12 June</td></tr> <tr><td>Monday 31 July</td></tr> <tr><td>Monday 4 Sept</td></tr> <tr><td>Monday 16 Oct or 6 Nov</td></tr> </table> <p>Meeting Dates for 1023 were discussed and agreed upon, the AGM was moved to the second meeting of the year to allow the first meeting to be a more informal ‘meet and greet’ for any new parents. The final meeting date may need to be adjusted depending on when the Staff Morning Tea is.</p>	Monday 13 February	Monday 13 March & AGM	Monday 8 May	Monday 12 June	Monday 31 July	Monday 4 Sept	Monday 16 Oct or 6 Nov
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<p>Other Dates</p>	<p><u>Dates for Next Year</u></p> <p>Michelle advised that the calendar for 2023 is still being set up. Tracy mentioned the Boys School Conference that is being held at WBHS during the July school holidays. Mr. Ferguson is very keen for the PTA to be involved with this event.</p> <p>Meeting Ended: 8.08pm</p>							