

WESTLAKE BOYS HIGH SCHOOL PTA MEETING ANNUAL GENERAL MEETING

Monday 13th March 2023 7.00pm Library

Present:	Tracey Smith, Cathryn Wilson, Christina Smith, Robyn Dean, Lyn Cuthbertson, Kirsty Nankervis, Rachel Jane, Rebekah Patterson, MIMOZA Kamberi, Susie O'Rourke, Gail Guldbrandsen, Tomo Ishihara, Fiona McCormick, Gurjeet Pannu, Sonia Rath, Shannan Blanchet, Peter Dennis, Vid Kulkarni, Cindy Zhou, Gabriela Mercado, Jodie Peters, Michele Cain (staff), Taryn Ramsay, Luana McVeigh,
Apologies:	Arlette Nikken, Emma Lawry, Naomi Naera, Rebecca Henderson, Lily Chapman, Kavitha Sadasivam, Tali Attwood, Trudy Inglis, Caroline Carlyle Sonja Westerdaal has resigned from the PTA as her son has left WBHS
Welcome:	Tracey Smith (PTA President) introduced herself and the Executive Committee and welcomed everyone to the AGM
Minutes from Previous AGM:	Moved: Jodie Peters Seconded: Vid Kulkarni
Matters Arising:	Tracey has discussed with Jason Edwards (the accountant who audits the PTA's accounts) whether the 2 nd Hand Uniform Shop's accounts should also be audited. Jason feels it is not necessary, however given the amount of money that the shop makes Lyn and Robyn feel strongly that it would be preferable to have the accounts independently audited. Lynn will approach the Chartered Accountants Association to see whether there is the possibility of a junior Accountant being willing to take the task on Pro Bono. Tracey mentioned that there is space on the Executive Committee for a 6 th member and that it would be ideal if one of the new parents (who has a son in Year 9) would like to join to give their input.
President's Report:	Tracey Presented her report (attached) and advised that she would be standing down as President. She was thanked by Christina Smith and Cathryn Wilson for all her amazing work in her time as President of WBHS PTA Moved: Vid Kulkarni Seconded: Luana McVeigh

Financial Report:	<p>Cathryn Wilson Presented the Financial Statements for 2022 (attached)</p> <p>Moved: Mimoza Kamberi</p> <p>Seconded: Susie O'Rourke</p>
Review of Accounts:	<p>The PTA requires a qualified accountant to review our accounts. Jason Edwards has been carrying out the PTA audits for several years and he does this free of charge. Tracey recommends approaching Jason to see if he is still happy to do this for the PTA.</p> <p>Moved: Cathryn</p> <p>Seconded: Lyn</p>
Election of Officers and Committee Members:	<p>Tracey Smith called for nominations and seconders of the Office holders and committee members.</p> <p>Nominations for President: Jodie Peters was nominated by Tracey Smith and seconded by Cathryn Wilson</p> <p>Nominations for Secretary: Christina Smith was nominated by Luana McVeigh and seconded by Jodie Peters</p> <p>Nominations for Treasurer: Cathryn Wilson was nominated by Christina Smith and seconded by Vid Kulkarnis</p> <p>Nominations for Committee: All new and existing members of the PTA Committee were emailed after the AGM to confirm if they still wished to be on the Committee.</p> <p>Tracey Smith nominated all those parents or persons that replied to the emailed request be accepted as WBHS PTA Committee Members for 2023 and this was seconded by Cathryn Wilson (list of Committee Members attached)</p> <p>All Nominees were voted in unanimously</p> <p>Meeting Ended: 7.50pm</p>
2024 AGM Suggested Date:	Monday 11th March

PRESIDENT'S REPORT 2022

WBHS PTA

AGM

Monday 13th March 2023

Hello, my name is Tracey Smith, and I am the President of the Westlake Boys High School PTA. It is my great pleasure to present this report to you this evening.

Just like in 2021, for 2022 we started our year with restrictions due to the Global Pandemic. For another year we had to be more flexible in our approach and learnt, just like our sons, to get on with what we could, when we could. Despite a bumpy start we can again be proud of our contribution to the school for 2022.

The Westlake Boys High School PTA serves three main functions to the school community,

1. to provide help where required at school events,
2. to act as a social forum for parents and caregivers of the school, and
3. to raise funds to help enhance facilities at the school for all of our boys.

I will cover off each of these areas separately:

Supporting Westlake

With all events cancelled for Term 1 we waited with fingers crossed that soon we would be back to normal.

In Term 2 we got the call that the Mother and Son Breakfast was booked and we were asked to jump in and assist. Our volunteers gladly rolled up their sleeves and helped prepare the breakfast that most of us went on to eat!

Grandparents Day sadly did not go ahead, and we keenly missed working alongside the school at this much loved event.

Unusually, we worked more closely with the Westlakers this year as we tried to come together to make a larger volunteer army when the school needed help. Behind the scenes we were there at Father and Son Breakfast, and took on a bigger role at Senior Prizegiving, which included serving afternoon tea to the prize winners and their families. We also helped ensure that Graduation Dinner was a success for all the students involved.

PTA Events

The PTA embraced technology and held the first and hopefully the last Virtual Meet the Prefects! In March we held our most popular event with junior students and their families, the “Meet the Prefects” evening. The Meet the Prefects is normally a wonderful night where close to 180 junior boys and their families get to know the Senior Prefects just a little better in a more social setting. We talked to the Senior Prefects and shared their Westlake journeys on the school’s Youtube channel to an audience of almost 700! It wasn’t the same as in person but for the students involved it was important that this tradition went ahead. We were very grateful to Michael Wassel, Hunter Haynes, Alex Wilson, William Squire, Lewis Bower and Michael Peng for their time and willingness to continue this annual event.

And finally after 2 years of being unable to host the ‘Thank the Staff’ Morning Tea it took place in November. Under the expert leadership of the amazing Luana and the fabulous Susie, the team of Christmas elves delivered a thank you morning tea to remember. There was more wine, chocolate and gifts than we had ever seen and I know that the staff felt extremely appreciated on the day, and felt the Westlake love from the whole school community. Thank you Lu and Susie!

Social Events

Of course, the PTA is not just a fundraising and volunteering group. We also are part of the PTA to make connections with fellow parents and to get to know each other. Every term we try to have a social event and this year was no exception. We got rather more competitive with our social events, we went pub quizzing in term 2 and then a rematch in term 3. We celebrated the end of the school year with a memorable dinner at Fantail & Turtle Smales Farm. But socializing didn’t just happen at the planned events. We got to know each other better and

made new friends every Friday lunchtime while we volunteered at the Second Hand Uniform Shop too.

Thank you to Cathryn for being such a superb social co-ordinator again for 2022!

Fundraising

The PTA is fortunate to have funds generated by the operation of the Second-hand Uniform Shop. These funds enable us to support school projects that then subsequently benefit the boys and enhance their time while at Westlake.

The shop had another successful year in 2022, under the leadership of Robyn Dean and Lyn Cuthbertson. Sales were up 23%! As a result the PTA proudly supported the purchase of a medical trolley for the Health Centre , and portable staging that will be a great asset for school productions, prizegivings, choir and music performances for decades to come.

We are so grateful to everyone who volunteered their time to open the shop each Friday lunchtime. We are especially grateful to Robyn and Lyn for their hours and hours of work to ensure the shop continued to provide a much-needed second hand uniform service to the community. An amazing effort and thank you again to everyone who volunteers their time in the shop.

Acknowledgements

After a combined 17 years of being a member of various PTA's we sadly lost our PTA Secretary in Term 3, as Helen Mason relocated to sunny Nelson for an exciting new life. It was wonderful working with Helen, and her friendly reminders that any PTA is mostly there to make social connections helped keep us on track. Thank you Helen.

Thank you, to Michele Cain, for being our staff representative again this year, we have got to know Michele as a parent as well as a staff member.

Thank you to Chris Smith, our PTA Secretary and Cathryn Wilson, our PTA Treasurer who literally keep things running. Without you both we would not have a PTA and I step down knowing we are in excellent hands.

And finally, none of the Westlake PTA's activities would be possible without the input of our committee and all the volunteers. We say this every year but every year this remains the same. To each of you thank you for your time, contribution, and enthusiasm for the Westlake Boys PTA. It has been a privilege working with and getting to know you all.

Tracey Smith WBHS PTA President 2022

WESTLAKE BOYS HIGH SCHOOL PTA

Statement of Financial Performance For the Year Ended 31 December 2022

Non Profit a/c
02-0278-
0109828-000

**Balance of
Account as at
January 1 2022**

\$3,986.29

Revenue

Trading Post -
Van Donation
Donation
towards Staff
Thank You

20,000.00

50.00

Sundry Income

Interest on
current account
Interest on
current account

0.76

3.48

Total Income

20,054.24

Less Expenses

Staff Chocolates	190.92	
Internet Banking Fee – Message for Details	0.30	
WBHS – Staging Donation	20,000.00	
C&T Smith – Medical Trolley Reimb.	583.05	
WBHS - Head Boy Prize	250.00	
D&N Naera – Staff Thank You Morning Tea Supplies	140.07	
LP Ragg – Staff Thank You Decorations	79.20	
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Total Expenses	21,243.54	
Net Surplus (Deficit)		(1,189.30)
Balance of Account as at 31 December 2021		<u>\$2,796.99</u>

PTA Committee March 2023

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