

WESTLAKE BOYS HIGH SCHOOL PTA MEETING

Monday 8th May 2023 7.00pm Library

Present:	Jodie Peters, Cathryn Wilson, Christina Smith, Tracey Smith, Robyn Dean, Lyn Cuthbertson, Tomo Ishihara, Shannan Blanchet, Cindy Zhou, Luana McVeigh, Naomi Naera, Katie Elliott, Kavitha Sadasivam, Caroline Carlyle, Rebecca Henderson, Emma Lawry, Arlette Nikken, Mimoza Kamberi, Peter Dennis, Chunyang (Paige) Sun, Michele Cain (staff), Chase Zheng (BOT), David Ferguson (Headmaster), Conor Pearson (Dep HM), Matt Peat (IBSC Event Coordinator)
Apologies:	Kirsty Nankervis, Rachel Jane, Fiona McCormick, Susie O'Rourke, Vid Kulkarni, Gabriela Mercado, Emma Oliver, Tali Attwood, Rebekah Patterson, Trudy Inglis
Introduction/ Welcome	Jodie introduced herself and welcomed everyone, the Meeting was then passed to Mr Ferguson to discuss the upcoming International Boy's School Conference (IBSC)
IBSC	<p>Mr Ferguson opened with a thank you to the PTA for all that we do and specifically the donation of the Risers which are already being well used and much appreciated.</p> <p>The IBSC is being held at WBHS in 8 weeks time (from the 5th to the 8th of July). This is the 32nd Annual conference, and it is only the 2nd time it has been held in NZ, and the first time ever to have been hosted by a public school. There are currently 555 delegates registered to attend. There are 120 various Workshops arranged, with presenters from all over the world, as well as an amazing line up of well-known NZ guest speakers. Mr Ferguson then handed over to Matt Peat who is the Event Coordinator.</p> <p>Matt introduced himself and went through a spreadsheet of all the required tasks. He emphasized that these tasks are not the responsibility of the PTA, but they are looking to find ways in which we could be involved as the 'friendly face of WBHS'. The main areas in which he would like the PTA's help is in assembling lanyards, packing tote bags, helping with registration, and manning the Information desk.</p> <p>It was brought up that as much as the PTA would like to help, many of us work full-time, so will not be able to participate during working hours. It</p>

	<p>was suggested that some of the tasks (lanyard and tote bags assembly etc) could be done in the evenings/weekends when more members are available. Jodie raised the possibility of some of the WBHS sports teams' involvement as a fundraising activity.</p> <p>Matt will liaise with Jodie to confirm exact dates and times for the PTA's involvement. Chris suggested Jodie email Committee members a link to 'Sign-up' to the various tasks to simplify the process.</p>
Minutes from Previous Meeting:	<p>Moved: Cathryn Wilson</p> <p>Seconded: Luana McVeigh</p>
Matters Arising:	None
Correspondence In/Out	<p>We received an email from Emma Bond thanking the PTA for our support (both financial and volunteer helpers) of the Staff Movie Night.</p> <p>We also received a thank you email from David Squire thanking the PTA for the sponsorship of the Risers, and photos of the risers in use. The photos were quite low resolution, so Tracey will arrange for some better-quality photos to be taken to use in PTA Promotional pamphlet.</p>
Financial Report:	<p>Cathryn Wilson – PTA Treasurer presented the Financial Report (attached)</p> <p>Moved: Christina Smith</p> <p>Seconded: Katie Elliott</p>
Secondhand Uniform Shop Report:	<p>Lyn Cuthbertson presented the Second-Hand Uniform Shop Report (attached)</p> <p>Moved: Tracey Smith</p> <p>Seconded: Luana McVeigh</p> <p>Lyn also discussed the need for more Volunteers in the shop, as there are not currently enough volunteers to continue opening every Friday. Due to her work commitments Lyn can only be there halfway through the opening time. It was suggested advertising in the GSB and on the Facebook page for more parent volunteers. Luana suggested putting a link to 'Sign-up' on the Facebook page would make it easy for people to</p>

	<p>volunteer. Jodie raised the possibility of Senior Students helping out in the shop, Tracey advised that this works very successfully at WGHS. The 2nd hand Uniform shop Laptop needs to be replaced as it is outdated and unreliable, and helpers need to be upskilled on using the Software. Lyn thanked Peter for his contribution with sewing/mending items of clothing for the shop.</p> <p>The Sewing Circle was discussed, and it was suggested that once a term may be all that is needed. Lyn said that the amount of items requiring mending varies hugely, at times there are only a few and at other times there are suddenly a lot of items that need repairs. It was decided that Lyn would wait until there are enough items needing mending (especially jobs needed to be done by hand ie: sewing on missing buttons) and then we will organize a date to hold the Sewing Circle.</p>
General Business:	<p><u>Project Funding Opportunities</u></p> <p>Water Cooler for the Health Centre</p> <p>Jodie had a request from the Student Health Centre as to whether it is possible for the PTA to fund a Water Cooler. The staff currently fill jugs of water and keep it in the fridge (it was mentioned that many of the boys have commented that the tap water at the school is not very pleasant tasting). Jodie has had pricing from Just Water for Plumbed in/Filtered Coolers as below:</p> <p style="padding-left: 40px;">Rental: \$49.50 + gst per month with installation included (up to \$300 – only offered with rental).</p> <p style="padding-left: 40px;">Purchase: \$1204.50 + gst for a new cooler (installation and service not included – additional cost) \$722.70 + gst for a refurbished cooler.</p> <p>Most Committee members agreed that a refurbished cooler would be the best option, but more info is needed before we can vote on this. Jodie will make further enquiries about the cost of plumbing in the unit in (possibly the school has a contact or a Plumber-Parent who may be able to do it?) and find out if the Health Centre Budget will cover replacement cartridges and maintenance of the unit.</p> <p>School Van</p> <p>As discussed at our last meeting we are looking at providing/contributing funds to the purchase of another school van. The school vans are used by multiple different groups of students, so definitely fit our criteria for funding:</p> <p>W – Whole school Benefits all students B – Bias No Bias to a particular group/year level H – Historical Value Will be of lasting value to the school</p>

S – Strengthens our Profile Will be visibly credited as a donation from the PTA

The school has decided that an Electric or Hybrid Van is not yet a viable option so a standard Diesel van will be purchased.

Jodie proposed a motion that \$25,000 be made available to the school for the purchase of a Van, this was seconded by Lynn and passed with a majority vote.

Pergola/Louvre for Platform beside the Science Block

Michele Cain (Staff Rep) advised she has been approached by the Advancement Manager to ask if the PTA might consider donating towards a permanent pergola/louvre cover for the newly built deck located by the science block. This will be used by staff and students during the day, and by visitors, especially when a home game is on for rugby. They intend for this space to accommodate a coffee cart (at the rear) each Saturday where people can buy drinks.

At this stage costs are unknown, but Michele estimated \$30 –50K. It was decided more information was required to consider this as a possible donation.

Laptop for the 2nd Hand Uniform Shop

As mentioned by Lyn in the 2nd Hand Uniform report, the shop desperately needs a new Laptop, as the current one is outdated and unreliable and is very frustrating for the Volunteers to use. Tracey said that WGHS has just purchased a new Laptop for their shop from PB Tech which was approximately \$500 and is very suitable for the purpose.

Jodie proposed a motion that the PTA purchase a new Laptop up to the Value of \$1000. This was seconded by Emma Lawry and unanimously voted on by the Committee.

Other Business

Cathryn raised the question as to whether the PTA usually helps out at the upcoming Parents Evenings, which are:

Year 13 - 8th June

Year 12 – 15th June

Year 11 – 22nd June

Tracey said that previously the PTA has just provided biscuits and juice for the Prefects to hand out to the Teachers. She said this has been much appreciated in the past as the Teacher often don't get a chance to eat dinner before the event.

	<p><u>Social Event</u></p> <p>Cathryn made the following suggestions for our next social event:</p> <p>Axe Throwing</p> <p>Pool Hall</p> <p>Pub Quiz</p> <p>The Pub Quiz option was most popular, Cathryn will look at different venues and email out a suggested date with 'Sign-up'.</p> <p>Meeting Ended: 8.45pm</p>				
PTA Meeting Dates:	<table><tr><td>Monday 12th June</td></tr><tr><td>Monday 31 July</td></tr><tr><td>Monday 4th September</td></tr><tr><td>Monday 16th October</td></tr></table>	Monday 12 th June	Monday 31 July	Monday 4 th September	Monday 16 th October
Monday 12 th June					
Monday 31 July					
Monday 4 th September					
Monday 16 th October					
Other Dates	<p>IBSC Mon 3rd to Sat 8th July</p> <p>Grandparents Day Fri 28th July</p> <p>Father Son Breakfast Wed 23rd August</p>				

For the period 10 March – 7 May 2023

Total Deposits: \$7,505

Paymark Limited:
\$43.48 (\$21.74 x2)
SmartPay NZ: \$82.68
(\$41.34 x2)
Feb payments to
sellers: \$3,880.50
March payments to
sellers: \$2,720.25
Bank service fee \$0.20

Total Withdrawals: \$6,727.11

Closing balance 30 April 2023:
\$37,447.37

Sales

March \$4,970 Last Year: \$1,720
April \$2,875 (includes \$1,110
from Sat opening) Last Year:
\$4,175

2023 YTD April: \$30,580
2022 YTD April: \$17,315
\$13,265 ahead last year

General Business

- Laptop
- Volunteers
- Sewing circle