

WESTLAKE BOYS HIGH SCHOOL PTA MEETING

Monday 16th October 2023 7.00pm Staffroom

Present:	Arlette Nikken, Caroline Carlyle, Cathryn Wilson, Chhaya Patel, Christina Smith, Jodie Peters, Kirsty Nankervis, Luana McVeigh, Lyn Cuthbertson, Naomi Naera, Peter Dennis, Raakhee Rahman, Rachael Jane, Rebecca Henderson, Rebekah Patterson, Robyn Dean, Shannan Blanchet, Susie O'Rourke, Tali Attwood, Tomo Ishihara, Euphymya Lavelle (BOT Representative)
Apologies:	Cindy Zhou, Emma Lawrey, Emma Oliver, Fiona McCormick, Gabriela Mercado, Katie Elliot, Mimoza Kamberi, Paige Sun, Tracey Brown, Tracey Smith, Trudy Inglis, Vid Kulkarni
Minutes from Previous Meeting:	Moved: Cathryn Wilson Seconded: Luana McVeigh
Matters Arising:	None
Correspondence In/Out	None
Financial Report:	Cathryn Wilson – PTA Treasurer presented the Financial Report (attached) Moved: Naomi Naera Seconded: Lyn Cuthbertson
Second-hand Uniform Shop Report:	Lyn Cuthbertson presented the Second-hand Uniform Shop Report (attached) Moved: Luana McVeigh Seconded: Rebecca Henderson

	<p>Lyn reported that the Second-Hand Uniform shop is up almost \$19,000 Year to Date from 2022, there are several factors that have influenced this increase:</p> <ul style="list-style-type: none"> • 2023 is the last year that there are any students still in the old uniform (only year 13's). • There was an extra Saturday opening in September which was very successful • Current Cost of Living crisis is most likely contributing to an increased demand for second-hand uniforms
General Business:	<p>Van Signwriting Jodie reported that the sign writing has finally been completed on the school van that the PTA contributed to. Photos of the van with some students and the Sports Captain have been taken for the Yearbook.</p> <p>Thank you to Helpers at the Scholars Breakfast Jodie Thanked the PTA members who helped at the Scholars Breakfast at the end of Term 3. Thank you to Shannon, Tracey Brown and Paige for their hard work</p> <p>Senior Prizegiving – Friday 17th November Helpers are needed to help with the set up and clean-up of the Afternoon Tea at the Senior Prizegiving. Jodie will send out the details in a 'Sign-up' email.</p> <p>Sports Dinner – Thursday 2nd November The WBHS Events team has also requested help with the Sports Dinner on Thursday evening the 2nd of November. This is the same day as the Staff Thank you Morning Tea which will require a large number of helpers, so it is a big ask for our Committee Members and Friends of the PTA Helpers. However, there may be a few people who are not available to help with the Morning Tea but will be available to help in the evening at the Sports Dinner. Jodie will send out a 'Sign-up' email, but she emphasised that we do not want committee members to feel pressured to help with both events.</p>
General Business:	<p>Graduation Dinner – Friday 1st December Helpers will be needed for this event from 1pm until approx 9pm, to help set up, serve food and clean up afterwards. Jodie will send a 'Sign-up' email that breaks this up into time slots.</p>

Staff Thank You Morning Tea – Thursday 2nd November

Every year the PTA organizes a Thank you morning tea for the Staff at WBHS. There are approximately 240 Staff members, who will each receive a gift (chosen at random).

Luana is leading this event, with a sub-committee of Becs, Naomi, Emma Lawrey and Shannan. The subcommittee has already done a lot of 'behind the scenes' work on this event and Luana gave us an update on where they are at.

The first email to parents/caregivers went out on the 6th of October and was followed up by a link in the Green Striped Blazer. There have already been several replies to the new email ptaevents@westlake.school.nz.

- A collection room has been arranged so the team at reception have somewhere to store the dropped off gifts and food (this has already started trickling in)
- The staff room has been booked as well as the Centre of Excellence for set up
- Luana has organised a 'Selfie Booth' that is being provided by a WBHS Parent
- A Christmas Tree + some decorations have been arranged, but more decorations will need to be purchased
- The 'Sign-up' email has been sent out to PTA Committee and 'Friends' for helpers with set-up and on the day, and has already had a good response (Jodie will forward a breakdown of this to Luana)
- Set up starts from 7.30am on the day of the Event, it was suggested that some of our Boys could come along to help (as this is a late start day)
- Cathryn proposed a Motion that the PTA spend up to \$300 if required, to purchase additional food and gifts if there is a shortfall. This motion was passed unanimously
- Luana has approached Farro to ask if they will provide free Coffee Vouchers as they have for past years
- It was suggested there should be a printed flyer put on or in each Gift bag to say 'Thank you from the PTA and The Westlake community'

PTA Social Event

The Milford Motel has been chosen as the venue for our end of year social event, but Cathryn is still waiting for a reply from them to confirm the date. The proposed date is Thursday - November 30th (or Wed – Dec 6th as an alternate). Cathryn will send out a 'Sign-up' email once the date and venue have confirmed.

Replacement Manager Needed for Second-Hand Uniform Shop

As Lyn's son is finishing school this year, she will be leaving the PTA at the end of term 4. We need a replacement manager to assist Robyn with running the Second-Hand Uniform Shop.

This volunteer role could be filled by 1 person or perhaps job-shared between 2 people. The main tasks are:

- Sending out a 'Sign-up' email once a term and organizing the Roster
- Logging sales into the 'Hand-Me-Round' system
- Checking stock that comes in and mending where necessary
- Pay the sellers at month end (this is quite an automated process)
- Post on the Facebook page and answer any questions
- Organize Saturday opening days

Peter Dennis does a wonderful job of helping out in the shop, and mending uniforms when necessary, he was asked if he would consider taking on the role. Peter was happy to help out but expressed concern that as he is not always available on Fridays due to work commitments this might be an issue. Lyn advised that Paige (who was unable to attend the meeting) has offered to help and suggested that Peter and Paige could possibly share the role (with assistance from Robyn). Lyn will liaise with Paige and Peter to confirm this option.

Software Fee for Hand-Me-Round

Robyn and Lyn have requested that the PTA start paying the Monthly Fee to use the Hand-Me-Round Software. Some background behind this:

- Robyn and Lyn developed this Software specifically for use in the Second-Hand Uniform Shop as there was nothing suitable available
- As the Software was developed and tested at WBHS we have not been paying for the Software whilst using it for the last 2/3 years

- There are now several other schools using the Software who pay a monthly fee or a commission-based fee
- Robyn and Lyn have offered WBHS a discounted monthly rate (which will work out considerably cheaper than the commission-based fee due to the volume of sales the shop does).
- There are overheads involved in Hosting and keeping banking details secure, that Robyn and Lyn need to pay for, as well as the considerable time spent developing this Software
- The Software makes working in the Second-Hand Uniform Shop a streamlined process for volunteers, managers and users. There is more information available on the Hand-Me-Round Website <https://handmeround.co.nz>

Robyn and Lyn left the meeting whilst this was discussed, and any questions put forward. A show of hands was unanimously in favour of continuing to use the Software and paying the discounted monthly fee, but the following questions were raised by PTA Members:

1. Is there a Company for this Software, or just Robyn and Lyn personally?
2. Regarding holding secure banking details of customers/parents, if a breach of this data occurred who would be responsible/liable?
3. Is the price ever likely to increase or decrease as more schools come onboard?
4. Is it ever audited?

Jodie will address these questions with Robyn and Lyn, and then email the details to the Committee. We will vote on this at the first meeting of 2024 or at the AGM. We discussed voting online, but any changes to the voting process would need to be discussed at the AGM and passed.

Thank you to PTA Members leaving at the end of Term 4

Jodie expressed a formal thank you to the PTA members who have sons finishing Year 13 and will be leaving the Committee at the end of term. A huge thank you to Arlette, Carolyn, Lyn, Tracey Smith and Vid for all the hard work they have put in, over their time on WBHS PTA.

Lyn advised that these Committee members are still welcome to attend 2024's AGM if they wish to do so.

Meeting Closed 8.33pm

PTA Meeting Dates:	Proposed Dates for 2024 Monday 12 February – informal ‘meet & Greet’ to welcome new members Monday 11 March & AGM Monday 13 May Monday 10 June Monday 05 August Monday 9 Sept Monday 21 Oct or 4 Nov – depending on Staff Thank you morning Tea date
Other Dates	Staff Thank You Morning Tea Thursday 2 nd November Sports Dinner Thursday 2 nd November Senior Prizegiving Friday 17 th November Graduation Dinner Friday 1 st December PTA End of Year Social Event (to be confirmed)

Westlake Boys High School PTA
Treasurers Report 14 October, 2023
For the period 30 August - 14 October, 2023

Opening BNZ balance as of 30 August, 2023 \$3,585.66

Income during the Period:

Transfer from Trading Post
Gross Interest \$22.64

Expenditure during the period:

Water Cooler Purchase and First Service \$1,016.88
PTA Meeting Refreshments - Reimbursement C. Smith \$78.60

PTA Donation for Senior Prefect Prize

\$250.00

Closing BNZ balance 14 October, 2023

\$2,262.82

WBHS PTA Second-Hand Uniform Shop – 16 **October 2023**

Bank

13,294.35 CR

Opening balance 31 August 2023: **\$13,294.35**

EFTPOS: \$5,280

Direct Deposits: \$480

Cash Deposits: \$260

Total Deposits: \$6,020

Paymark Limited: \$41.34

SmartPay NZ: \$21.74

August payments to sellers: \$1,378

Total Withdrawals: \$1,441.08

Closing balance 30 September 2023: **\$17,873.27**

Closing Balance (30/09/2023)
17,873.27 CR

September payment to sellers on Oct 3: \$3,074.50

Sales

September \$6,170 Last year \$2,190

Sold \$4,850 on 30 September Saturday opening.

2023 YTD Sept: \$47,550

2022 YTD Sept: \$28,695

\$18,855 ahead last year

General Business

- Manager to replace Lyn next year.
- Hand Me Round Fee