

## WESTLAKE BOYS HIGH SCHOOL PTA MEETING

Monday 4<sup>th</sup> September 2023 7.00pm Staffroom

<b>Present:</b>	Cathryn Wilson, Christina Smith, Cindy Zhou, Emma Lawrey, Esther Liu, Fiona McCormick, Jodie Peters, Kavitha Sadasivam, Kirsty Nankervis, Luana McVeigh, Mimoza Kamberi, Naomi Naera, Peter Dennis, Rebecca Henderson, Robyn Dean, Shannan Blanchet, Tomo Ishihara, Tracey Brown, Xinyi Zhang, Chase Zheng (BOT Representative)
<b>Apologies:</b>	Arlette Nikken, Caroline Carlyle, Chhaya Patel, Gabriela Mercado, Michelle Cain, Rebekah Patterson, Susie O'Rourke, Tali Attwood, Tracey Smith, Trudy Inglis
<b>Minutes from Previous Meeting:</b>	Moved: Cathryn Wilson Seconded: Luana McVeigh
<b>Matters Arising:</b>	
<b>Correspondence In/Out</b>	Michelle Cain was unable to attend tonight's meeting, but Chris passed on her thanks to everyone who helped at the Gala Dinner on Saturday night. She will update us with how well it went on the fundraising front soon.
<b>Financial Report:</b>	Cathryn Wilson – PTA Treasurer presented the Financial Report (attached)  Moved: Emma Lawrey Seconded: Naomi Naera
<b>Secondhand Uniform Shop Report:</b>	Robyn Dean presented the Second-hand Uniform Shop Report (attached)  Moved: Shannan Blanchet Seconded: Luana McVeigh  Robyn also advised that they now have a student who has volunteered to help out in the 2 <sup>nd</sup> Hand Uniform Shop on Fridays.

	<p>Peter Dennis advised that the new Laptop is excellent.</p> <p>Becs mentioned that she had not received any emails/signups for the Uniform shop for a long time. Robyn thinks that Lyn only sends the Signup link out to people who have already worked in the shop previously. It was agreed that it is a good idea to email all the PTA from time to time, as people's work commitments and circumstances change, and someone who has never worked in the Uniform shop may now be available. Chris will email the updated Committee list to Lyn, to ensure the email goes to all current members.</p>
<b>General Business:</b>	<p><b>Water Cooler for the Health Ctr</b> The Water Cooler for the Health Centre has been installed, and a photo has been put in the G.S.B.</p> <p><b>Photos Needed of the Van and the Risers</b> Jodie noted that we are still in need of good quality photos of the Van and the Risers (Previously items funded by the PTA). She will follow up on this.</p> <p><b>Staff Thank You Morning Tea – Thursday 2<sup>nd</sup> November</b> Every year the PTA organizes a Thank you morning tea for the Staff at WBHS. An email is sent out (via Sandra White) to all Parents/Caregivers asking for contributions of gifts and/or food. There are approximately 260 Staff members, who will each receive a gift (chosen at random).</p> <p>Jodie advised that we are looking for someone to volunteer to lead the event + a team/subcommittee to help. Luana volunteered to Lead the event and Becs, Naomi, Emma Lawrey, and Shannan all offered to be on the subcommittee.</p> <p>Luana has decided to stick with the Christmas Theme (like last year) as this is simple and very cost effective to decorate. The red, green and white colours of Christmas also tie in perfectly with WBHS colours!!!</p> <p>Luana asked everyone to please start collecting Countdown Brown paper Bags, as we will need approx 270 of these.</p> <p>Chase (B.O.T.) offered to send out a WeChat message, to help involve the Chinese community.</p>

Luana has a 'run-sheet' from previous years, so will work with the team to get things underway. As many PTA helpers as possible will be needed on the evening before and to set up on the day. A 'Sign-up' email for these will be sent out closer to the time.

#### **Scholars Breakfast – Wednesday 20<sup>th</sup> September**

Jodie is still waiting to hear if/what help is needed from the PTA, she will send out a 'Sign-up' when she hears from the school.

#### **Graduation Dinner – Friday 1<sup>st</sup> December**

The 1<sup>st</sup> XV will be setting up for this event, but Jodie is still waiting to hear if/what help is needed from the PTA, she will send out a 'Sign-up' when she hears from the school.

#### **Debrief/Thank you to helpers**

- **Father Son Breakfast** – Jodie thanked all the helpers who stepped in with very short notice to help out with this very successful event.
- **Enrolment Days** – Jodie Thanked the all the PTA members who helped with both in zone and out of zone enrolment days. She has already had several emails and phone calls from Parents/Caregivers of boys started at WBHS next year, wanting to join the PTA or find more information about it.
- **Gala Dinner** – Jodie and Luana (who was on the Gala organising Committee) both thanked the PTA members who helped out on Saturday evening. The helpers and those who attended the Gala commented on what an amazing event it was, and how smoothly the evening went. The PTA is looking forward to hearing the finalized total of the amount the Gala raised for the 'Boy's First Fund'.

#### **Head Prefect Prize**

Jodie Proposed that the Head Prefects prize for 2023 be kept at \$250. This Motion was passed unanimously.

#### **PTA Social Events**

In Term 3 we attended the 'Beats by Bingo' Fundraiser night (supporting WBHS Running), Lyn and Gabriella attended due to their involvement with

	<p>WBHS Running, but unfortunately only Cathryn and Chris could make it from the PTA (despite this, it was still a fantastic night!!)</p> <p>Jodie and Cathryn will confirm a date and a venue for the End of Year PTA Social event (Thursday the 30<sup>th</sup> November was suggested). Last year we had drinks and food at the 'Fantail and Turtle' in Smales Farm, another suggestion was the 'Milford Motel' a bar/restuarant that has recently opened in Milford.</p> <p><b>Meeting Closed 8.06pm</b></p>
<b>PTA Meeting Dates:</b>	Monday 16 <sup>th</sup> October
<b>Other Dates</b>	<p>Scholars Breakfast Wednesday 20<sup>th</sup> September</p> <p>Staff Thank You Morning Tea Thursday 2<sup>nd</sup> November</p> <p>Graduation Dinner Friday 1<sup>st</sup> December</p> <p>PTA End of Year Social Event (date to be confirmed)</p>

**Westlake Boys High School PTA**  
**Treasurers Report 30 August, 2023**

For the period 31 July - 30 August, 2023

Opening BNZ balance as of 31 July, 2023	\$1,776.80
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**Income during the Period:**

Transfer from Trading Post - water cooler	\$1,026.60
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Transfer from Trading Post - account top-up	\$1,000.00
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Gross Interest	\$0.00
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**Expenditure during the period:**

PTA Meeting Refreshments	\$51.94
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Enrolment Day (3x) Refreshments	\$126.36
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Parts for Water Cooler Installation	\$39.44
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Closing BNZ balance 30 August, 2023	<b>\$3,585.66</b>
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## **WBHS PTA Second-Hand Uniform Shop – 4 Sept 2023**

### **Bank**

Opening balance 28 July 2023: **\$13,844.87**

EFTPOS: \$5,125 (\$3,815 Running Club – Beats Bingo)

Direct Deposits: \$615

Cash Deposits: \$560

Interest: \$126.66

Total Deposits: \$6,426.66

Paymark Limited: \$41.34

SmartPay NZ: \$21.74

July payments to sellers: \$1,072.50

Water Cooler Donation: \$1026.60

PTA Account top-up \$1,000

Running Club – Beats Bingo transfer: \$3,815

Total Withdrawals: \$6,977.18

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

Closing Balance (31/08/2023)
<b>13,294.35 CR</b>

### **Sales**

July \$2,020 Last Year: \$1,570

August \$2,245 Last Year: \$ 1,295

2023 YTD August: \$41,380

2022 YTD August: \$26,550

\$14,830 ahead last year

### **General Business**

We have a student now helping out each Friday