

WESTLAKE BOYS HIGH SCHOOL PTA MEETING

Monday 13 May 2024, 7.00pm, Staffroom

Present	Brenda Lamb, Camille Smith (Staf Rep), Cathryn Wilson, Chhaya Patel, Cindy Zhou, Emma Lawrey , Eman Ali, Fiona McCormick, Fiona Thomas (new), Georgia Burn, Jodie Peters, Juanita Fordham, Katie West (new), Kirsty Nankervis, Luana McVeigh, Meredith Mcllroy (Gala Committee Rep), Michelle Nauer (WBHS Event Coordinator), Mimoza Kamberi, Naomi Naera, Paige Sun, Rachel Jane, Rebekah Patterson, Robyn Dean, Shannan Blanchet, Teresa Norris, Tomo Ishihara, Tracey Brown
Apologies:	Amrita Sahay, Brigetta Stephenson, Christina Smith, Kavitha Sadasivam, Peter Dennis, Raakhee Rahman, Rebecca Henderson, Stephen Bendall (BOT Rep), Tali Attwood, Vid Kulkarni
Minutes from Previous Meeting	Moved: Luana McVeigh Seconded: Shannan Blanchet
Matters Arising:	None
Correspondence In/Out	In – Jodie received an email requesting help with The School Lunch Initiative We will be discussing this later in the meeting.
Financial Report:	Cathryn Wilson – PTA Treasurer presented the Financial Report and Auditors Report (attached) Moved: Emma Lawrey Seconded: Chhaya Patel
Second Hand Uniform Shop Report:	Juanita Fordham presented the Second-Hand Uniform Shop report (attached) Moved: Luana McVeigh Seconded: Shannan Blanchet
General Business:	Second-Hand Uniform Shop Update Juanita is trialling opening the second-hand uniform shop after school on the first Wednesday of each month. The inaugural opening held on Wednesday 8 May was very successful. This will be monitored in the coming months, and extended if there is a need. Juanita needs volunteers to man the second-hand uniform shop. <i>ACTION: PTA members to please log into Sign Up to register availability.</i> It was also mentioned there is a lack of winter stock (jumpers, trousers). <i>ACTION: Alumni to put out a request to past students for winter items be handed to the school.</i> Second-Hand Uniform Shop Bank Signatories Jodie proposed that effective immediately, Juanita Fordham, Brigetta Stephenson and Cathryn Wilson be added as signatories to the trading post account, Robyn Dean to remain as signatory and Lyn Cuthbertson and Mridula Rajan be removed. This motion was voted on and passed unanimously

New Staff Representative Welcomed

Jodie introduced Camille Smith, the PTA's new Staff Representative replacing Michele Cain. Camille gave the PTA a brief outline of her experience and how this new role is an exciting opportunity, particularly given the age and stage of her family.

Helpers needed for providing School Lunches for Students

The PTA have been asked by the school to help with providing school lunches for students in need. There are two ways the PTA can help; a) Collecting donated items from Bakers Delight each Monday and bring them to school to be frozen; b) Make lunches each morning at approx. 7.45-8.00am

Jodie suggested that initially the PTA assist staff each morning, with the view to the PTA taking over the roster in due course. It was also suggested that the PTA could make lunches for the week on a Monday evening and freeze for staff to defrost and distribute each morning as required.

The following PTA Members volunteered to be part of the Roster for making lunches and/or collecting bread: Georgia Burn, Naomi Naera, Rachael Jane, Rebekah Patterson, Paige Sun, Mimoza Kamberi, Luana McVeigh, Meredith McIlroy, Tracey Brown.

ACTION: Juanita to speak with Judith to see if the school would be happy for the PTA to make the lunches on a Monday evening and freeze for the week. Juanita to report back.

Gala Fundraiser Request for Help

Michelle Nauer spoke to a flyer and gala poster (attached), highlighting the success of last year's gala dinner to fund raise for the 'Boys First Fund', and the profound positive effect it had on not only the Year 9 boys who attended camp, but how it has flowed through to the school in general. The organisers of this year's gala dinner want this year to be even more successful to ensure future Year 9 boys get the same opportunity. The organisers have asked the PTA for their help, ways of which could be purchasing a ticket, purchasing a table, donating items services or time, Wishing Tree donations or spreading the word. Posters will be placed around the school, and at the Street kitchen during upcoming Parent Teacher evenings. More details on how the PTA can assist will be discussed at our meeting on 10 June.

Parent Teacher Interview Help Required

More helpers are needed to assist with the upcoming Parent Teacher interview evenings on Thursday 16 May (Y13), Thursday 23 May (Y12) and Thursday 30 May (Y11). If you can assist, please register your availability via Sign Up. Helpers to meet in the Street kitchen to provide tea and coffee for staff and parents.

In Zone and Out of Zone Interviews for 2025 Students

Jodie brought to the PTAs attention that helpers are required for the upcoming interviews on Tuesday 13 August (In Zone) and Tuesday 20 &

	<p>Wednesday 21 August (Out of Zone). This will be discussed in more depth at a future meeting.</p> <p>Upcoming Events Jodie gave the PTA a heads up on future events, all of which will be discussed in more detail in upcoming meetings.</p> <p>PTA Social Event – Tuesday 21 May Cathryn updated the PTA on details of the social event being held next Tuesday. For those who are interested, please sign up with the link below: https://signup.com/go/ZmQLhqt</p> <p>Arrive at 6.00pm for a 6.30pm start. The quiz will conclude around 9.00pm. Food truck available onsite. Partners welcome.</p>
<p>PTA Meeting Dates:</p>	<p>Monday 10 June Monday 5 August Monday 9 September Monday 21 October or 4 November (depending on Staf Thank You morning tea date)</p>
<p>Other Dates:</p>	<p>Thursday 16 May – Year 13 Parent Teacher Interviews Tuesday 21 May – PTA Social Event @ The Beer Spot Northcote Thursday 23 May – Year 12 Parent Teacher Interviews Thursday 30 May – Year 11 parent Teacher Interviews Saturday 22 June – Winter Wonderland Gala Dinner Thursday 7th November- Staff Morning Tea</p>

Meeting closed at 8.04pm

Westlake Boys High School PTA
Treasurers Report 13 May, 2024
For the period 08 March - 13 May 2024

Opening BNZ balance as of 8 March, 2024	\$1,718.77
Income during the Period:	
PTA Meeting Refreshments Repayment for Double Expenses - C Smith	\$113.87
Second Hand Uniform Shop - Freezer	\$2,079.47
Expenditure during the period:	
PTA Meeting Refreshments - C Smith	\$113.87
PTA Meeting Refreshments - C Smith	\$113.87
Flowers for Lyn Cuthbertson - C Wilson	\$70.00
Donation to WBHS for new Freezer	\$2,079.47
Parent/Teacher Evenings - C Wilson	\$227.59
Charities Services - Tax Filing	\$51.11
Wooden Stirrers - PTA supplies - C Wilson	\$10.21
Closing BNZ balance 13 May, 2024	\$1,245.99

Westlake Boys High School PTA
Performance Report
For the year ended:
31 December 2023

Contents

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Entity Information

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Financial Information:

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Statement of Resources and Commitments

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Audit Report

Westlake Boys High School PTA
Entity Information
"Who are we?", "Why do we exist?"
For the year ended:
31 December 2023

Legal Name of Entity: Westlake Boys High School PTA

Other Name of Entity (if any): N/A

Type of Entity and Legal Basis (if any): Registered Charity

Entity's Purpose or Mission:

To advance education by:

Encouraging parents/caregivers to be involved in the education of their children

Providing a link between students, parents/caregivers and the school

Raising funds to provide improved facilities and educational opportunities for members of the school community

Carrying out other activities consistent with the charitable objects of the organisation

Main Sources of the Entity's Cash and Resources:

WBHS Trading Post (Second hand uniform shop), PTA Events/functions.

Main Methods Used by the Entity to Raise Funds:

As above

Entity's Reliance on Volunteers and Donated Goods or Services:

The Westlake PTA is a volunteer organisation, relying on parents/caregivers for their activities. The members volunteer their time at the second hand uniform shop and at other PTA and school sponsored activities.

Additional Information

N/A

Contact details

Physical Address: 30 Forrest Hill Road, Forrest Hill

Postal Address: As Above

Email: ptasecretary@westlake.school.nz



Westlake Boys High School PTA
Statement of Service Performance

"What did we do?"

For the year ended
31 December 2023

Description of the Entity's Outcomes:

Continued WBHS Trading Post allowed donation to WBHS Foundation towards the following initiatives: 1) WBHS Van 2) WBHS Water Cooler 3) WBHS Staff Movie Night 4) WBHS Senior Prefect Prize.

Description and Quantification (to the extent practicable) of the Entity's Outputs:	Actual	Actual
	This Year	Last Year
Donations made to WBHS	\$ 29,130	\$ 20,250
Meetings held	7	7

This performance report has been approved by the: President and Treasurer
for and on behalf of: The Executive Committee

Date 25/3/24

Signature *Jodie Peters*

Name Jodie Peters

Position PTA President

Date 23.3.24

Signature *Cathryn Wilson*

Name Cathryn Wilson

Position PTA Treasurer



Westlake Boys High School PTA
Statement of Receipts and Payments
"How was it funded?" and "What did it cost?"
For the year ended:
31 December 2023

	Actual This Year \$	Actual Last Year \$
Operating Receipts		
Donations, fundraising and other similar receipts	-	-
Fees, subscriptions and other receipts from members	-	-
Receipts from providing goods or services	29,087	20,050
Interest, dividends and other investment income receipts	41	4
Other operating receipts	-	-
Total Operating Receipts	29,128	20,054
Operating Payments		
Payments related to public fundraising	-	-
Volunteer and employee related payments	-	-
Payments related to providing goods or services	-	-
Grants and donations paid	27,306	20,833
Other operating payments	2,692	410
Total Operating Payments	29,998	21,243
Operating Surplus or (Deficit)	(870)	(1,189)
Capital Receipts		
Receipts from the sale of resources		
Receipts from borrowings		
Capital Payments		
Purchase of resources		
Repayments of borrowings		
Increase/(Decrease) in Bank Accounts and Cash	(870)	(1,189)
Bank accounts and cash at the beginning of the financial year	2,797	3,986
Bank Accounts and Cash at the End of the Financial Year	1,927	2,797
Represented by:		
Cheque account(s)	1,927	2,797
Savings account(s)		
Term Deposit account(s)		
Cash Floats		
Petty Cash		
Total Bank Accounts and Cash at the End of the Financial Year	1,927	2,797



Westlake Boys High School PTA
Statement of Resources and Commitments

"what the entity owns?" and "what the entity owes?"

As at
31 December 2023

SCHEDULE OF RESOURCES AND COMMITMENTS	This Year	Last Year
	\$	\$
Bank Accounts and Cash (from Statement of Receipts and Payments)	1,927	2,797
Money Held on Behalf of Others	nil	nil
Money Owed to the Entity	nil	nil
Money Payable by the Entity	nil	nil
SCHEDULE OF OTHER INFORMATION		
Grants or donations with conditions attached (where conditions not fully met at balance date)	nil	nil
Resources used as security for borrowings	nil	nil



Westlake Boys High School PTA
Notes to the Performance Report
For the year ended
31 December 2023

Note 1: Accounting Policies "How did we do our accounting"

Basis of Preparation

Westlake Boys High School PTA is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)

Westlake Boys High School PTA is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).





Independent Auditor's Report

To the Members of the Westlake Boys High School PTA

Report on the Performance Report

We have audited the Performance Report of Westlake Boys High School PTA on pages 1 to 6 which comprises Entity Information, the Statement of Service Performance, Statement of Resources and Commitments as at 31 December 2023 and Statement of Receipts and Payments for the year then ended and Notes to the Performance Report and other explanatory information.

In our opinion:

- a) The reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- b) the accompanying performance report of The Westlake Boys High School PTA gives a true and fair view of:
 - The entity information for the year then ended
 - The service performance for the year then ended; and
 - The Resources and Commitments as at 31 December 2023, and its Receipts and Payments for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Cash (Not-For-Profit) issued by the New Zealand Accounting Standards Board that gives a true and fair view of the matters to which they relate.

Basis for Opinion

We conducted our audit of the Entity Information, Statement of Service Performance, Statement of Resources and Commitments, Statement of Receipts and Payments and Notes to the Performance Report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of Entity Information and Statement of Service Performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of our report. We are independent of The Westlake Boys High School PTA in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor and normal parent/caregiver relationship we have no relationship with, or interests in, The Westlake Boys High School PTA.

Responsibility of the Committee for the Performance Report

The Committee is responsible for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the Statement of Service Performance;
- b) the preparation and fair presentation of these performance report on behalf of the entity which comprises:
 - the Entity Information;
 - the Statement of Service Performance; and
 - the Statement of Receipts and Payments, Statement of Resources and Commitments, Notes to the Performance Report

in accordance with Public Benefit Entity Simple Format Reporting – Cash (Not-For-Profit) issued by the New Zealand Accounting Standards Board that gives a true and fair view of the matters to which they relate, and

- c) such internal control as the Committee determines is necessary to enable the preparation of the Performance Report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the board members are responsible on behalf of The Westlake Boys High School PTA for assessing the PTA's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee either intend to liquidate the Westlake Boys High School PTA or to cease operations, or have no realistic alternative but to do so

Auditor's Responsibilities

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of the use of the going concern basis of accounting by the board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the School to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit

Restriction on Distribution or Use

This report is made solely to the Committee as a body. Our audit work has been undertaken so that we might state to the Committee those matters which we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the entity and its Committee, as a body, for our audit work, for this report or for the opinions we have formed.

A handwritten signature in blue ink that reads 'HLB Mann Judd'.

HLB Mann Judd
22 April 2024

WBHS PTA Second-Hand Uniform Shop – 13 May 2024

Opening balance 29 February 2024: **\$36,586.03**

36,586.03 CR

EFTPOS: \$6,995

Direct Deposits: \$850

Interest: \$73.25

Total Deposits: \$7,918.25

Paymark Limited: \$43.48 (\$21.74 x 2)

SmartPay NZ: \$82.68 (\$41.34 x 2)

Service Fee: \$7.20

Hand Me Round Fees: \$195

Transfer to PTA account (Freezer): \$2,079.47

Payment to sellers - Feb: \$2,291.25

Payment to sellers - March: \$3,724.50

Total Withdrawals: \$ 8,423.58

Closing balance 30 April 2024: **\$36,080.70**

Closing Balance (30/04/2024)
36,080.70 CR

Sales

February \$3,890 Last year \$ 6,740

March \$7,005 Last year \$ 4,970

April \$2,215 Last year \$ 2,875

May MTD \$4,015

2023 YTD April: \$30,580

2024 YTD April: \$37,064

\$6,484 ahead last year

General Business

- Opening once a month on a Wednesday afternoon



Westlake Boys High School

Te Kura Tuarua o Ngā Taitamatāne o Ururoto

To our wonderful PTA, we need your help!

Westlake Boys Fundraising Gala Dinner for the 'Boys First Fund' - Saturday 22 June

We are raising funds to ensure every Y9 boy coming to WBHS in 2025 can attend the Y9 Camps at Motatapu Outdoor Education Camp in January prior to school starting. Feedback from the 2024 camps has been outstanding:

"Our son has been at the same school since he was 5 years old so was understandably a bit anxious about starting a new school and not knowing anyone. He LOVED camp so much, he made friends and enjoyed every minute of it, and is no longer anxious about his first day. I hope all future Year 9's get the same opportunity as our son"

"We are so grateful our son was part of the first group to experience this camp and can already see the benefits. He made some new connections and is feeling quite relaxed now about starting next week"

In order to make this fundraising event a huge success we are reliant on the very generous support of our wonderful school community, businesses and corporations.

There are a number of ways you can help through leveraging your WBHS contacts as well as your varied communities outside of school including:

Getting the word out – unfortunately not everyone reads the Green Stripe Blazer or emails from school, or follow our social media channels

Share Gala Dinner social media posts on your social media

Chat to your community – remind them the Gala Dinner is on and how they can buy tickets or tables to attend (see attached flyer)

Ask your community, contacts, businesses if they can provide a donation for the live or silent auction

Items such as:

- Concert tickets
- Restaurant vouchers
- Local gym memberships
- Kitchen appliances
- Gift baskets
- Hair and beauty products
- Holiday homes for a weekend
- Books and Childrens toys
- Money can't buy experiences with professional sports teams, coaches or celebrities

Vouchers for Services such as:

- Window or roof cleaning
- House painting
- Landscaping
- Hair and beauty services
- Accounting services
- Building, plumbing, electrical services

If have any questions, please contact: Luana McVeigh luana.mcveigh@karndean.co.nz or
Michelle Nauer, Events Manager mna@westlake.school.nz