

**WESTLAKE BOYS HIGH SCHOOL PTA MEETING**  
**ANNUAL GENERAL MEETING**

Monday 10 March 2025 7.00pm Staffroom

<b>Present:</b>	Amrita Sahay, Brigetta Stephenson, Camille Smith (Staff Rep), Caroline Keenan, Cathryn Wilson, Chhaya Patel, Christina Smith, Cindy Zhou, Dora Yang, Dandan Guo, Elaine Wong, Emily Zhou, Fangtong Lyu, Gabriela Mercado, Georgia Burn, Hellen Liu, Imogen Sullivan, Janet Cheng, Jodie Peters, Juanita Fordham, Kavitha Sadasivam, Kirsty Nankervis, Lizzie Pike, Luana McVeigh, Lucy Wang (Friend of the PTA), Lucy Yang, Madelein Zwonnkoff, Mel Cadman, Naomi Naera, Peter Dennis, Philippa Charlesworth, Rebecca Henderson, Robyn Dean, Sarah Beaman, Shannan Blanchet, Teresa Norris, Vid Kulkarni, Xiaoju Jiang, Paul Fordham (Headmaster)
<b>Apologies:</b>	Jennie Jago, Katie West, Paige Sun, Raakhee Rahman, Rebekah Patterson, Tali Attwood, Tracey Brown
<b>Welcome:</b>	Jodie Peters (PTA President) introduced herself and welcomed everyone to the AGM
<b>Minutes from Previous AGM:</b>	Moved: Cathryn Wilson  Seconded: Naomi Naera
<b>Matters Arising:</b>	Nil
<b>President's Report:</b>	Jodie Presented her report (attached) Jodie made a special mention of Robyn Dean, Mimoza Kamberi and Tomi Ishihara who have all left the PTA as their sons have graduated. She thanked Robyn for all her years of hard work managing the Second-Hand Uniform shop. Robyn was responsible for setting up the 'Hand-me-Round' stock system which has been instrumental in the smooth running of the Second-Hand uniform shop. She was presented with a potted plant from the PTA.  Moved: Luana McVeigh  Seconded: Naomi Naera
<b>Financial Reports:</b>	Cathryn Wilson presented the Financial Statements for 2024 (attached)  Moved: Teresa Norris  Seconded: Chhaya Patel  Juanita Fordham presented the Second-Hand Uniform shop's Financial Statements for 2024 (attached)

	<p>Moved: Christina Smith</p> <p>Seconded: Rebecca Henderson</p>
<b>Review of Accounts:</b>	<p>Cathryn advised that the PTA requires a qualified accountant to audit our accounts. Jason Edwards has been carrying out the PTA audits for several years but is no longer able to do this as his company is moving away from this type of work. The PTA has purchased a gift to be presented to Jason in appreciation of his service.</p> <p>We require someone to take over this role. It is a very small task, only requiring 3-4 hours of work annually. We have advertised in the Green Striped Blazer and on the PTA Facebook page but are yet to find someone to take over this task. Cathryn asked any PTA members who are accountants (or know anyone who is) to consider taking over this role.</p>
<b>Election of Officers and Committee Members:</b>	<p>Jodie passed a motion to add the role of Vice President to the PTA Office holders. This role will help to spread the load with the President and would be an ideal transition for anyone considering the role of President in the future. The addition of this role will require a change to our constitution.</p> <p>This motion was passed unanimously.</p> <p><b>Nominations for Vice President:</b> Jodie Peters nominated Luana McVeigh, and Sarah Beaman nominated Lizzie Pike. Luana McVeigh was voted in as the Vice President.</p> <p><b>Nominations for President:</b> Christina Smith nominated Jodie Peters to continue in the role of President. This vote was passed unanimously.</p> <p><b>Nominations for Secretary:</b> Christina Smith advised that she will be stepping down from the role of Secretary but is happy to assist the new Secretary as needed. Cathryn Wilson nominated Lizzie Pike as Secretary, this vote was passed unanimously.</p> <p><b>Nominations for Treasurer:</b> Jodie Peters nominated Cathryn Wilson to continue in the role of Treasurer, this vote was passed unanimously.</p> <p><b>Nominations for Executive Committee:</b> Jodie Peters nominated the following members to the 2025 Executive Committee; Jodie Peters, Cathryn Wilson, Lizzie Pike, Luana McVeigh, Teresa Norris, Cindy Zhou, Brigetta Stephenson, Vid Kulkarni. These members were voted in unanimously</p>

	<p><b>Nominations for Committee:</b></p> <p>Jodie nominated all current and new members of the WBHS PTA Committee be accepted as Committee Members for 2025</p> <p>This was voted in unanimously.</p>
<b>Changes to the Constitution:</b>	<p>Jodie advised that our Constitution is out of date and needs to be tidied up and brought up to date. The only additions are the introduction of Online Voting (this was passed at 2024's AGM) and the new Vice Presidents Role (as voted on at this AGM). All other corrections are very minor.</p> <p>The Constitution is currently only on paper and needs to be digitized to enable it to be easily kept up to date.</p> <p>A Copy of the original Constitution and the updated one will be emailed to all current committee members to keep everyone up to date. A vote was passed unanimously to make these changes.</p> <p>Jodie also proposed that WBHS PTA continue as an Incorporated society, this was also passed unanimously.</p>
<b>2026 AGM Suggested Date:</b>	Monday 9th March 2026
	<b>Meeting Ended: 7.49pm</b>

### **Presidents Report 2024**

We started the year in its usual way. The annual general meeting (AGM) saw the re-election of our committee members including Jodie Peters as President. Robyn Dean, who has successfully run our Second hand Uniform shop for a number of years handed the reins over to Juanita and Brigetta. Our elected committee comprises of.

President - Jodie Peters

Secretary - Christina Smith

Treasurer - Cathryn Wilson

Second-hand Uniform Shop – Juanita Fordham and Brigetta Stephenson

Westlake Staff Reprehensive – Camille Smith

Throughout the course of 2024 the PTA was very pleased to host a number of key events in the Westlake Calendar, including the Meet the Prefects event, our first event of the year.

We were introduced to Matt Young (Head Boy) and his Prefects for the year. They all had amazing speeches and kept their audience well entertained.

Our PTA have had another busy year supporting the school with various events and of course running our Second Hand Uniform Shop. This year we successfully trialled opening on a Wednesday after school once a month.

We have a couple of big projects that we are working on for 2025. Watch this space and the Green Striped Blazer for more information.

Events we have supported during the year included, meet and greet at the parent/teacher nights, helping out at the Grandparents Day, Father Son Breakfast and scholars breakfast events, being of support at the 2025 information evening and enrolment days, helping out at sports awards and graduation dinner.

A new initiative that the PTA has been proudly involved with this year has been making lunches for our students that need a bit of a helping hand. Each week, Jodie co-ordinates a team to come to school to make sandwiches for the week. The PTA voted to purchase an upright freezer to store them all for the week. The volunteers involved are not only PTA members but also families from our current and past communities. We have also had elevate students volunteering their time. It usually takes about an hour and if you would like to get involved, please reach out to the PTA.

As the year ended, our highly anticipated Thank the Teachers Staff morning tea was held in early November. Led by our Events Co-Ordinator Launa McVeigh. I'm sure every single staff member that received a gift and a yummy plate of food would the PTA did an amazing job. Many thanks also to our community who were the gift donors and food providers. Without you, this wouldn't be the success it was.

Part of being on our PTA is to get to know other parents. We have many social events throughout the year, getting to know each other. Our Treasurer, Cathryn Wilson also wears another hat by being our social co-ordinator, Cathryn loves to get us all together as much as possible. We do various things during the year from playing pool, to quiz nights, drinks and movie nights. We always try to complete the year with a Christmas catch up.

The PTA's income is generated by the second-hand uniform shop, which is run by a great group of parent volunteers and managed by Juanita Fordham and Brigetta Stephenson. Robyn Dean has done a great handover this year too. The shop provides a valuable service to Westlake families providing a convenient way to recycle uniforms. All proceeds are returned to the school via special PTA funded. These can only be made possible due to the large number of families that use the shop to both buy and

sell their uniforms. We are also extremely grateful to the large number of items that are donated for resale.

We ended the year with farewells to Robyn Dean, Mimoza Kamberi and Tomo Ishihara. We thank you for your tireless volunteering, friendship, wisdom and fun.

And last but not least, I am sure you would like to join us in thanking the Best PTA in the World and it's army of volunteers.

We look forward to another productive, enjoyable, and fun year in 2025!

**Westlake Boys High School PTA**  
**Annual Treasurers Report 11 March, 2024**  
For the period 1 January 2023 - 31 December 2023

Opening BNZ balance as of 1 January 2023	\$2,796.99
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**Income during the Period:**

Total Credits	\$29,127.64
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*made up of a total of 10 transactions*

*majority from Second Hand Uniform Shop (SHUS)*

*as well as interest paid and donations from parents*

**Expenditure during the period:**

Total Debits	\$29,998.41
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*made up of a total of 25 transactions*

*including: purchase of water cooler & service, donations toward new school van,*

*staff movie night, gift for outgoing president, flowers for Simon Smith, senior*

*prefect prize, refreshments for PTA meetings as well as multiple school events*

Closing BNZ balance 31 December 2023

**WBHS PTA Second Hand Uniform Shop  
Annual Financial Report  
Year Ending 31 December 2024**

**1. Financial Overview**

	<b>This Year</b>	<b>Last Year</b>
Opening Balance	\$ 24,305.53	\$ 21,842.17
Total Income	\$ 80,544.33	\$ 73,320.33
Total Outgoings	\$ 49,217.08	\$ 70,856.97
Net Surplus	\$ 31,327.25	\$ 2,463.36
Closing Balance	\$ 55,632.78	\$ 24,305.53

**2. Income Breakdon**

<b>Source</b>	<b>This Year</b>	<b>Last Year</b>
Sale of ON BEHALF uniforms	\$ 64,704.00	\$ 59,044.00
Sale of STOCK WITH NO COMMISSION PAYABLE	\$ 1,695.00	\$ 3,485.00
Sale of DONATED uniform	\$ 13,602.25	\$ 10,590.00
Other Income - Bank Interest	\$ 543.08	\$ 201.33
<b>Total</b>	<b>\$ 80,544.33</b>	<b>\$ 73,320.33</b>

**3. Outgoings Breakdown**

<b>Description</b>	<b>This Year</b>	<b>Last Year</b>	
Payments to Sellers	\$ 40,611.35	\$ 36,925.75	
Other Purchases - Labels	\$ 29.90	\$ 861.06	(Purchase of shop laptop)
Smartpay	\$ 496.08	\$ 496.08	
Paymark	\$ 260.88	\$ 260.88	
Bank Fees	\$ 24.40	\$ 0.60	
Handme Round Fee	\$ 715.00	\$ -	
Transfer to PTA Current Account	\$ 5,000.00	\$ 1,000.00	
WBHS Purchases - Freezer for lunches	\$ 2,079.47	\$ 31,312.60	(Van, Water Cooler, Staff Movie, Distance Running)
<b>Total</b>	<b>\$ 49,217.08</b>	<b>\$ 70,856.97</b>	

**4. Current Stock Levels**

	<b>This Year</b>
Number of Items	294
Value of Stock held as of 31/12/2024	\$ 8,324.50

**5. Forecasts**

No big changes anticipated for the year ahead. The school role continues to grow so we may look at another opening time, perhaps a morning before school starts.

**5. Acknowledgements**

Thank you to all the volunteers who have helped at the shop

**6. Signatures**

■ Shop Manager

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Juanita Fordham

■ Shop Manager

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Brigetta Stephenson