

## WESTLAKE BOYS HIGH SCHOOL PTA MEETING

Monday 10 March 2024 7.30pm 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>Minutes from Previous Meeting:</b>	Moved: Teresa Norris Seconded: Luana McVeigh
<b>Matters Arising:</b>	Already being addressed in General business
<b>Correspondence In/Out</b>	Nothing of note
<b>Financial Report:</b>	Cathryn Wilson (PTA Treasurer) presented the Financial Report (attached)  Moved: Luana McVeigh Seconded: Naomi Neera
<b>Secondhand Uniform Shop Report:</b>	Juanita Fordham Presented the Secondhand Uniform shop report (attached)  Moved: Chhaya Patel Seconded: Georgia Burn
<b>General Business:</b>	<b><u>UPDATE ON LUNCH MAKING</u></b> Jodie thanked all the members of the lunch making team, who have been meeting on Tuesday evenings to make lunches for students in need. These lunches are made from bread donated by a local business and are frozen for the week ahead. The school provides a piece of fruit and a muesli bar (or similar) to go with the sandwiches. There are currently 40-50 boys in need of lunches. Jodie emphasized that as well as providing a much-needed service, lunch making is a fun social get-

together. This group meets at 6.30pm in the food tech room, and it usually takes between 30 and 45 mins. The link to the whatsapp Lunch Making Team is below:

Lunch making group

<https://chat.whatsapp.com/DcGPsdttUwR4jJQ6n1LS9U>

### **THANK YOU TO PTA HELPERS**

Jodie thanked Chhaya, Gabriela, Paige, Lizzie and Caroline who helped at the 'Welcome to Westlake' evening. She also thanked Lucy, Isabelle and Katie who helped at the very successful Lantern Festival. A final thank you was to Luana, Paige, Chhaya, Raakhee and Georgia who helped at the Meet the Prefects, which was also a very successful event, with excellent attendance.

### **FUNDING OPPORTUNITIES UPDATE**

The PTA needs to spend, or have plans in place to spend, significant funds before the end of March (too much money in our accounts can impact our not-for-profit status). The two opportunities we have been looking at funding are both currently on hold. The Electronic sign is on hold as there is work happening on new gates and a power supply at the entrance that will impact this project. The Cart for the Medical Centre is an ongoing project that requires a lot of investigation and input from the school, before it can be finalised.

At Jodie's recent meeting with Paul Fordham (WBHS Headmaster) he raised the possibility of the PTA funding a commercial fridge to hold beverages for all the various events the school hosts. The school currently must hire a fridge every time there is an event such as Graduation Dinner, Sports Dinner, Fundraising events etc. The plan is to build a space to include the commercial Fridge into the cabinetry in the staff room (where there are unused pigeonholes). The total cost of this project (including the Commercial Fridge and the Cabinetry) is estimated at \$8,000-\$10,000. A motion was passed unanimously to fund this project up to \$10,000.

Juanita suggested the possibility of funding some gazebos for the school. She has noticed that various Teachers and Sports Team Manager are bringing their own personal gazebos for school use. These gazebos would be the 'E-Z-Up' design and printed with the WBHS logo and 'donated by the PTA'. The Gazebos could be added to the online booking system so that teachers, sports teams and event planners can book these as needed. A motion was passed unanimously to fund gazebos up to \$10,000.

Both projects meet the criteria for PTA Funding:

**W** Whole School Impact – the largest number of students should be positively impacted (should be as high as possible)

**B** Bias (No bias) - Donation should not favour one niche group, e. g. specific sports or cultural activity/team

**H** Historical Value – Donation should have a long term, positive impact on the students

**S** Strengthen the PTA's profile – Donation should raise the PTA profile and build support within the WBHS community. It should provide a platform to promote the efforts/objectives of the PTA and encourage more Parents/Caregivers to join

#### **UPCOMING WBHS EVENTS**

**Thursday 20th March - Year 9 Parents Evening**

**Thursday 3<sup>rd</sup> April - Year 10 Parents Evening**

The PTA provides refreshments for the Teachers at these evenings. We require 4 helpers to cover 2 shifts each evening. Signup details below:

Y9 and Y10 interviews

<https://signup.com/go/aVzgrmV>

**Thursday 15<sup>th</sup> May – Mother and Son Breakfast**

4 Volunteers are required to help set up, serve, and then pack up at the Mother and Son Breakfast. Signup details below:

Mother Son Breakfast

<https://signup.com/go/vQgyngV>

#### **UPDATE SIGNATORIES ON 2<sup>ND</sup> HAND UNIFORM SHOP ACCOUNT**

Cathryn advised that the signatories on the Second-Hand Uniform Shop account need to be updated. Cathryn, Brig and Juanita currently only have limited access to the account and there are several outdated signatories who need to be removed.

Cathryn moved that herself (Cathryn Wilson), Brigetta Stephenson, and Juanita Fordham are added as full signatories on the account:

Moved: Cathryn Wilson

Seconded: Sarah Beaman

<b>Meeting Dates for 2025:</b>	Monday 12 May Monday 09 June Monday 11 August Monday 8 Sept Monday 20 Oct
	<b>Meeting Ended: 8.31pm</b>

## Westlake Boys High School PTA Treasurers Report 10 March, 2025

For the period 20 October, 2024 - 6 March, 2025

Opening BNZ balance as of 20 October, 2024 \$1,457.34

### Income during the Period:

Gross Interest from BNZ	\$16.84
Top Up from Second Hand Uniform Shop	\$1,500.00
Donation from Parent towards Staff Thank You	\$25.00
Top Up from Second Hand Uniform Shop	\$2,500.00

### Expenditure during the period:

PTA Meeting Refreshments - C Wilson	\$78.00
Head Boy & Cultural Leaders Prizes	\$550.00
Staff Thank You Savouries - J Peters	\$107.27
Staff Thank You Decorations - L P Ragg	\$108.92
Staff Thank You Key Tag Gifts - S Blanchet	\$1,740.00
Staff Thank You Pizza for Helpers - C Wilson	\$85.49
Staff Thank You Top Up Gifts - C Wilson	\$419.70
PTA Meet & Greet Refreshments - C Wilson	\$35.89
Meet the Prefects Refreshments - J Peters	\$123.45
Gift for Jason Edwards Auditor - C Wilson	45.99

Closing BNZ balance 6 March, 2025 **\$2,204.47**

## **WBHS PTA Shop Report – 10 March 2025**

### **Financials**

Opening balance 30 September 2024: \$43,594.37

EFTPOS: \$46,244.00  
Direct Deposits: \$6015.00  
Cash: \$160.50  
Bank Interest: \$304.88

Total Deposits: \$52724.38

Paymark Limited: \$108.70  
SmartPay NZ: \$206.70  
Hand Me Round: \$325  
Refund Overpayment (S Thurston) \$55  
Payment to sellers      Oct 2024: \$1199.25  
                                     Nov 2024: \$1488.50  
                                     Dec 2024: \$12,554.10  
                                     Jan 2025: \$1654.25  
                                     Feb 2025: \$8089.25

PTA Top Up - \$4000  
Bank Fees - \$28.60

Total Withdrawals: \$29709.35

Closing balance 28 Feb 2025: \$66,609.40

Payment estimates for Feb Sales - \$3191.50

### **General Business**

No further updates from AGM, other than the need to reduce bank balance by the end of March (school funding ideas to be presented later in the Meeting)