

WESTLAKE BOYS HIGH SCHOOL PTA MEETING

Monday 12 May 2025 7.00pm Staffroom

Present:	Cathryn Wilson, Chhaya Patel, Christina Smith, Cindy Zhou, Dandan Guo, Emily Zhou, Fangtong Lyu, Hellen Liu, Imogen Sullivan, Jennie Jago, Jodie Peters, Katie West, Luana McVeigh, Lucy Yang, Mel Cadman, Peter Dennis, Sarah Beaman, Tali Attwood, Vid Kulkarni, Shireen Swart (new Member), Hayley Dorwood (Headmaster's E.A), Jimmy O'Brien (BOT Representative)
Apologies:	Amrita Sahay, Brenda Lam, Brigetta Stephenson, Camille Smith (Staff Rep), Caroline Keenan, Dora Yang, Elaine Wong, Emma Oliver, Gabriela Mercado, Juanita Fordham, Kavitha Sadasivam, Kirsty Nankervis, Lizzie Pike, Madelein Zwonnikoff, Naomi Naera, Philippa Charlesworth, Raakhee Rahman, Rebecca Henderson, Shannan Blanchet, Teresa Norris, Trudy Inglis
Welcome:	Jodie gave a special welcome to Board of Trustees member Jimmy O'Brien and Hayley Dorwood (The Headmaster's new executive assistant) who were attending the meeting
Minutes from Previous Meeting:	Moved: Cathryn Wilson Seconded: Luana McVeigh
Matters Arising:	<p><u>FRIDGES</u></p> <p>The new Fridges (that we voted on at our last meeting) have been installed and look fantastic but are still awaiting a few finishing touches. They will be sign written 'Donated by WBHS PTA' and the glass will be frosted so that the contents are not visible. These lockable commercial beverage fridges will be a great asset and will be used at multiple events hosted by the school. We all admired the Fridge in the Staffroom and there is a second Fridge which is kept in the Street Kitchen and is able to rolled out when needed at events.</p> <p><u>GAZEBOS</u></p> <p>At our meeting in March, we also voted to spend up to \$10,000 on 2 'E-Z-Up' style Gazebos (in WBHS colours and sign written 'Donated by WBHS PTA'). Camille has had 2 quotes for one 6m x 3m, and one 3m x 3m Gazebo. It looks as if Benefitz is going to be the best option, as they can offer the most competitive price and have more signage options.</p>
Financial Report:	Cathryn Wilson (PTA Treasurer) presented the Financial Report (attached) Moved: Sarah Beaman

	<p>Seconded: Cindy Zhou</p>
<p>Secondhand Uniform Shop Report:</p>	<p>Cathryn Wilson Presented the Secondhand Uniform shop report on behalf of Juanita and Brigetta who were unable to attend (attached)</p> <p>Moved: Chris Smith Seconded: Mel Cadman</p> <p>Jodie mentioned that the Uniform Shop is in need of more stock, especially winter items i.e. Jerseys and Raincoats. They are looking for a Volunteer to run a Saturday opening. This is generally once a term and is from 8.30am until 1pm. There was a good show of hands from Committee members who would be available to help out on a Saturday. Jodie had a meeting with Paul Fordham on Monday and passed on his thanks for the efforts of the Secondhand Uniform shop. Jodie also gave a special thank you to Mel Cadman who has spent many hours entering product into the 'Hand-Me Round' system.</p> <p>There was a discussion about ways to promote the Second-hand Uniform shop to more parents (especially incoming Year 9's). Several parents said they had no idea the shop existed when their sons started at WBHS. Sarah Beaman suggested that instead of just a pamphlet, a display or booth of some sort at Open days and interviews would be more effective. Mel Cadman suggested a link that could be sent to friends/family who attend/will be attending WBHS. Cathryn will follow-up as this is something she has worked on previously.</p>
<p>General Business:</p>	<p><u>NEW PTA SIGN</u></p> <p>The previous PTA sign went missing at the end of last year (but it was becoming very unreliable to put up and take down). Luana has been looking into the options for a replacement sign. Benefitz again offer the best price and options for this. A replacement pull-up flag (like what we had) will be approximately \$300 (+ GST and a \$100-\$150 print set up fee). Luana pointed out that our new sign needs to include Te Reo in keeping with all current school signage. Luana suggested purchasing a second 'blade' style flag which could be used outdoors to help promote the PTA during School events and 2nd Hand Uniform Shop openings.</p> <p>Jodie passed a motion that the PTA spend up to \$1000 on the purchase of 2 PTA signs. This was passed unanimously.</p> <p><u>FUNDING REQUEST FOR SHADING/SHELTER</u></p> <p>The two ongoing funding projects we have been working on (the electronic sign at the front of the school and the Ambulance Cart for the Medical center) are both on hold awaiting further info and/or development.</p>

The school has advised the greatest current need is for more areas of shelter from sun and rain around the grounds. This is something that is not covered by the Ministry of Education and does not meet the Westlaker's criteria for funding. A large permanent cover is well out of the PTA's budget (estimated at around \$300K) but we could look at funding some semi-permanent Shade sails over the Science block and the language block decks. Jodie is going to discuss the specifics of this project with Brad Cachopa (Operations Manager) and provide more information at our next meeting (and invite Brad to join us to discuss it if possible).

ACCOUNTS REVIEW/AUDIT

After several months of searching for someone to help, a parent of a WBHS student who is a Chartered Accountant has kindly volunteered to review the PTA's accounts. He has raised a few questions, specifically around the Trading Post (Secondhand Uniform) account, which has previously not been part of the yearly audit. We have discussed this at meetings in the past, but our previous auditor did not feel it was necessary to include this account in the audit process. Cathryn does not have an accounting background herself so wanted some advice from someone with financial knowledge to give her some guidance. Shireen Swart (a new PTA member, who was attending her first WBHS PTA Meeting) has offered to help Cathryn with this process.

UPDATE SIGNATORIES ON 2ND HAND UNIFORM SHOP and PTA ACCOUNTS

Cathryn advised at our previous meeting that the signatories on the Second-Hand Uniform Shop account need to be updated.

Now that Cathryn Wilson, Brigetta Stephenson, and Juanita Fordham have been added, Cathryn moved to have Robyn Dean and Lynn Cuthbertson removed from the Trading account.

Cathryn also moved that Lizzie Pike and Luana McVeigh are added as signatories to the PTA account and that once this is in place, Tracey Smith and Christina Smith are to be removed.

TERM 2 SOCIAL EVENT

Cathryn mentioned some of the fantastic social events the PTA has had in the past: Pool, bowling, dinner at the Fantail and Turtle, Quiz nights, and Drag Queen bingo to name a few. Jodie suggested supporting a school fundraising event if possible, such as the upcoming UNICEF Quiz (although this is probably too short notice as it is next week (Friday 23rd of May).

Cathryn will send a poll out via WhatsApp to all PTA Members with some options for our next Social Event, so we can all vote.

UPCOMING WBHS EVENTS

This is a busy time for the school and the PTA with a lot of events coming up. More helpers are needed for the upcoming Parents evenings for Years 13, 12 and 11. The PTA's primary role is to serve snacks and drinks to the teachers, who often don't get

	<p>any time to take a break. Sarah suggested a laminated 'run sheet' would be helpful especially for members who haven't volunteered at these events before.</p> <p>Thursday 15th May – Mother and Son Breakfast Thursday 15th May – Year 13 Parents evening Monday 19th May – Study Information evening Thursday 22nd May – Year 12 Parents evening Friday 23rd May – UNICEF Quiz night Thursday 29th May – Year 11 Parents evening Friday 30th May – Staff Only Day</p>
Meeting Dates for 2025:	Monday 09 June Monday 11 August Monday 8 Sept Monday 20 Oct
	Meeting Ended: 8.05pm

**Westlake Boys High School PTA
Treasurers Report 12 May, 2025**

For the period 6 March, 2025 - 11 May, 2025

Opening BNZ balance as of 6 March, 2025 \$2,204.47

Income during the Period:

Gross Interest from BNZ \$0.00
Funds for Fridges and Cabinetry from SHUS \$10,000.00

Expenditure during the period:

Name Tag Holders PTA - C Smith \$24.99
Refreshments for Parent Teacher Evenings Year 9 & 10 - C Wilson \$350.06
Refreshments for Parent Teacher Evenings Year 11, 12 & 13 - C Wilson \$277.33
Plant for Sandra White Retirement - J Peters \$46.47
Donation to WBHS for Fridges and Cabinetry \$10,000.00
Plant for Robyn Dean - Outgoing SHUS Manager - B Stephenson 77.37
\$1,428.25

Closing BNZ balance 11 May, 2025

WBHS PTA Shop Report – 12 May 2025

Financials

Opening balance 01 March 2025: \$66,609.40CR

EFTPOS	\$7,105.00
Direct Deposits	\$1,755.00
Total Deposits	\$8,860.00

Paymark Limited	\$43.48
SmartPay NZ	\$82.68
Hand Me Round	\$130.00
Refund Overpayment	\$45.00
Refund Returned Items	\$80.00
Payments to Sellers	\$2730.00
Expenses (crates for clothes)	\$292.17
PTA Transfer for Fridge	\$10,000.00
Bank Fees	\$10.40
Total Withdrawals	\$13,413.73

Closing balance 30 April 2025: \$62,055.67

Payments for March Sales - \$3110.25 (paid late on 05/05 due to school holidays)

Payments for April Sales - \$1186.25 (due to be paid 20/05)

General Business

- Shop openings in the street on Friday lunchtime is going well – more room and less disruptive to Deans etc
- Looking to open 1 Saturday per term, so would like a volunteer to take this on.