

WESTLAKE BOYS HIGH SCHOOL PTA MEETING MINUTES

Monday 15 June 2026, 7.00pm, WBHS Staffroom

Present:	PTA President Teresa Norris, PTA Vice President Donna Wilson, PTA Treasurer Vid Kulkarni, PTA Secretary Fe Brown, PTA Events & Social Manager Tania Sinclair, Chinese Liaison Hellen Liu, Account Manager Second Hand Uniform Shop Nitha Brijesh, Jodie Peters, Cathryn Wilson, Apple Chen, Bo Yang, Brigetta Stephenson, Caroline Keenan, Chhaya Patel, Dandan Guo, Domonique Chiu, Echo Jiang, Eliza Richards, Georgia Burn, Imogen Sullivan, Lucy Yang, Shannan Blanchet, Zoe Zhang, Staff Rep Camille Smith, BOT Brad Norman, Julia Garrett-Coyle, Dallas Pickering
Apologies:	Katie Li, Sandwich Coordinator Tali Attwood, Theresa Hipa, Kirsty Nankervis, Melissa Cadman, Kavitha Sadasivam, Raakhee Rahman, Helen Dol, Sarah Beaman, Lauren Collins, Cindy Zhou, Yu-Chuan Cheng
Minutes from Previous Meeting:	Accepted and Moved: Helen Liu Seconded: Brigetta Stephenson
Matters Arising:	No matters arising from previous meeting
Financial Report:	See attached report Teresa enquired the difference between Smart Pay and Paymark fees. Brig explained one was for the system and the other for the hardware. For period 4 May to 12 June 2026 Incoming (Total Operating Receipts) \$6,433.32 Outgoing (Total Operating Payments) \$2,818.28 Surplus (Operating Surplus) \$3,615.04 (Total accumulated funds) \$30,926 Moved: Cathryn Wilson Seconded: Donna Wilson
Second Hand Uniform Shop Report:	Brig stated the uniform numbers are incorporated in the recent Xero based financial report
General Business:	Green Space/PTA Garden: Teresa met with Paul last Monday. Looking to break ground during the July school holidays, or soon thereafter. Landscape plan and photo inspirations displayed on slide. Images attached for reference. Circular areas are puhutakawa. Planting at base of trees. White box is choke point to be considered for flow issues. E area is seating.

Contract with Parrot Landscaping. Tiered seating for natural setting for sports spectators. PTA has contributed \$40K toward project. There was a discussion around potential future funding which could include contributions towards new gates, electronic board, further contribution towards the Green Space. This will be an ongoing discussion between the school and the PTA.

Teresa went over the WBHS criteria for PTA contributions.

The committee discussed several ideas which could contribute towards the green space, including plant drive, artificial turf, buy a brick, named swan, donate a tree and plaque.

Call out for Auditor replacement for 2027: Submit accounts to Charity Commission for review. Legal requirements for audits changed 2 years ago. Parent of school not keen to carry on with this. An accountant or chartered accountant? Tania says PWC does do charitable auditor work. Hellen will communicate to China community for accountants. Camille suggested call out to Westlake Alumni for accountants.

Gazebos/Mobile Shade: 6x3 and 3x3 branded gazebos popular and in demand for fundraising at tournaments. Camille will look to bring another 2 or 3 into sport pavilion space. The storage area is not as secure as we'd like and the school is looking into how they can remedy that.

Benefitz will be used for smaller size. Jodie said to ask rowers for images of smaller options for umbrella with adjustable mechanism for hillside locations, easily brandable shade structure. Camille will talk to Hannah Kennedy for images at regattas.

Constitution: Cathryn gave an update, advising the new constitution was approved. Changes unanimously agreed by 24 committee members and has now been adopted.

Street Kitchen User Guide: Cathryn and Chhaya made a reference guide. Seeking a redesign. Brig will print it and laminate it. Jodie questioning if redesign is needed. No redesign.

Second Hand Uniform Shop: Brig gave an update on the new payment options being offered at the second hand uniform shop. Buyers can now use credit cards, PayWave, Google Pay and Apple Pay. These changes have been well received as they speed up the checkout process and remove the barrier to sale. Brig set up machine to charge 1% surcharge to see how we go for 3 months. \$41 EFTPOS terminal. Teresa mentioned the Exec committee had agreed to a 1.5% surcharge to ensure card fees were covered. It was mentioned we could change the 65% consignment payment sellers receive, but it was thought that might encourage sellers to sell through channels like

Trade Me or Marketplace. It was discussed that if buyers pushed back on the surcharge, there were still EFTPOS and bank transfer options available, which do not attract a surcharge.

After further discussion, it was agreed that Brig will update the 1% surcharge to 1.5%.

Our volunteers are very much appreciated by the PTA, particularly given the Second Hand Uniform Shop is our sole source of revenue.

Calling out for members to consider their homes as drop off locations for second hand uniforms.

Chinese Community: Hellen made a poster to encourage PTA volunteers in the slide presentation. Thanked several members for their support at past events. Especially thanks for SHUS pop up \$2.8K in 2 hour period on Saturday with Pay Wave. Thanks to Tania for social event coordination. Still need volunteers for SHUS on 26 June and other Friday volunteers from Chinese community.

Term 2 Social Event: Tania said we really enjoyed the bowling social event. International pot luck dinner idea mentioned as option for next social event. Call out for anyone with venue for this event of 20-40 people.

Events:

- 30 July – Open Evening – TBA
- 31 July – Grandparents Day Morning Tea – 9am-12pm - 6 helpers
- 20 August – Scholars Breakfast - 6:15am-8:30am - 6 helpers
- 9 September – Father Son Breakfast - 6:15am-8:30am - 8 helpers
- 29 October (TBC) - Sports Dinner - 5pm-8pm - 8 helpers
- 27 November - Graduation - 5pm-8pm - 12 helpers
- TBA – In/Out of Zone Interviews
- 16 June - Sandwich Making Term 2 – 6:30

Teresa thanked members who helped with specific past events. PTA recruitments at Yr 9 interviews and Welcome Evening good opportunities. Said Paul is thankful for PTA help. Tania will be sending details on Open Evening and Grandparents Day for helper numbers as July dates approach. Hospitality team helped in the past so maybe consider what helper numbers needed. Camille will talk to Michelle for thoughts on help needed. Jodie suggested it's an opportunity to advertise the PTA so maybe shirts or hats? Jodie also mentioned it's coming up to busy time of year so good to give members advance notice to block out in schedule.

Sandwich Making 16 June. Signup at Whatsapp. Show up 6:15 to set up.

	PTA Committee Meetings Dates for 2026 - Monday 27 July - Monday 31 August - Monday 21 September - Monday 19 October PTA AGM Meeting Date for 2027 - Monday 15 March 2027
Meeting Closed:	8:07pm

Statement of Financial Performance

Westlake Boys High School PTA

For the period 4 May 2026 to 12 June 2026

	4 MAY-12 JUN 2026	25 MAR-3 MAY 2026
Operating Receipts		
Interest Income	19.57	113.33
Sales - SHUS	6,413.75	5,566.50
Total Operating Receipts	6,433.32	5,679.83
Operating Payments		
Payments related to providing goods and services		
Purchases - SHUS	2,221.00	4,776.20
Total Payments related to providing goods and services	2,221.00	4,776.20
Grants and donations paid		
Donations Paid	-	50,000.00
Total Grants and donations paid	-	50,000.00
Other operating expenses		
Bank Fees	0.20	-
General Expenses	-	77.95
Hand me round fees	65.00	130.00
Paymark fees	21.74	21.74
Refreshments - External	336.56	-
Refreshments - PTA Meetings	92.19	-
Smartpay fees	41.34	82.68
Xero Fee	40.25	40.25
Total Other operating expenses	597.28	352.62
Total Operating Payments	2,818.28	55,128.82
Operating Surplus	3,615.04	(49,448.99)

Balance Sheet

Westlake Boys High School PTA
As at 12 June 2026

12 JUN 2026

Assets

Bank

SHUS Trading Account	16,415
Rapid Save	14,511
Total Bank	30,926

Total Assets	30,926
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Liabilities

Current Liabilities

Rounding	-
Total Current Liabilities	-

Total Liabilities	-
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Net Assets	30,926
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Accumulated funds

Accumulated funds	30,926
Total Accumulated funds	30,926

Green Space/PTA Garden

Planting Palette



Nikau palm

Lomandra Lime turf



Coproasma 'Poor knights'

Phormium cookianum 'Emerald green'



Diates grandiflora

Westringia 'Gussie box'



Hen and chicken fern



LANDSCAPE PLAN

