

## WESTLAKE BOYS HIGH SCHOOL PTA MEETING MINUTES

Monday 27 July 2026, 7.00pm, WBHS Staffroom

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Present:</b>                       | PTA President Teresa Norris, PTA Secretary Fe Brown, PTA Events & Social Manager Tania Sinclair, Chinese Liaison Hellen Liu, Account Manager Second Hand Uniform Shop Nitha Brijesh, Cathryn Wilson, Sandwich Co-ordinator Tali Attwood, Cindy Zhou, Brigetta Stephenson, Caroline Keenan, Dandan Guo, Dora Yang, Eliza Richards, Georgia Burn, Imogen Sullivan, Katie Li, Kirsty Nankervis, Lucy Yang, Sarah Beaman, Summer Liu, Theresa Hipa, Michelle Nauer, Cephas Macharika, Brenda Macharika                                                                                                           |
| <b>Apologies:</b>                     | Mel Cadman, Helen Dol, Jodie Peters, PTA Vice President Donna Wilson, PTA Treasurer Vid Kulkarni, Echo Jiang, Aofei Zhang, Apple Chen, Amrita Sahay, Shannan Blanchet, Camille Smith, Chhaya Patel, Lauren Collins, Kavitha Sadasivam, Janet Cheng                                                                                                                                                                                                                                                                                                                                                           |
| <b>Minutes from Previous Meeting:</b> | Accepted and Moved: Tania Sinclair<br>Seconded: Nitha Brijesh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Matters Arising:</b>               | No matters arising from previous meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Financial Report:</b>              | <p>See attached report</p> <p>WBHS Profit and Loss Report - For period 16 June to 24 July 2026<br/>Incoming (Total Operating Receipts) \$4,955.24<br/>Outgoing (Total Operating Payments) \$442.01<br/>Surplus (Operating Surplus) \$410.86<br/>Balance Sheet (Total accumulated funds) \$31,329</p> <p>SHUS Trading Account Profit and Loss Report- for period 3 months end 30 June 2026<br/>Incoming (Total Operating Receipts) \$15,051.20<br/>Outgoing (Total Operating Payments) \$726.08<br/>Surplus (Operating Surplus) \$6,828.65</p> <p>Moved: Brigetta Stephenson<br/>Seconded: Tania Sinclair</p> |
| <b>General Business:</b>              | <b>2026 WBHS PTA App:</b> It was noted that some members of the committee have not been added to the 2026 WBHS PTA WhatsApp group. Cathryn has kindly agreed to do a cross reference and add members to the WhatsApp group who are missing. Ongoing missing members can be added by any committee member directly on WhatsApp.                                                                                                                                                                                                                                                                               |

**Friends of the PTA:** The Executive Committee proposed merging the Friends of the PTA group into the PTA Committee to simplify the PTA structure, improve transparency, and encourage wider participation. The committee noted that under the current model, Friends of the PTA members are not formally recognised in the Constitution, do not receive committee minutes, and do not have voting rights despite supporting PTA activities. The proposed change would provide all volunteers with equal access to information, voting rights, and opportunities to contribute, while maintaining flexibility around individual levels of involvement. The committee discussed the benefits of increased inclusion and reduced administration. The motion to discontinue the Friends of the PTA membership category and invite existing members to become PTA Committee members was passed and comms advising this change will be sent to the Friends of the PTA giving them the option to opt out if that's their preference.

**Gazebos/Mobile Shade:** Teresa gave an update on behalf of Camille. Following a review of mobile shade options, including storage, maintenance, booking processes, and ownership requirements, it was determined that the school's current inventory of two gazebos is adequately meeting existing needs. Given limited storage capacity and the increased costs identified for the garden and seating development project, it was proposed that the \$10,000 previously allocated for additional mobile shade be repurposed towards integrated shade solutions within the garden project. The committee considered and approved the proposal to repurpose the funding.

**Green Space/PTA Garden:** The committee received an update from Teresa on the Green Space project. While the overall concept remains unchanged, several design refinements have been made to manage costs, including the addition of seating, replacement of macrocarpa beam structures with concrete seating topped with wooden slats, and a reduction in the planting plan. These changes resulted in a short delay while the project was brought back within budget; however, works are now expected to commence at the end of August. The committee also discussed potential fundraising and community engagement initiatives, including a Sponsor a Tree programme, a planting drive, and a Buy a Swan campaign. These ideas were well received, and further guidance from the school is awaited before any next steps are considered.

**Second Hand Uniform Shop:** Update provided by Brigetta. SHUS is looking to attract more volunteers and believe providing some more training will give people the confidence to volunteer. We are also seeking managers to help with training or finding payment information. It was noted that volunteering is a great opportunity to socialize with other members and be

part of the wider school community. The importance of using WhatsApp communication for late, cancellations, questions, and concerns was reiterated. Saturday sales could be held during big sport days attendance. It was suggested we have a separate sign up for students to be clear we have enough adults volunteering. Discussed placing a reminder of the uniform drop off locations in GSB. Brigetta to explore advertising on Kindo about SHUS donations to be discussed with Judith.

A proposal was tabled to enhance the Hand Me Round inventory management system by implementing scanner functionality. It was noted that accurate inventory control is essential and that using a scanner would provide a more efficient and reliable method of managing stock than manual updates via Excel spreadsheets. Funding of \$390.00 for the system enhancement was approved by the committee.

**Chinese Community:** Hellen expressed appreciation to Chinese Community for sandwich, SHUS, Chinese Night volunteers. Updated the QR code for WeChat group. Special thanks to Cindy for promoting to Chinese Community. Open Evening is an opportunity for PTA membership. Cathryn proposed a school email for Chinese liaison for Hellen to use for the advertisements rather than her personal email. Teresa took the action to speak with the school IT department to arrange an email address.

Helen then provided an update on Westlake Chinese Night, which was a highly successful celebration of Chinese culture, featuring a range of traditional and modern performances. Held on the final day of Term 2, the event attracted more than 1,000 attendees and raised \$7,500 for charity. Donations of \$2,500 each will be made to KidsCan NZ, Westlake Girls High School, and the Westlake Boys' Future Fund to support school improvements and assist students facing financial barriers to participating in extracurricular activities. On behalf of the 2026 Westlake Chinese Night Committee, the school extended thanks to everyone who contributed to the event's success, including sponsors, performers, teachers, prefects, the tech team, and committee members.

**PTA Term 3 Social Event:** Tania discussed the current voting results in the WhatsApp for international potluck dinner at Dora's house. Opportunity for members to socialize outside of volunteering events. A choice of three dates are being polled and Tania will advise the confirmed date soon.

**Auditor for 2027:** A reminder the committee is calling for an auditor for 2027. There is no requirement for the auditor to be registered, they need only be suitably qualified to review the accounts. Reminder to be published

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|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        | <p>in the GSB “As per constitution 9.4 - The accounts will be reviewed annually by a suitably qualified person”.</p> <p><b>Any Other Business:</b> There was no other business tabled.</p> <p><b>Events:</b> Opportunity to socialize and recruit for PTA handing out flyers. Tania noted we still have a number of spaces available for volunteering for these events which are happening soon.</p> <ul style="list-style-type: none"> <li>• 30 July - Open Evening FULL</li> <li>• 31 July - Grandparents Day Morning Tea 2 more helpers – <a href="https://signup.com/go/svSwgED">https://signup.com/go/svSwgED</a></li> <li>• 4 August- In Zone Interviews – <a href="https://signup.com/go/FwVtCFY">https://signup.com/go/FwVtCFY</a></li> <li>• 11 August - Out of Zone Priority interviews – <a href="https://signup.com/go/TRXUSnJ">https://signup.com/go/TRXUSnJ</a></li> <li>• 20 August - Scholars Breakfast</li> <li>• 9 September - Father Son Breakfast</li> <li>• 29 October - Sports Dinner</li> <li>• 27 November - Graduation</li> <li>• Date TBC - Staff Thank You Morning Tea</li> <li>• 4 August - Sandwich Making Term 3</li> </ul> <p><b>PTA Committee Meetings Dates for 2026</b></p> <ul style="list-style-type: none"> <li>• Monday 31 August</li> <li>• Monday 21 September</li> <li>• Monday 19 October</li> </ul> <p><b>PTA AGM Meeting Date for 2027</b></p> <ul style="list-style-type: none"> <li>• Monday 15 March 2027</li> </ul> |
| <b>Meeting Closed:</b> | 8:22PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

# Profit and Loss

## Westlake Boys High School PTA

For the period 16 June 2026 to 24 July 2026

|                                 | 16 JUN-24 JUL 2026 | 8 MAY-15 JUN 2026 | 30 MAR-7 MAY 2026 |
|---------------------------------|--------------------|-------------------|-------------------|
| <b>Trading Income</b>           |                    |                   |                   |
| Sales - SHUS                    | 4,955.24           | 6,820.67          | 3,906.50          |
| <b>Total Trading Income</b>     | <b>4,955.24</b>    | <b>6,820.67</b>   | <b>3,906.50</b>   |
| <b>Cost of Sales</b>            |                    |                   |                   |
| Hand me round fees              | 65.00              | 65.00             | 65.00             |
| Purchases - SHUS                | 3,952.45           | 2,149.50          | 2,776.15          |
| Paymark fees                    | 65.21              | 21.74             | 21.74             |
| Smartpay fees                   | 41.34              | 98.84             | 82.68             |
| <b>Total Cost of Sales</b>      | <b>4,124.00</b>    | <b>2,335.08</b>   | <b>2,945.57</b>   |
| <b>Gross Profit</b>             | <b>831.24</b>      | <b>4,485.59</b>   | <b>960.93</b>     |
| <b>Other Income</b>             |                    |                   |                   |
| Interest Income                 | 21.63              | 19.57             | 113.33            |
| <b>Total Other Income</b>       | <b>21.63</b>       | <b>19.57</b>      | <b>113.33</b>     |
| <b>Operating Expenses</b>       |                    |                   |                   |
| Bank Fees                       | 48.00              | 0.20              | -                 |
| General Expenses                | -                  | -                 | 77.95             |
| Refreshments - External         | 227.24             | 26.82             | 309.74            |
| Refreshments - PTA Meetings     | 86.27              | 92.19             | -                 |
| Xero Fee                        | 80.50              | 40.25             | 40.25             |
| <b>Total Operating Expenses</b> | <b>442.01</b>      | <b>159.46</b>     | <b>427.94</b>     |
| <b>Net Operating Surplus</b>    | <b>410.86</b>      | <b>4,345.70</b>   | <b>646.32</b>     |

# Balance Sheet

Westlake Boys High School PTA  
As at 16 June 2026

16 JUN 2026

## Assets

### Bank

|                      |               |
|----------------------|---------------|
| SHUS Trading Account | 16,818        |
| Rapid Save           | 14,511        |
| <b>Total Bank</b>    | <b>31,329</b> |

|                     |               |
|---------------------|---------------|
| <b>Total Assets</b> | <b>31,329</b> |
|---------------------|---------------|

## Liabilities

### Current Liabilities

|                                  |          |
|----------------------------------|----------|
| Rounding                         | -        |
| <b>Total Current Liabilities</b> | <b>-</b> |

|                          |          |
|--------------------------|----------|
| <b>Total Liabilities</b> | <b>-</b> |
|--------------------------|----------|

|                   |               |
|-------------------|---------------|
| <b>Net Assets</b> | <b>31,329</b> |
|-------------------|---------------|

## Accumulated funds

|                                |               |
|--------------------------------|---------------|
| Accumulated funds              | 31,329        |
| <b>Total Accumulated funds</b> | <b>31,329</b> |

# Profit and Loss

Westlake Boys High School PTA  
For the 3 months ended 30 June 2026

|                                 | APR-JUN 2026     | APR-JUN 2025      |
|---------------------------------|------------------|-------------------|
| <b>Trading Income</b>           |                  |                   |
| Sales - SHUS                    | 15,051.20        | 11,335.00         |
| <b>Total Trading Income</b>     | <b>15,051.20</b> | <b>11,335.00</b>  |
| <b>Cost of Sales</b>            |                  |                   |
| Hand me round fees              | 195.00           | 195.00            |
| Purchases - SHUS                | 7,116.15         | 7,128.36          |
| Paymark fees                    | 65.22            | 65.22             |
| Smartpay fees                   | 181.52           | 124.02            |
| <b>Total Cost of Sales</b>      | <b>7,557.89</b>  | <b>7,512.60</b>   |
| <b>Gross Profit</b>             | <b>7,493.31</b>  | <b>3,822.40</b>   |
| <b>Other Income</b>             |                  |                   |
| Interest Income                 | 61.42            | -                 |
| <b>Total Other Income</b>       | <b>61.42</b>     | <b>-</b>          |
| <b>Operating Expenses</b>       |                  |                   |
| Bank Fees                       | 0.20             | 11.20             |
| Donations Paid                  | -                | 10,000.00         |
| General Expenses                | 90.11            | 123.84            |
| Refreshments - External         | 336.56           | 410.64            |
| Refreshments - PTA Meetings     | 178.46           | 144.71            |
| Xero Fee                        | 120.75           | 4.03              |
| <b>Total Operating Expenses</b> | <b>726.08</b>    | <b>10,694.42</b>  |
| <b>Net Operating Surplus</b>    | <b>6,828.65</b>  | <b>(6,872.02)</b> |