

WESTLAKE BOYS HIGH SCHOOL PTA MEETING MINUTES

Monday 21 September 2026, 7.00pm, WBHS Staffroom

Present:	PTA President Teresa Norris, PTA Secretary Fe Brown, Chinese Liaison Hellen Liu, PTA Treasurer Vid Kulkarni, PTA Event Manager Tania Sinclair, Account Manager Second Hand Uniform Shop Nitha Brijesh, Sandwich Co-ordinator Tali Attwood, Jodie Peters, Cathryn Wilson, Cindy Zhou, Apple Chen, Dallas Pickering, Dandan Guo, Echo Jiang, Georgia Burn, Helen Dol, Janet Cheng, Katie Li, Lucy Yang, Naomi Naera, Shannan Blanchet, Summer Liu, Zoe Zhang, Anu Shaji
Apologies:	Lauren Collins, Imogen Sullivan, Camille Smith, Eliza Richards, Sarah Beaman, Kavitha Sadasivam, Brigetta Stephenson
Minutes from Previous Meeting:	Accepted and Moved: Hellen Liu Seconded: Kirsty Nankervis
Correspondence In/Out:	Correspondence In: Committee Member Mel Cadman resignation (August) Enquiry from parent regarding Graduation Dinner Date (Jodie to respond)
Financial Report:	See attached report Statement of Financial Performance - For period 29 August to 19 September 2026 Incoming (Total Operating Receipts) : \$5738.05 Outgoing (Total Operating Payments) : \$147.48 Surplus (Operating Surplus) : \$5590.57 Balance Sheet (Total accumulated funds) \$39,425 Profit and Loss Report- for period 1 June to 19 September 2026 Incoming (Total Operating Receipts) : \$19,832.78 Outgoing (Total Operating Payments) : \$552.39 Surplus (Operating Surplus) : \$9171.46 Financials Amendments: Vid explained the SHUS EFTPOS was loaned out at the end of June. The amount received into the SHUS bank account of \$1015.98 on 28 June is inflated income. The financial amendment report (27 June to 2 July 2026) was presented to reflect the inflated income. Vid said there is a possibility of finding the source of the \$1015.98 by the next meeting. Nitha explained she is still investigating with Brigetta who borrowed the SHUS EFTPOS, at the end of June,

	and is due the \$1015.98 credit from 28 June so that the SHUS accounts will be back in balance. The P&L Report (1 June to 19 September 2026) was presented. It is expected that the inflated income issue will be resolved by the next meeting. Moved: Georgia Burn Seconded: Donna Wilson
General Business:	MoE Healthy Lunch Pilot Program: Tali reported the MoE lunch pilot has been running the last 2 weeks with 80% of the targeted students having used the program with positive feedback from students and parents. The Sandwich Making Program will be paused for the rest of 2026 and resume Term 1 2027. Bread donations will continue to be collected, with the school managing their distribution for the rest of this year. Green Space/PTA Garden: Paul gave an update on the Green Space progress, explaining photos in the slides and estimated the timing is 8 weeks to completion. With the onset of daylight savings, the committee will be invited to a site visit at our October meeting. Second-Hand Uniform Shop: Teresa gave an update in Brigetta's absence. Our Saturday, 12 Sept Pop Up Sale was very successful and resulted in selling \$3700 worth in uniforms. The location was moved from the Street to the library due to the use of the auditorium. Those who helped during the sale reported Brig set up the shop in the library so that it was well organised to flow customers through efficiently. HMR upgrades were ordered for the stock take system. The biggest feature is the stock take function that allows you to scan all the SHUS stock and compare the "available" items in HMR. There are still a few flaws to work out with the software developer. The HMR now allows the ability to add items to stock in bulk rather than one at a time. Thanks were given to those who helped with stock take on 5 September, which revealed \$430 worth of missing items and were paid out to sellers at 65%. A total of \$271 was paid out on commissions for missing stock. Brig is advertising in the Daily Notices and GSB requesting no longer needed calculators and warm weather uniform items to be sold through the SHUS. Chinese Community Liaison: Hellen explained the Westlake PTA Chinese Community Parent Meet-Up for new and existing families is to be held at Onepoto Domain on 26 September from 10am. Cindy and Hellen will organize the event and 13 parents have already registered through WeChat.

PTA Social Event: Tania described the fun line dancing at Goldie's in Takapuna (9 Sept) for our most recent social event. The next social event is the first week of Term 4. Tania is planning an International Dinner Potluck on 16 October, at her house in Milford. Suggestions for a group activity, other than dumplings, was cocktails. Tania encourages sign up through our WhatsApp <https://signup.com/go/dvdkFMB>.

Teresa mentioned a previous invitation extended by the Westlakers President, Jimmy O'Brien for the PTA to attend the Westlakers bowls night, which is also scheduled for 16 October. Teresa took an action to get details of the event and Tania said she would reach out to the committee to obtain their preference. It was mentioned that it may cause the potluck to be deferred. Tania will update the signup if this occurs.

Tania is taking Christmas Socials suggestions for dates, location, etc. Jodie says this event usually occurs on the Thursday night before graduation. She stated last year's was at Takapuna Surf Club as they supported us with vouchers for the staff thank you morning tea. Given this is a busy week, we may need to look for an alternative date for the PTA Christmas social this year.

Events: Tania advised the PTA is actually not involved in Music Dinner, this will be removed from the PTA calendar. The Sports Dinner was moved to Nov 5. Tania needs 4 helpers.

The Staff Thank You Morning Tea **date will be a surprise for the staff** and not to be shared. Donna requested help to collect and organize the bags. In addition, a signup will be shared for 11 Nov (decorating Staffroom and organizing presents with pizza, music and about 30+ helpers) <https://signup.com/go/UfSowve>. Jodie advised a group will also be needed 12 Nov (8am-12pm) for set up and clean up.

Upcoming WBHS Events requiring PTA assistance:

- 5 Nov- Sports Dinner <https://signup.com/go/gcJfBog>
- 12 November - Staff Thank You Morning Tea (classified date-not to be repeated outside of the PTA) <https://signup.com/go/PkudJDU>
- 27 November – Graduation

Any Other Business:

Paul brought up a request for consideration to repurpose the PTA contribution for the Senior Prefects recognition. Rather than a \$50 contribution, it was suggested we consider something more meaningful to recognise their efforts. Historically the presentations have been made at the Prefects dinner, although this doesn't give the PTA recognition the justice it deserves. Jodie advised the Head Boy prize of

	\$250 and 7 prefect recognition also needs to be voted on at our Exec Committee meeting on 12 October. Sport vouchers or a plaque might be more meaningful and presented during an alternative event hosted by PTA. Seven Prefects plus Head Boy make up the TOP 8. Paul suggested aiming for the 2nd week of Term 4 before the boys leave for the year. Teresa advised that the discussion will be referred to the Executive Committee for consideration of a more meaningful gift and how it could be presented. PTA Committee Meetings Dates for 2026: - Monday 19 October PTA AGM Meeting Date for 2027 - Monday 15 March 2027
Meeting Closed:	7:46pm

Statement of Financial Performance

Westlake Boys High School PTA

For the period 29 August 2026 to 19 September 2026

	29 AUG-19 SEPT 2026	7 AUG-28 AUG 2026	16 JUL-6 AUG 2026
Operating Receipts			
Interest Income	36.60	-	20.98
Sales - SHUS	5,701.45	3,429.53	2,336.89
Total Operating Receipts	5,738.05	3,429.53	2,357.87
Operating Payments			
Payments related to providing goods and services			
Purchases - SHUS	87.21	1,527.92	1,966.25
Total Payments related to providing goods and services	87.21	1,527.92	1,966.25
Other operating expenses			
Bank Fees	18.93	8.55	-
Hand me round fees	-	65.00	65.00
Paymark fees	-	21.74	43.47
Refreshments - External	-	-	227.24
Refreshments - PTA Meetings	-	-	42.45
Smartpay fees	41.34	-	41.34
Xero Fee	-	40.25	40.25
Total Other operating expenses	60.27	135.54	459.75
Total Operating Payments	147.48	1,663.46	2,426.00
Operating Surplus	5,590.57	1,766.07	(68.13)

Balance Sheet

Westlake Boys High School PTA
As at 19 September 2026

19 SEPT 2026

Assets

Bank

SHUS Trading Account	24,851
Rapid Save	14,574
Total Bank	39,425

Total Assets	39,425
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Liabilities

Current Liabilities

Rounding	-
Total Current Liabilities	-

Total Liabilities	-
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Net Assets	39,425
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Accumulated funds

Accumulated funds	39,425
Total Accumulated funds	39,425

Profit and Loss

Westlake Boys High School PTA

For the period 29 August 2026 to 19 September 2026

	29 AUG-19 SEPT 2026	7 AUG-28 AUG 2026	16 JUL-6 AUG 2026
Trading Income			
Sales - SHUS	5,701.45	3,429.53	2,336.89
Total Trading Income	5,701.45	3,429.53	2,336.89
Cost of Sales			
Hand me round fees	-	65.00	65.00
Purchases - SHUS	87.21	1,527.92	1,966.25
Paymark fees	-	21.74	43.47
Smartpay fees	41.34	-	41.34
Total Cost of Sales	128.55	1,614.66	2,116.06
Gross Profit	5,572.90	1,814.87	220.83
Other Income			
Interest Income	36.60	-	20.98
Total Other Income	36.60	-	20.98
Operating Expenses			
Bank Fees	18.93	8.55	-
Refreshments - External	-	-	227.24
Refreshments - PTA Meetings	-	-	42.45
Xero Fee	-	40.25	40.25
Total Operating Expenses	18.93	48.80	309.94
Net Operating Surplus	5,590.57	1,766.07	(68.13)

SHUS Trading Account Transactions

Westlake Boys High School PTA

For the period June 27, 2026 to July 2, 2026

Account contains SHUS Trading Account

Date	Source	Description	Debit	Credit	Account
- SHUS					
27 Jun 2026	Receive Money	WBHS	1,761.95	0.00	SHUS Trading Account
28 Jun 2026	Receive Money	WBHS	1,015.98	0.00	SHUS Trading Account
02 Jul 2026	Spend Money	Westlake Boys	0.00	1,761.95	SHUS Trading Account
Total - SHUS			3,047.93	1,803.41	
Total			3,047.93	1,803.41	

Profit and Loss

Westlake Boys High School PTA

For the period 1 June 2026 to 19 September 2026

	1 JUN-19 SEPT 2026	1 JUN-19 SEPT 2025
Trading Income		
Sales - SHUS	19,832.78	11,707.45
Total Trading Income	19,832.78	11,707.45
Cost of Sales		
Hand me round fees	195.00	195.00
Purchases - SHUS	9,683.33	7,159.75
Paymark fees	86.95	65.22
Smartpay fees	222.86	165.36
Total Cost of Sales	10,188.14	7,585.33
Gross Profit	9,644.64	4,122.12
Other Income		
Interest Income	79.21	16.91
Total Other Income	79.21	16.91
Operating Expenses		
Bank Fees	75.68	1.20
General Expenses	-	463.09
Refreshments - External	227.24	232.18
Refreshments - PTA Meetings	128.72	296.31
Xero Fee	120.75	52.34
Total Operating Expenses	552.39	1,045.12
Net Operating Surplus	9,171.46	3,093.91