



We welcome all parents and interested community members to our meetings - please feel free to come along and ask any questions.

[Waitara parents: supporting your child's school experience](#)

Meeting: Waitara Public School P&C Wed 21st May 2024 1900 via Zoom

Chaired by: Su Anne (President)

Attendance:

Attendees		Attendees	
Divya Raj	DR	Rojsuwan Srisak	RS
Niu	Niu	Renying Chen	RC
Debaghaya	D	Amy Hill	AH
Shadow He	SH	Rachel JIN	RJ
Cassandra Patton	CP	Shivani Ruikar	SR
Joshua Quinn	JQ	Su-Anne Foo	SF
Katrina Ong	KO	Shadow He	SH
Tammy Lavis	TL	Veruka Chen	VC
Dany Fitzgerald	DF	Janice Foo	JF

Apologies: Samantha Duque

Location: Zoom

Date and time: Opening
 at 19:02PM 21/05/2024 via
 ZOOM

Minutes by: Shivani Ruikar
 (Secretary)

President

waitarapublicschool@waitarapnc.onmicrosoft.com

Secretary waitara-pca@outlook.com

Treasurer waitara-pca.treasurer@outlook.com

Uniform shop waitara-pca.uniformshop@outlook.com

Fundraising team waitara-pca.fundraising@outlook.com

1. Welcome

SF declared a quorum and welcomed members to the meeting.

2. Minutes from Previous meeting

That the minutes of the General Meeting be accepted as true and correct.

Carried (Moved by JQ, 2nd by TL)

3. Business arising

- a. Funding for two cricket nets on the top green – This will be a wonderful addition to the school however we should work towards this goal in coming future.

Target proposed by Su Anne \$60,000 (moved by AH, 2nd by RS)

4. Correspondence

- a. Additional after school activities on site – currently school running on full capacity of external and internal classes, however more classes can be reviewed if any.

5. Reports

Treasurer's Reports - Josh

For the period 1 October 2023 to 19 May 2024

1. Uniform Shop Sales \$112,577 [comparison period \$87,146]
2. Uniform Shop Cost of Sales (\$67,781) [comparison period \$72,768]
3. Trading Profit \$44,79 [comparison period \$20,344]
4. Donations to Waitara Public School \$87,390
5. Bank Account Balance \$111,931 (comparison period \$187,011)
6. Inventory on Hand \$(comparison period \$95,048) - Winter Uniforms purchased
7. Accounts Payable \$10,487 (LWR + Battallion Bags)
8. Fundraising - Mother's Day - see separate report -
9. Overall Profit from Fundraising Events YTD of \$2,235

6. Uniform Shop Report – Cassandra

Winter Uniforms

- Year 6 Jackets + Special Thanks to Year 6 Teachers!

We ordered 186 jackets, have sold 176 Jackets and gifted 9 to teachers. We started the process on 8 February 2024 from getting supplier quotes and delivering the Jackets to students on 3 May 2024. It took a total of 12 weeks from start to finish. To accomplish this massive project, a huge shout out to Karla for championing it and Samantha's artistic skills for designing the 2024 logo at the back.

- PSSA Shirts to be added to Uniform website
- Thank You Volunteers for their valuable time volunteering.

7. Community Garden report: by Shadow

- **Every Wednesdays' Morning**

Few volunteers and I have been going to the community garden Wednesday morning to tidy up. We have mainly been weeding, but the weeds are overwhelming, and we need more helpers or a working bee to tackle a major clearance project.

We spent most of our time clearing the pathways.

Besides, we are wondering how to deal with these empty flower beds and are waiting for teachers' arrangement.

Potential Garden project for Term 2 - working bee

- **Tasks for working bee:**

Planting, weeding

- **To do in advance for workings bee:**

Buy seedlings for plants – Who can help?

Post a notification for inviting students and parents

- **Potential date for working bee:**

3:30-4:30 pm one Friday, maybe the second/ third week of June (when Dany comes back)?

- To be finalized.

8. Fundraising - Tammy

Mother's Day was a huge success, special thank you note was shared by Tammy and Amy for Samantha for her help and support towards the Mother's Day stall.

Other upcoming Fundraising event

- Father's Day
- Halloween Disco

9. Principal's Report:

10. General Business:

- Volunteer's week

P & C would like to thank each volunteer for their willingness to give their time to support school and community. Your support allows us to continue fulfilling our mission and serve people in our community.

Next Meeting

❖ **Friday 21st June 2024 9:30am – face to face in school**

Meeting Closed at 7:53PM

Principal Report P&C meeting 22nd May 2024

- A high-level hazard tree adjacent to the playground has been removed for safety reasons. Approximately a month ago, a branch fell off, leading us to deem the tree unsafe. We now need to plant a new tree in its place to maintain the safety and aesthetics of our playground area.
- The budget adjustment that came in last week has resulted in a loss of \$117,000.00. Fortunately, we have a substantial amount of money in account school and community fund 6300. We are proposing reallocating funds from this account to avoid disrupting any current plans and support systems. This money is crucial for funding additional SLSO staff to support our students with special needs, including those that do not receive funding although require extra support in the classroom.
- The office staff will begin using the SMS notification option on Sentral to inform parents when students visit the sick bay. There will be no changes to the protocol for notifying parents by phone in cases of serious injuries or other significant concerns.

For minor incidents that warrant a visit to the sick bay, such as being hit in the face with a basketball and receiving ice before returning to class, parents will receive an SMS notification. There will be no need for parents to contact the office regarding these incidents. This notification can serve as a prompt for a later conversation with your child.

For very minor issues, such as requiring just a band-aid, no notification will be sent.

This new system aims to streamline office operations and reduce congestion, ensuring the staff can manage workload more effectively.

I will be on leave for three weeks from May 30th to June 21st to attend my sister's wedding overseas. During my absence, Kate Barrat will serve as the relieving Principal.

- The department has permitted many schools to streamline their School Improvement Plans to include only two strategic directions. Although our school's priorities remain unchanged, this streamlining process will make our goals more efficient.

We have combined last year's Strategic Directions 2 and 3 into a single direction under Strategic Direction 2: Student Engagement. This encompasses Wellbeing, Attendance, Technology, and Project-Based Learning. The updated plan is now published on our website.

- It is with sadness that I inform you that Mrs. Kortekaas, our relieving Deputy Principal, will be returning to her substantive school, Narrabeen North, at the end of this term. Since stepping into the role in October 2022, Mrs. Kortekaas has been an incredible asset to our team. Her dedication, leadership, and unwavering commitment to our students and staff have made a significant impact, and she will be greatly missed.

Mrs. Kortekaas's efforts in enhancing our school's programs, supporting our teachers, and fostering a positive learning environment have been invaluable. Her ability to connect with students, staff, and parents alike has helped to strengthen our school community during her tenure.

With the Deputy Principal position now officially vacant, the staffing department will begin the process of filling the role over the next few weeks. We are confident that they will find a candidate who can continue the excellent work Mrs. Kortekaas has done.

Mrs. Kortekaas will remain with us until the end of this term, ensuring a smooth transition and continuity for our students and staff. We extend our deepest gratitude to her for her outstanding service and wish her all the best in her return to Narrabeen North. Her presence will be greatly missed, but her contributions will leave a lasting legacy at our school.



FY24 Treasury Report (19.05.2024 YTD)

WAITARA PUBLIC SCHOOL PC ASSOC INC
ABN 88 887 884 129
For the period 1 October 2023 to 19 May 2024

Prepared by UTA

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- 8 Aged Payables Summary

Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 19 May 2024

Overview - 1 Oct 2023 to 19 May 2024 (FY24 YTD)

1. Uniform Shop Sales \$112,577 [*comparison period \$87,146*]
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5. Bank Account Balance \$111,931 (*comparison period \$187,011*)
6. Inventory on Hand \$ (*comparison period \$95,048*) - *Winter Uniforms purchased*
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8. Fundraising - Mothers Day - see separate report -
9. Overall Profit from Fundraising Events YTD of \$2,235

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the period 1 October 2023 to 19 May 2024

1 OCT 2023-19 MAY 2024 1 OCT 2022-20 MAY 2023

Income

Trading Profit

Uniform Shop Sales	112,577	87,146
Cost of Sales	(67,781)	(72,768)
Total Trading Profit	44,796	14,378

Fundraising Events

Fundraising & Events Income

EOL Fundraise Revenue	-	1,474
General Fundraise Revenue	431	-
Harmony Day Fundraise Revenue	1,437	1,914
Mothers Day Fundraise Revenue	6,157	5,641
Total Fundraising & Events Income	8,025	9,029

Fundraising & Events Expenses

EOL Fundraise Costs	-	(136)
Fundraising Costs	(325)	(159)
Mother's Day Fundraise Costs	(4,513)	(2,630)
School Functions (Mothers & Fathers Day, Kindi etc)	(952)	(89)
Working bee/Welcome BBQ	-	(49)
Total Fundraising & Events Expenses	(5,790)	(3,063)

Total Fundraising Events	2,235	5,967
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Total Income	47,031	20,344
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Other Income

Membership Fees	23	27
Interest Income	243	194
Total Other Income	266	221

Total Income	47,297	20,565
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Expenses

P&C Expenses

Audit Fees	985	985
Bank Charges	-	6
Depreciation	836	1,569
Dues & Subscriptions	3,459	1,169
Insurance	1,414	1,253
Vend Petty Cash Expense	-	100
Office Supplies	295	118

1 OCT 2023-19 MAY 2024 1 OCT 2022-20 MAY 2023

Sundry expenses	-	185
Total P&C Expenses	6,989	5,386
Uniform Shop Expenses		
Admin Services - Uniform Shop	7,120	6,930
Bank and Merchant Fees	1,070	1,093
Stationery	-	38
Total Uniform Shop Expenses	8,190	8,062
Total Expenses	15,179	13,448
Profit/(Loss) before Taxation	32,118	7,117
Donations Paid Out		
Donation to Waitara PS	87,390	744
Total Donations Paid Out	87,390	744
Net Profit After Tax	32,118	7,117
Net Profit After Distributions/Dividends Paid	32,118	7,117

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 19 May 2024

19 MAY 2024

19 MAY 2023

Assets

Current Assets

Bank Accounts

Business Cash Reserve #138	29,760	29,328
P&C Bank Ac#023	30,420	30,333
Uniform Bank Ac#103	51,751	127,350
Total Bank Accounts	111,931	187,011

Cash on Hand

Cash Drawer	400	400
Total Cash on Hand	400	400

Clearing Accounts

(31,449) (37,723)

GST

- 4,584

Inventory on Hand

129,070 110,170

Prepayments

1,987 3,502

Trade Debtors

13,987 -

Stripe AUD

- 338

Total Current Assets

225,927 268,283

Non-Current Assets

Property, Plant and Equipment

Improvements	8,635	10,074
Total Property, Plant and Equipment	8,635	10,074

Total Non-Current Assets

8,635 10,074

Total Assets

234,562 278,357

Liabilities

Current Liabilities

Bank Overdraft	-	-
Credit Cards & Charge Accounts	-	86
GST	1,725	-
Trade Creditors	10,487	8,645
Total Current Liabilities	12,212	8,731

Total Liabilities

12,212 8,731

Net Assets

222,350 269,625

Equity

Retained Earnings	222,350	269,625
Total Equity	222,350	269,625

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 19 May 2024

1 OCT 2023-19 MAY
2024

Operating Activities

Receipts From Customers	116,027
Payments to Suppliers and Employees	(67,781)
Interest Received	243
Cash Receipts From Other Operating Activities	1,868
Cash Payments From Other Operating Activities	(108,316)
Net Cash Flows from Operating Activities	(57,959)

Investing Activities

Other Cash Items From Investing Activities	30,781
Net Cash Flows from Investing Activities	30,781

Other Activities

Other Activities	(3,915)
Net Cash Flows from Other Activities	(3,915)

Net Cash Flows (31,093)

Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	143,424
Cash and cash equivalents at end of period	112,331
Net change in cash for period	(31,093)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC
As at 19 May 2024

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Battallion Bags	-	3,948	-	-	-	-	3,948
LW Reid	6,547	-	-	-	-	(9)	6,538
Total Aged Payables	6,547	3,948	-	-	-	(9)	10,487
Total	6,547	3,948	-	-	-	(9)	10,487

Waitara PS Community Garden Report

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All weeds in the flower beds

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