



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 General Meeting

Chaired by: Amy Hill (Vice President)

Attendance:

Attendees		Attendees	
Amy Hill	AH	Kate Barratt	KBa
Divya Raj	DR	Katie Braybon	KBr
Cassandra Patton	CP	Lisa Lloyd	LL
Samantha Duque	SD		
Tammy Lavis	TL		

Apologies: Dany Fitzgerald (DF), Su-Anne Foo (SAF), Joshua Quinn (JQ), Ed Bury (EB), Shadow He (SH) and Minhua Lam (ML)

Location: Staff Room

Date and time: Friday 21st June 2024 (opened 9:35am / closed at 10:20am)

Minutes by: Samantha Duque (Secretary)

President waitarapublicschool@waitarapspnc.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

AH declared a quorum and welcomed members to the meeting.

2. Minutes from previous meeting

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

Carried (Moved by CP, 2nd by TL)

3. Business arising

None

4. Correspondence

a. Staff Expenses

Some out-of-pocket expenses incurred by staff attending school events after hours. Agreed that in situations where DoE policy would not cover these expenses, the P&C would reimburse staff.

b. 2023 Community Building Partnership (CBP) Grant

SAF submitted a CBP application for \$50,000 towards the cost of the outdoor sail shade last October. An amount of \$35,000 has been approved and we are now in the process of finalising documents required to receive funds.

c. Zoom License

Discounted license through the P&C Federation will no longer be available from 1 July 2024. We can continue to use it for free with a 40 minute time limit, or pay \$240 annually. Agreed to switch to Microsoft Teams using our NFP licence at no cost.

d. Public Liability Insurance

Due to expire on 31 July 2024. Motion to approve renewal.

Items (a), (c) and (d) carried (Moved by CP, 2nd by TL)

5. Reports

Treasurer's Report – AH for JQ

For the period 1 Oct 2023 to 15 June 2024 (FY24 YTD)

1. Uniform Shop Sales \$117,594 [comparison period \$113,892]
2. Uniform Shop Cost of Sales (\$71,134) [cp \$89,733]
3. Trading Profit \$46,460 [cp \$24,158]
4. Donations to Waitara Public School \$87,390
5. Bank Account Balance \$104,283 [cp \$168,716]
6. Inventory on Hand \$131,181 [cp \$103,918]
7. Accounts Payable \$758 (Golden Leaf)
8. Fundraising - see separate report
9. Overall Profit from Fundraising Events YTD of \$1,991

Uniform Shop Report – CP

- Winter Sales have been progressing well.
- PSSA Shirts now available.
To heighten awareness, it was agreed to publicise in Week 10 newsletter, send out a Sentral notice to parents and show the tops to students at the Stage 3 assembly in Week 9.
- Thank You to all our volunteers for giving their time each week. We now have a very diverse group of volunteers who are multilingual and able to provide enhanced service to the community.

Community Garden Report – AH for SH

- Teachers and students have helped to remove weeds from the flowerbeds and planted vegetables in some of them, making the garden look neat now.
- Volunteer assistance rescheduled to Friday at 2:30pm.

Fundraising Report – TL

Looking to convene a committee meeting prior to end of Term 2.

Upcoming events:

- Father's Day Stall and BBQ (AH offered to run BBQ)
- Halloween Disco (DJ booked)

Principal's Report – KBa for DF

Reports for Semester 1 will be sent out via the Parent Portal in Week 10 - Thursday 4 July.
NAPLAN Reports for Years 3 and 5 students will be available at the beginning of next term.
We will distribute to parents as usual.

Upcoming events:

- **Athletics Carnival** Tuesday Week 9 at Foxglove Oval. Cheryl Taylor, Emily Susanna and Emma Borley have planned an engaging program of events so that all students are involved throughout the day. A huge task with such a large cohort in Years 3 to 6.s
- **Sydney North Dance Festival** - Week 8 Wednesday and Sunday performances. Hayley Krahe and Jemima Secombe led the 2 groups. The students have worked hard to perfect their performance.
- **Festival of Instrumental Music** next Monday at the Opera House. This small group of students have been under the guidance of Suzie Kim. A teacher new to our Music program this year.
- **Week 9 Stage Planning** - teachers will be evaluating Term 2 Programs and collaboratively planning for Term 3. Stages 2 and 3 have been implementing new syllabuses in English and Mathematics this year. So, these planning days are essential for our teachers to work together and share ideas. Term 3 is our big Project Based Learning term with students working on authentic tasks culminating in our Exhibition of Learning evening in Week 10.
- **Spirit Week** in Week 10 this term. Our big focus is on Wellbeing incorporating activities to also celebrate NAIDOC Week. Parent YSafe Technology Sessions will take place on Tuesday 2 July from 4.30-5.30pm. We encourage parents to attend this as Cyber Safety is crucial for our young people. It is also an opportunity for parents to come to school on the Thursday afternoon to meet others for a Community Picnic from 3.30 to 5.00pm.
- SDD at the beginning of Term 3 (Monday 22 July) which is student free day will allow teachers again to work together in professional learning activities aligned to new syllabus implementation.

Deputy Principal appointment.

Pamela Chevalier. Current DP at Crestwood Public School will take up the position at beginning of Term 3. Unfortunately, we must farewell Maria Kortekaas at the end of this term. Maria will return to her school next term.

Reports accepted as true and correct (Moved by TL, 2nd by CP)

6. General Business

Year 4 Camp

P&C enquired as to the rationale behind changing the format of Year 4 camp. The school outlined numerous factors which have been considered in moving from an overnight camp to a single day camp, including financial issues, student wellbeing and staff availability. Venue for 2024 is currently being investigated, and arrangements will be communicated to families as soon as possible.

Next Meeting

❖ **Wednesday 24th August at 7:00pm via Microsoft Teams**

Meeting Closed at 10:20AM



FY24 Treasury Report (15.06.2024 YTD)

WAITARA PUBLIC SCHOOL PC ASSOC INC
ABN 88 887 884 129
For the period 1 October 2023 to 15 June 2024

Prepared by UTA

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 15 June 2024

Overview - 1 Oct 2023 to 15 June 2024 (FY24 YTD)

1. Uniform Shop Sales \$117,594 [*comparison period (cp \$113,892)*]
2. Uniform Shop Cost of Sales (\$71,134) [*cp \$89,733*]
3. Trading Profit \$46,460 [*cp \$24,158*]
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5. Bank Account Balance \$104,283 (*cp \$168,716*)
6. Inventory on Hand \$131,181 (*cp \$103,918*)
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8. Fundraising - see separate report -
9. Overall Profit from Fundraising Events YTD of \$1,991

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the period 1 October 2023 to 15 June 2024

1 OCT 2023-15 JUNE 2024 1 OCT 2022-15 JUNE 2023

Income

Trading Profit

Uniform Shop Sales	117,594	113,892
Cost of Sales	(71,134)	(89,733)
Total Trading Profit	46,460	24,158

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)
Father's Day Fundraise Costs	-	(6,333)
Mother's Day Fundraise Costs	(4,757)	(2,630)
School Functions (Mothers & Fathers Day, Kindi etc)	(952)	(89)
Working bee/Welcomes BBQ	-	(49)
Total Fundraising & Events Expenses	(6,034)	(9,395)

Total Fundraising Events	1,991	(366)
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Total Income	48,451	23,792
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Other Income

Membership Fees	23	27
Interest Income	278	231
Total Other Income	301	258

Total Income	48,752	24,051
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Expenses

P&C Expenses

Audit Fees	985	985
Bank Charges	-	6
Depreciation	958	1,691
Dues & Subscriptions	3,459	1,325
Insurance	1,591	1,410
Vend Petty Cash Expense	-	100

	1 OCT 2023-15 JUNE 2024	1 OCT 2022-15 JUNE 2023
Office Supplies	500	118
Sundry expenses	-	185
Total P&C Expenses	7,493	5,821
Uniform Shop Expenses		
Admin Services - Uniform Shop	7,120	6,930
Bank and Merchant Fees	1,130	1,149
Stationery	-	123
Total Uniform Shop Expenses	8,250	8,202
Total Expenses	15,743	14,023
Profit/(Loss) before Taxation	33,009	10,028
Donations Paid Out		
Donation to Waitara PS	87,390	744
Total Donations Paid Out	87,390	744
Net Profit After Tax	33,009	10,028
Net Profit After Distributions/Dividends Paid	33,009	10,028

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 15 June 2024

15 JUNE 2024

15 JUNE 2023

Assets

Current Assets

Bank Accounts

Business Cash Reserve #138	29,795	29,366
P&C Bank Ac#023	31,224	30,333
Uniform Bank Ac#103	43,264	109,017
Total Bank Accounts	104,283	168,716

Cash on Hand

Cash Drawer	400	400
Total Cash on Hand	400	400

Clearing Accounts

Clearing Accounts	(34,501)	(15,863)
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GST

GST	-	3,504
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Inventory on Hand

Inventory on Hand	131,181	103,918
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Prepayments

Prepayments	1,811	3,190
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Trade Debtors

Trade Debtors	13,987	-
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Stripe AUD

Stripe AUD	-	329
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Total Current Assets	217,161	264,194
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Non-Current Assets

Property, Plant and Equipment

Improvements	8,513	9,952
Total Property, Plant and Equipment	8,513	9,952

Total Non-Current Assets

Total Non-Current Assets	8,513	9,952
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Total Assets

Total Assets	225,675	274,146
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Liabilities

Current Liabilities

Bank Overdraft	-	-
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Credit Cards & Charge Accounts	-	86
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GST	1,674	-
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Trade Creditors	758	1,524
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Total Current Liabilities	2,433	1,610
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Total Liabilities

Total Liabilities	2,433	1,610
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Net Assets

Net Assets	223,242	272,536
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Equity

Retained Earnings	223,242	272,536
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Total Equity	223,242	272,536
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Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 15 June 2024

1 OCT 2023-15 JUNE
2024

Operating Activities

Receipts From Customers	121,546
Payments to Suppliers and Employees	(71,134)
Interest Received	278
Cash Receipts From Other Operating Activities	1,868
Cash Payments From Other Operating Activities	(109,007)
Net Cash Flows from Operating Activities	(56,450)

Investing Activities

Other Cash Items From Investing Activities	23,055
Net Cash Flows from Investing Activities	23,055

Other Activities

Other Activities	(5,346)
Net Cash Flows from Other Activities	(5,346)

Net Cash Flows

(38,741)

Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	143,424
Cash and cash equivalents at end of period	104,683
Net change in cash for period	(38,741)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 15 June 2024

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Golden Leaf Uniforms	768	-	-	-	-	-	768
LW Reid	-	-	-	-	-	(9)	(9)
Total Aged Payables	768	-	-	-	-	(9)	758
Total	768	-	-	-	-	(9)	758