



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 Feb 2024 1900 via Zoom

Chaired by: Su Anne (President)

Attendance:

Attendees	Attendees
Shadow HE	Cassandra Patton
Divya Raj	Shivani Ruikar
wei shao	Ed Bury
Sophie Wang	usa seecharoen
Marcos Oliveira Sampaio	Dharmi Vora
Sabine Sultanova	Sugash Manikandan
Joshua Quinn	Narges Hekmatshoar
Bhawna Arora	Fengchi Lin
Sonal Seth	Zhe Liu
Rinkal Trivedi	Madonna Mosiun
Sapana Joshi	Ujjwala Rana Magar
Vikas Kulkarni	Lin (Katlin) Li
Rojita MANANDHAR CHAUDHARY	Kenneth Chu
Amy Hill	Marenille Ruiz
Neha Sharma	Dany Fitzgerald
Su-Anne Foo	Shivani Ruikar

Apologies: N/A

Location: Zoom Date and time: Opening at 1904 21/02/2024 via ZOOM

Minutes by: Shivani Ruikar (Secretary)

President

WaitaraPublicSchool@pandcaffiliate.org.au

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

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 SA 2nd by SR)

3. Business arising

- Self-nomination - Tammy - Fundraising Coordinator

Carried (Moved by SA 2nd by SR)

4. Correspondence

1. P&C Federation - Full Funding Matters discussed, also regarding new facilities

Carried (Moved by SA 2nd by AH)

5. Reports

Treasurer's Reports - Josh

For the period 1 October 2023 to 16 February 2024

1. Uniform Shop Sales \$50,871 [comparison period \$56,317]
2. Uniform Shop Cost of Sales (\$32,644) [comparison period \$40,928]
3. Trading Profit \$18,227 [comparison period \$15,388]
4. Donations to Waitara Public School \$87,390 [comparison period \$744] - Includes \$80k donation for School
5. Shade Shelter
6. Bank Account Balance \$93,975 (comparison period \$159,690)
7. Inventory on Hand \$120,141 (comparison period \$92,302)
8. Accounts Payable \$Nil

Key Highlights

- P & C donated \$80K to school for outdoor shade

Uniform Shop Report – Cassandra

Thank you, team of wonderful volunteers!

- We have welcomed a group of fantastic new volunteers this year.
- A huge thank you to the team of wonderful volunteers: Divya, Karla, Suji, Aparna, Cynthia, Madhavi, Jimita, Dharmi, Lenka and Cassandra.

Role and Responsibilities

- Divya: Managing the day-to-day running of both the online and in-store uniform shop, managing the stock levels, and for training the new volunteers.
- Cassandra: liaison between office/p&c and uniform form shop. Along with volunteering every week.
- Karla: has taken up the year 6 jacket coordination and charge of all bills processing

New Year

- Volunteers have been coming in. We started setting everything up from 30th January. And were open the first entire week. Everyone stays back till almost 11am-12pm.
- As always, this time of the year has been very busy for us with the influx of new students across the school including- 128 excited kindergarteners! It was a busy week for all our volunteers with the line at times going down the stairs!
- As reflected in financial report- the volume of people coming in has reduced. Mostly since we are not using vouchers this year.

Winter uniforms

- We have placed orders for winter uniform uniforms.
- We will start selling winter uniforms a week earlier because we are turning parents away from the navy track-pants as they are just buying it elsewhere.

Systems training

- With our wonderful Shwetha now moved on to her next chapter, we have come together for extra meetings this and last year. Including training sessions with Shwetha to learn the systems.
- It's an ongoing process and our learning continues. It's not just the sales but the back-end work that's ongoing. A kind thank you to Shwetha for her continued support.

Year 6 Jackets

- We've started organised jackets slightly earlier this year with plan for students to have them in term 2.

Requests

- Question are we able to gift the yr 6 teachers a jacket each? \$352 (8 teachers by \$44)

(Moved by SA 2nd by Amy)

- Can we add a new tab to the school website named “uniform shop” the online shop is hard for parents to find.

Fundraising

- The team had a meeting to discuss the discussion for the year.
- Mother's Day Stall. Change of date. : Dany – Can consider 8th of May because of year 6 Selective Exam on 9th May 2024.
- Volunteering roster will be sent through Sentral App

Other Fundraising suggestions

- New events researching to be done

Next Meeting

❖ **Friday 22nd March 2024 9:30am – face to face in school**

Meeting Closed

FY24 Treasury Report (16.02.2024 YTD)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the period 1 October 2023 to 16 February 2024

Prepared by UTA

Contents

3	Executive Summary
4	Profit and Loss
6	Balance Sheet
7	Statement of Cash Flows - Direct Method
8	Aged Payables Summary

Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 16 February 2024

Overview - 1 Oct 2023 to 16 Feb 2024 (FY24 YTD)

1. Uniform Shop Sales \$50,871 [*comparison period \$56,317*]
2. Uniform Shop Cost of Sales (\$32,644) [*comparison period \$40,928*]
3. Trading Profit \$18,227 [*comparison period \$15,388*]
4. Donations to Waitara Public School \$87,390 [*comparison period \$744*] - Includes \$80k donation for School Shade Shelter
5. Bank Account Balance \$93,975 (*comparison period \$159,690*)
6. Inventory on Hand \$120,141(*comparison period \$92,302*)
7. Accounts Payable \$Nil

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 16 February 2024

1 OCT 2023-16 FEB 2024 1 OCT 2022-16 FEB 2023

Income

Trading Profit

Uniform Shop Sales	50,871	56,317
Cost of Sales	(32,644)	(40,928)
Total Trading Profit	18,227	15,388

Fundraising Events

Fundraising & Events Income

EOL Fundraise Revenue	-	1,474
General Fundraise Revenue	431	-
Total Fundraising & Events Income	431	1,474

Fundraising & Events Expenses

EOL Fundraise Costs	-	(136)
Fundraising Costs	(112)	-
School Functions (Mothers & Fathers Day, Kindi etc)	(278)	(89)
Total Fundraising & Events Expenses	(390)	(225)

Total Fundraising Events	41	1,249
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Total Income	18,268	16,637
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Other Income

Membership Fees	23	27
Interest Income	143	104
Total Other Income	166	131

Total Income	18,434	16,768
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Expenses

P&C Expenses

Audit Fees	985	985
Bank Charges	-	-
Depreciation	240	484
Dues & Subscriptions	779	702
Insurance	884	783
Office Supplies	295	118
Total P&C Expenses	3,182	3,073

Uniform Shop Expenses

Admin Services - Uniform Shop	4,620	4,620
Bank and Merchant Fees	452	593

	1 OCT 2023-16 FEB 2024	1 OCT 2022-16 FEB 2023
Stationery	-	38
Total Uniform Shop Expenses	5,072	5,252
Total Expenses	8,254	8,325
Profit/(Loss) before Taxation	10,180	8,443
Donations Paid Out		
Donation to Waitara PS	87,390	744
Total Donations Paid Out	87,390	744
Net Profit After Tax	10,180	8,443
Net Profit After Distributions/Dividends Paid	10,180	8,443

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 16 February 2024

	16 FEB 2024	16 FEB 2023
Assets		
Current Assets		
Bank Accounts		
Business Cash Reserve #138	29,660	29,238
P&C Bank Ac#023	21,826	21,208
Uniform Bank Ac#103	42,488	109,244
Total Bank Accounts	93,975	159,690
Cash on Hand		
Cash Drawer	400	400
Total Cash on Hand	400	400
Clearing Accounts	(29,093)	7,891
GST	2,549	1,454
Inventory on Hand	120,141	92,302
Prepayments	2,673	2,570
Stripe AUD	527	121
Total Current Assets	191,172	264,428
Non-Current Assets		
Property, Plant and Equipment		
Improvements	9,232	10,424
Total Property, Plant and Equipment	9,232	10,424
Total Non-Current Assets	9,232	10,424
Total Assets	200,404	274,852
Liabilities		
Current Liabilities		
Bank Overdraft	-	-
Credit Cards & Charge Accounts	-	86
Trade Creditors	(9)	3,815
Total Current Liabilities	(9)	3,901
Total Liabilities	(9)	3,901
Net Assets	200,413	270,951
Equity		
Retained Earnings	200,413	270,951
Total Equity	200,413	270,951

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 16 February 2024

1 OCT 2023-16 FEB
2024

Operating Activities

Receipts From Customers	55,980
Payments to Suppliers and Employees	(32,644)
Interest Received	143
Cash Receipts From Other Operating Activities	431
Cash Payments From Other Operating Activities	(96,525)
Net Cash Flows from Operating Activities	(72,615)

Investing Activities

Other Cash Items From Investing Activities	26,600
Net Cash Flows from Investing Activities	26,600

Other Activities

Other Activities	(3,034)
Net Cash Flows from Other Activities	(3,034)

Net Cash Flows	(49,049)
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	143,424
Cash and cash equivalents at end of period	94,374
Net change in cash for period	(49,049)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 16 February 2024

CONTACT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables						
LW Reid	-	-	-	-	(9)	(9)
Total Aged Payables	-	-	-	-	(9)	(9)
Total	-	-	-	-	(9)	(9)

Principal Report - Wednesday, February 21

The start of the year has been fairly smooth, with 1021 students currently enrolled. We've utilised two EALD positions to accommodate smaller classes, and we haven't implemented across-stage composite classes. However, we have created two composite classes due to larger numbers in certain grades.

It was wonderful seeing so many parents come for parent Information Evening 3-6. Tomorrow night is for K-2.

Originally, we had ambitious plans to involve all students from grades 3 to 6 in our swimming carnival, with a variety of activities planned. However, due to unforeseen circumstances, we had to adapt our approach. Access to the smaller pool for running novelty events was changed, leaving us with access only to a smaller pool.

After careful consideration, we made the decision to limit participation to swimmers only. The main pool, being deeper and unsuitable for novelty events, cannot safely accommodate non-swimmers. While this decision ensured the safety of our students, it also meant that busing arrangements and associated fees were higher this year.

We acknowledge the inconvenience this change may have caused and appreciate everyone's understanding and flexibility. Our priority remains the safety and well-being of our students, and we are committed to providing meaningful and enjoyable experiences within the constraints we face.

Our focus areas for the Curriculum Policy Monitoring (CPM) in 2024 are Mathematics and Student Welfare, specifically behavior management and anti-bullying discipline. Our Meeting with the Director educational Learning and a CPM representative and we share the presentation time with Waroonhga PS.

Regarding the SRE petition forwarded via email, it's noted that total SRE participation rates at our school are 52% or less, with a continuing decline. Approximately 48% of our students, roughly 490 students, do not participate in SRE. Recruitment and maintenance of volunteers for SEE programs as an alternative to SRE have historically been challenging. We need to prioritize class time for the NSW Curriculum taught by professional teachers, as it's a unique educational opportunity for children.

We're excited to invite everyone to our community picnic on Friday, March 1. This event aims to foster community engagement and provide an opportunity for families to mingle. Please note the terms and conditions for the evening:

- Gates open at 5:30 pm and close at 7:30 pm.
- Bring a picnic dinner as there are no cooking facilities available.

- Dispose of rubbish responsibly by taking it home, if possible.
- Toilets for adults are located in M block and behind the student toilet block in the playground.
- Students should use the outdoor block toilets in the playground.
- Parents are responsible for supervising their children throughout the event, especially if they're using play equipment.
- The school does not take responsibility for any accidents or injuries during the event.
- For safety and security, students and parents are not permitted in classrooms or the main building.

By entering the grounds, attendees agree to adhere to these terms and conditions.

Last Tuesday's storms caused flooding, particularly a level 4 flood which is under investigation. Factors contributing to this include an unusual amount of water overwhelming gutters, resulting in flooding in two areas and the library.

Regarding the Garden Committee, we're inquiring whether Shadow is still overseeing it for the parents. We have a committee in place and Mr Andrew Heath is our teacher representative leading the committee.

Thank you to those parents who sponsored me in the 24-Hour Head Above Water Swimathon that will be held on the 2-3rd March.

Major works: Hall soundproofing, stage and shade sails and handball courts have been completed.

Year 6 wanted to get two cricket nets on the top playground. I have requested a quote through assets to see if this is possible and the costs.