



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 Meeting 2, Term 1, 2023

Chaired by: Su-Anne Foo (President)

Attendance:

Attendees		Group	Attendees		Group
Dany Fitzgerald	Prin	WPS	Cassandra Patton	CP	P&C
Kate Barrat	Dep Prin	WPS	Stephanie Bury	SB	P&C
Su-Anne Foo	SF	P&C	Manish Mehndiratta	MM	P&C
Amy Hill	AH	P&C	Jane Aye Yin	JY	P&C
Samantha Duque	SD	P&C	Dinesh Deoghare	DD	P&C
Joshua Quinn	JQ	P&C	Adele Babazade	AB	P&C
Minhua Lam	ML	P&C	Tulsi	T	P&C
Shadow He	SH	P&C			
Farah Farooq	FF	P&C			

Apologies: Jack Liu, Alex Quinn, Natalie Abrahams, Irene Zhou, Shwetha Sripad

Location: Staff Room

Date and time: Opening at 9:30am on 17th March 2023

Minutes by: SD (Joint 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

SF declared a quorum and welcomed members to the meeting

2. MINUTES FROM PREVIOUS MEETING

That the minutes of the 15.02.23 General Meeting be accepted as true and correct

Carried (Moved by CP, 2nd by SB)

3. BUSINESS ARISING

- a. P&C Bank Signatories Update – SF update

Signatories updated since last meeting due to change in positions. JL (outgoing President) has been removed; SF (incoming President), AH (incoming VP) and SD (incoming Secretary) added as bank signatories.

- b. Procurement of an iPad for the Uniform Shop (approx. \$500)

Carried (Moved by SF, 2nd by AH)

4. CORRESPONDENCE

Primary School Grants (Student Wellbeing Innovation Funds) - due 2nd April 2023

- SF reported that an application for funding of between \$50,000 and \$200,000 is in progress
- SD noted that the grant application requires a specified use for the funds
- Prin (DF) outlined all the wellbeing initiatives that are already in place at WPS, including Bridge Builders, cyber safety and anxiety programs, SmilingMinds, Backflips against Bullying and Healthy Harold
- AH suggested the money could be used to purchase PCYC membership for all WPS students

Action Item: SF to schedule another meeting with Lisa Lloyd to discuss potential uses of the funding

5. REPORTS

Treasurer's Reports (JQ)

Overview – February 2023

1. Uniform Shop Sales \$11,530
2. Uniform Shop Cost of Sales (\$14,932)
3. Fundraising – Mother's Day stock purchased
4. Bank Account Balance \$164,761
5. Inventory on Hand \$91,396
6. Accounts Payable \$7,654 (Inventory)

Key Highlights

- Uniform Shop accepting NSW Back to School Vouchers in store (up to 3 x \$50 vouchers per child)
- Instore – 2nd Register ordered
- Fund Raising activities planned

Uniform Shop Report (CP on behalf of SS and IZ)

Year 6 Jackets

In progress. Parents need to pre-order ASAP (by 19th March 2023) so we can confirm quantities with the supplier.

Winter Uniforms

Now available online and in store. Please come into the store to use your NSW back to school vouchers. We request parents screenshot the voucher QR code so it's ready to scan.

Sales Revenue

\$24.8k + vouchers redeemed.

Fundraising (SF on behalf of AQ)

Harmony Day

P&C will run a cake stall after the parade

- Limit of 2 cakes per person due to large student/visitor numbers and limited donations
- Cash preferred, but card payments available (back up only due to connectivity issues)
- Traffic flow will be managed with witches hats; one table for cash only; one table for cash and card; separate tea and coffee table (self-serve with gold coin donation)
- Thank you to all the parents who have donated cakes and/or volunteered to assist on the day

Action Item: P&C to look into purchasing a mobile/wifi booster to aid card payments in future

Mother's Day

Stock ordered and in transit to school

Community Garden (SH)

Wednesday Mornings

A couple of volunteers and I have gone to the community garden every Wednesday morning to tidy up the garden and water the plants, except for 22 Feb due to heavy rains.

Community Garden Working Bee

Held on Saturday 4th March at 9:30am. We have done the following tasks during the working bee:

- Mulch around the native garden plants
- Spread the gravel at the end of the gazebo and in front of it

- Weed the paths, drains and bank where the fruit trees are
- Plant out the empty garden beds

About 20 parents and children came to help. As you can see from the photos, we really did a great progress. We thank the parents for coming to the garden to help, especially thanks Min, Jessica, Marie, Robin and Kayo who came more than once. Every Wednesday, we will continue to do this work and hope that more volunteers will join us.

Dep Prin (KB) added that there is discussion about installing a herb garden outside the school fence along Myra St to benefit the school and wider community.

Action Item: SH to liaise with Claire McDonald to progress this project.

Principal's Report

- **Pulse Alive Concert** · So excited to see the students be able to Dance and participate. Thank you, Hayley Kraye and Jemima for taking them. It was a very long day but a great experience.
- **Kiss & Drop** · Still have a problem with parents not following instructions. I have tried to get council or Police to attend. Parents are still covering the intersection making it unsafe for our students crossing at the lights. I have spoken to numerous parents and waved them to go around the block. Parents are pushing in.
- **Great Aussie Bush Camp** for year 5 went really well. Thank you to the year 5 teachers that attended and gave up their time to give the students such a great experience.
- **Scripture** has commenced. This week we had 400 students not attending scripture. Students can read and complete homework in non-scripture.
- **NAPLAN** started this week. There was only one major glitch. NESA sorted it out. Thank you to Clare Davidson, her excellent timetabling, and year 3 and 5 teachers, plus all the Learning and support staff.
- **Harmony Day** next week on Wednesday 21 March 'Everyone belongs at Waitara' Students to wear their national dress or orange. Thank you to the P&C for organising the cake stall.
- **School photos** have been completed.
- **Easter Hat Parade** will be run on the top green on the last day of this term Thursday April 6.
- **Cross Country** April 4th Mark Taylor Oval.
- End of term we will send out booking links on Sentral so parents can access the Sentral bookings provision.

6. GENERAL BUSINESS

- **Year 4 Camp** is planned for Semester 2, possibly in Term 4. Narrabeen is not available this year, so the school is looking at other options, including a shorter 1 night camp.
- **Band Camp** will happen on-site as Vission Valley (the usual venue) has been sold. It will also change to a day-camp, not overnight.
- **Camp Communication**
 - SD noted that some parents feel the updates from camp are not timely
 - Prin (DF) responded that photos are posted on Facebook as soon as available and reassured

parents that every possible step is taken to ensure the safety of students and comfort of parents, including pre-event risk assessments, clear camp guidelines, parent briefings and information sessions. If there is a problem, the school will always make contact.

- **General Communication**

- AH noted that not all school communication is issued via Schoolzine (e.g. Dance notices), and not all teachers are using SeeSaw
- Prin (DF) will look into it

- **Book Swap**

- SF raised an idea from parents about holding a book swap
- WPS agreed it was a good idea

Action Item: P&C to install a book library (maybe two, one for adults and one for children) in the planned community herb garden on Myra St. This way, it can be open to all members of the school and wider community

Carried (moved by SF, 2nd by AH)

- **Multicultural Wall**

- FF put forward an idea to raise awareness of Ramadan by decorating a space for all students to see and understand the key message of spreading love and kindness
- WPS agreed it was a good idea and should be extended to include other cultures and religions
- AH suggested BASC be included to inform and/or augment their programming

Action Item: P&C to seek nominations for a co-ordinator to create a multicultural event calendar, call for volunteers and oversee installations throughout the year.

Next Meeting

❖ **Wednesday 17th May 7:00pm**

Meeting Closed 10.40am

Feb 2023 Treasury Report (Month)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the month ended 28 February 2023

Prepared by UTA TAX

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 28 February 2023

Overview - February 2023

1. Uniform Shop Sales \$11,530
2. Uniform Shop Cost of Sales (\$14,932)
3. Fundraising - Mother Day stock purchased
4. Bank Account Balance \$164,761
5. Inventory on Hand \$91,396
6. Accounts Payable - \$7,654 (Inventory)

Key Highlights

- Uniform Shop accepting NSW Back to School Vouchers in store (upto 3 x \$50 voucher per child)
- Instore - 2nd Register ordered
- Fund Raising activities planned

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 28 February 2023

	FEB 2023	JAN 2023	DEC 2022
Income			
Trading Profit			
Uniform Shop Sales			
Clothing and Accessories - 2nd	6	-	-
Clothing and Accessories Revenue	11,524	12,443	8,147
Total Uniform Shop Sales	11,530	12,443	8,147
Cost of Sales			
Uniform Shop Cost of Sales	(14,932)	(7,738)	(5,214)
Total Cost of Sales	(14,932)	(7,738)	(5,214)
Total Trading Profit	(3,401)	4,705	2,933
Fundraising Events			
Fundraising & Events Expenses	(2,680)	-	-
Total Fundraising Events	(2,680)	-	-
Total Income	(6,082)	4,705	2,933
Other Income			
Membership Fees	-	1	6
Interest Income	27	30	27
Total Other Income	27	31	33
Total Income	(6,055)	4,736	2,966
Expenses			
P&C Expenses			
Dues & Subscriptions	140	140	140
Insurance	157	157	157
Vend Petty Cash Expense	100	-	-
Office Supplies	-	-	118
Total P&C Expenses	397	297	415
Uniform Shop Expenses			
Admin Services - Uniform Shop	-	2,310	-
Stationery	-	-	38
Total Uniform Shop Expenses	-	2,310	38
Stripe Fees	80	109	97
Total Expenses	477	2,716	550
Profit/(Loss) before Taxation	(6,532)	2,019	2,415

	FEB 2023	JAN 2023	DEC 2022
Donations Paid Out			
Donation to Waitara PS	-	-	300
Total Donations Paid Out	-	-	300
Net Profit After Tax	(6,532)	2,019	2,415
Net Profit After Distributions/Dividends Paid	(6,532)	2,019	2,415

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 28 February 2023

28 FEB 2023

Assets

Current Assets

Bank Accounts

Business Cash Reserve #138	29,265
P&C Bank Ac#023	21,208
Uniform Bank Ac#103	114,289
Total Bank Accounts	164,761

Cash on Hand

Cash Drawer	400
Total Cash on Hand	400

Clearing Accounts	3,890
GST	1,716
Inventory on Hand	91,396
Prepayments	2,570
Stripe AUD	385
Total Current Assets	265,118

Non-Current Assets

Property, Plant and Equipment

Improvements	10,909
Total Property, Plant and Equipment	10,909

Total Non-Current Assets	10,909
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Total Assets	276,026
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Liabilities

Current Liabilities

Bank Overdraft	-
Credit Cards & Charge Accounts	86
Trade Creditors	7,654
Total Current Liabilities	7,740

Total Liabilities	7,740
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Net Assets	268,286
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Equity

Retained Earnings	268,286
Total Equity	268,286

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 28 February 2023

FEB 2023

Operating Activities

Receipts From Customers	12,675
Payments to Suppliers and Employees	(14,932)
Interest Received	27
Cash Payments From Other Operating Activities	(434)
Net Cash Flows from Operating Activities	(2,664)

Investing Activities

Other Cash Items From Investing Activities	25,726
Net Cash Flows from Investing Activities	25,726

Other Activities

Other Activities	(578)
Net Cash Flows from Other Activities	(578)

Net Cash Flows

22,483

Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	142,677
Cash and cash equivalents at end of period	165,161
Net change in cash for period	22,483

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 28 February 2023

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Active Socks Pty Ltd	989	-	-	-	-	-	989
LW Reid	3,824	-	-	-	-	(9)	3,815
Moon & Back School Gifts	-	2,850	-	-	-	-	2,850
Total Aged Payables	4,813	2,850	-	-	-	(9)	7,654
Total	4,813	2,850	-	-	-	(9)	7,654