



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 1, Term 3, 2023

Chaired by: Su Anne (President)

Attendance:

Attendees		Group	Attendees		Group
Dany Fitzgerald	Prin	WPS	Min	M	P&C
Maria Kortekaas	Dep Prin	WPS	Ladan	L	P&C
Amy Hill	AH	P&C	Shivani Ruikar	SR	P&C
Cassandra Patton	CP	P&C	Shwetha Sripad	SS	P&C

Apologies: Irene Zou, Samantha Duque, Josh Quinn, Shadow He, Jack Liu

Location: Online

Date and time: Opened at 7:30pm on 09th August 2023

Minutes by: AH

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 16.7.23 General Meeting be accepted as true and correct.

Carried (Moved by AH, 2nd by SS)

3. BUSINESS ARISING

a. Virtual reality VR

Amy mentioned the proposal for Waitara staff to consider exploring using VR with P&C support. Dep Prin. Maria thanked for the idea and said the technology team have come up with a list of requests that they have explored and request P&C support to fund. To be discussed later in Principals report.

b. Street library kit.

2 parents have volunteered to assemble and paint.

c. Fundraising Coordinator position.

Ed Bury has volunteered to take up the Fundraising Coordinator position. On behalf of the P&C, we warmly welcome him in joining the team.

Nomination of Fundraising Coordinator – Ed Bury.

Carried (Moved by SF, 2nd by AH)

4. CORRESPONDENCE -SF

P&C association membership renewal 2023-2024 – complete.

Zoom License Renewal – complete.

5. REPORTS

Treasurer's Report (SF on behalf of JQ)

Overview – 1 Oct 2022 to 6 August 2023 (FY23 YTD)

- Uniform Shop Sales \$119,092
- Uniform Shop Cost of Sales \$94,953
- Bank Account Balance \$160,736
- Inventory on Hand \$111,047
- Accounts Payable \$3,098

Key Highlights

Appointment of Financial Auditor – Wisdom Biz Lawyers

Carried (Moved by SF, 2nd by SR)

Uniform Shop Report (SS)

We have had a slow start to the term as parents have mostly bought uniforms with Back-to-school vouchers, which was until last term.

We have been labelling all the samples in the uniform shop and making it easier for the parents/students to try on. This will also help when the Kindy rush begins. We will also be stocking up summer items by the end of this term. We also plan for the uniform shop to be open Kindy orientation days in Nov.

Uniform shop will support and minimise the lost property in school by encouraging parents to label their items when we sell.

We appreciate all the help by Divya, Karla and Cassandra at the uniform shop.

Teachers want to reduce the lost property items by addressing the labelling issue.

Student environmental leaders will also be doing a drive to encourage parents to donate/exchange old items. The uniform shop will support this too.

Community Garden (SH)

Community garden is very well cared for by teachers and students. At present, there are some empty beds in the community garden. I have emailed to Claire about how to proceed. After discussing with the teachers how to assist the community garden, we will continue to recruit volunteers to help every Wednesday morning.

Regarding the street libraries, volunteers are also being recruited.

Fundraising (AH)

- Fundraising team had a meeting last week to discuss Term 3 events

Events planned:

- TOM BBQ,
- Father's Day gift stall,
- Father's Day breakfast BBQ and
- exhibition of learning.

Father's Day Events

Father's Day Stall – Thursday 31st August

- Stock has been ordered and arrived at school last Friday. It will be stored at the uniform shop until the stall day.
- Event to be run as per Mother's Day stall.

Father's Day BBQ – Friday 1st September

- AH to lead, event to be run as per 2022, but use the canteen area to cook and serve.

Tournament of the Minds

- Confirmed date is Sunday 27th August 2023.
- Event to be run per 2022 but use the canteen area to cook and serve.

Also noted a BBQ will be held for the Exhibition of Learning in Term 3, Week 9 on Thursday 14th September. To be discussed further at the next meeting.

Principal's Report August 9, 2023

- The Athletics Carnival went off perfectly. We had a great day with activities for all students, so no student was sitting around for the whole day. I would like to thank Mrs Taylor and Mrs Borley for the organisation. Zone coming up at Narrabeen Sports Centre Friday August 18th
- Kindy excursion to the zoo. Very successful. All students had great fun.
- Swim scheme started this week. I see our Year 2 students are so very excited and thoroughly enjoy going each day.
- Tournaments of minds, Aug 26-27 August 30th. P&C aware and are running BBQ
- Book week August 28-1st August 30th Dress up!
- Year 4 camp coming up at The Collaroy Centre Sept 6-7
- Thoughts regarding fees for Excursions being refunded? We are having a few parents contacting us regarding refund if their child didn't go.
- What parents are not aware of is how we pay for the buses well ahead of time. We do not get this money back.
- Casual teachers are an issue. There are very few casual teachers available. We are splitting classes almost every day.

Funding ideas from P&C

- 5 handball courts \$13,500
- 2 external speakers for sport on oval \$800
- Ladybird Cameras for classrooms \$5900
- Chicken Coup. \$800
- Mural images on library entrance approx. \$15,000

Total \$36,000

6. GENERAL BUSINESS

As first meeting opportunity provided to ask questions - no questions

Next Meeting

❖ Friday 8th September 2023, 9:30am, at Staff Room

Meeting Closed 7.45pm

FY2023 Treasury Report (6 Aug 2023 YTD)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the period 1 October 2022 to 6 August 2023

Prepared by UTA

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2022 to 6 August 2023

Overview - 1 Oct 2022 to 6 August 2023 (FY23 YTD)

1. Uniform Shop Sales \$119,092
2. Uniform Shop Cost of Sales \$94,953
3. Bank Account Balance \$160,736
4. Inventory on Hand \$111,047
5. Accounts Payable \$3,098

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2022 to 6 August 2023

1 OCT 2022-6 AUG 2023 1 OCT 2021-6 AUG 2022

Income

Trading Profit

Uniform Shop Sales	119,092	174,289
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Cost of Sales

Uniform Shop Cost of Sales	(94,953)	(108,288)
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Total Cost of Sales	(94,953)	(108,288)
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Total Trading Profit	24,139	66,000
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Fundraising Events

Fundraising & Events Income

Fundraising General Revenue	4,988	576
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Easter Fundraising Revenue	-	1,242
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Mother's Day Stall Revenue	5,641	5,858
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Total Fundraising & Events Income	10,629	7,676
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Fundraising & Events Expenses

Fundraising Costs	(2,940)	(3,649)
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School Functions (Mothers & Fathers Day, Kindi etc)	(9,052)	-
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Teachers Day	-	(280)
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Working bee/Welcome BBQ	(49)	-
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Total Fundraising & Events Expenses	(12,040)	(3,930)
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Total Fundraising Events	(1,411)	3,746
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Total Income	22,728	69,746
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Other Income

Membership Fees	27	23
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Interest Income	307	9
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Other Income	229	-
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Total Other Income	563	32
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Total Income	23,291	69,779
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Expenses

P&C Expenses

Audit Fees	985	985
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Bank Charges	6	-
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Depreciation	-	1,197
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Dues & Subscriptions	1,595	816
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Insurance	1,743	932
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Vend Petty Cash Expense	100	-
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	1 OCT 2022-6 AUG 2023	1 OCT 2021-6 AUG 2022
Office Supplies	118	-
Postage	-	29
Sundry expenses	185	-
Small equipment	-	293
Total P&C Expenses	4,732	4,251
Uniform Shop Expenses		
Admin Services - Uniform Shop	9,240	5,940
Bank and Merchant Fees	1,204	3,014
Freight Paid	-	25
Store Supplies	-	103
Stationery	123	-
Total Uniform Shop Expenses	10,567	9,082
Total Expenses	15,300	13,333
Profit/(Loss) before Taxation	7,991	56,445
Donations Paid Out		
Donation to Waitara PS	1,431	518
Total Donations Paid Out	1,431	518
Net Profit After Tax	7,991	56,445
Net Profit After Distributions/Dividends Paid	7,991	56,445

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 6 August 2023

6 AUG 2023

Assets

Current Assets

Bank Accounts

Business Cash Reserve #138	29,441
P&C Bank Ac#023	31,333
Uniform Bank Ac#103	99,962
Total Bank Accounts	160,736

Cash on Hand

Cash Drawer	400
Total Cash on Hand	400

Clearing Accounts	(19,994)
GST	4,340
Inventory on Hand	111,047
Prepayments	4,824
Total Current Assets	261,354

Non-Current Assets

Property, Plant and Equipment

Improvements	10,909
P&C Equipment	263
Store Equipment	472
Total Property, Plant and Equipment	11,643

Total Non-Current Assets	11,643
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Total Assets	272,997
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Liabilities

Current Liabilities

Bank Overdraft	-
Credit Cards & Charge Accounts	86
Trade Creditors	3,098
Total Current Liabilities	3,184

Total Liabilities	3,184
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Net Assets	269,812
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Equity

Retained Earnings	269,812
Total Equity	269,812

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2022 to 6 August 2023

1 OCT 2022-6 AUG
2023

Operating Activities

Receipts From Customers	135,411
Payments to Suppliers and Employees	(95,214)
Interest Received	307
Cash Receipts From Other Operating Activities	5,217
Cash Payments From Other Operating Activities	(29,109)
Net Cash Flows from Operating Activities	16,611

Investing Activities

Payment for Property, Plant and Equipment	(735)
Other Cash Items From Investing Activities	21,891
Net Cash Flows from Investing Activities	21,156

Other Activities

Other Activities	(12,892)
Net Cash Flows from Other Activities	(12,892)

Net Cash Flows	24,876
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	136,260
Cash and cash equivalents at end of period	161,136
Net change in cash for period	24,876

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 6 August 2023

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Battallion Bags	3,108	-	-	-	-	-	3,108
LW Reid	-	-	-	-	-	(9)	(9)
Total Aged Payables	3,108	-	-	-	-	(9)	3,098
Total	3,108	-	-	-	-	(9)	3,098