



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 of Term 4, 2023

Chaired by: Su Anne (President)

Attendance:

Attendees		Group	Attendees		Group
Dany Fitzgerald	Prin	WPS	Joshua Quinn	JQ	P&C
Maria Kortekaas	Dep Prin	WPS	Minhua Lam	ML	P&C
Kate Barratt	Dep Prin	WPS	Shwetha Sripad	SS	P&C
Su-Anne Foo	SF	P&C	Divya Raj	DR	P&C
Amy Hill	AH	P&C	Cassandra Patton	CP	P&C
Samantha Duque	SD	P&C	Shadow He	SH	P&C
			Stephanie Pereira	SP	P&C

Apologies: -

Location: Waitara PS Library

Date and time: Opened at 9:34am on 1st December 2023

Minutes by: SD

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 1.11.23 General Meeting be accepted as true and correct.

Carried (Moved by JQ, 2nd by SF)

3. BUSINESS ARISING

a. P&C contributions

P&C has covered the cost of cupcakes at the Year 6 graduation dinner using the credit received on the Year 6 jackets (approx \$750).

Half of our \$80,000 contribution to the outdoor learning space has been paid to the school to date. The remaining \$40,000 will be transferred during the end of 2023/early 2024.

b. Street library kit.

Kits have been installed and are now available for use.

4. CORRESPONDENCE

We have regretfully accepted the resignation of Shwetha Sripad as our Uniform Shop Co-ordinator. Divya Raj has kindly offered to step up into the role for 2024. Motion to increase quarterly payment for Uniform Shop Co-ordinator to \$2,500.

Carried (Moved by SF, 2nd by JQ)

Received a pamphlet from NSW Health promoting SWAP IT Healthy lunch options. Suggested a link could be included in the newsletter, but general feedback from school suggests students are very well fed and there is minimal concern.

5. REPORTS

Treasurer's Report (JQ)

Overview – 1 Oct 2023 to 26 November 2023 (FY23 YTD)

- 1. Uniform Shop Sales \$18,178 (comparison period \$25,202)
- 2. Uniform Shop Cost of Sales (\$11,103) (comparison \$14,659)
- 3. Trading Profit \$7,075 (\$10,543)
- 4. Bank Account Balance \$116,979 (\$139,738)
- 8. Inventory on Hand \$122,185 (\$107,698)
- 9. Accounts Payable \$Nil

Uniform Shop Report (DR)

Uniform shop is running BAU. We have Kindy and OC 2024 parents coming in to buy as well.

Last date of uniform shop will be 14th Dec 2023. We will be planning to remain open for the first week of Term1 2024. Dates and times will be communicated to parents via Sentral.

PSSA shirts will be added to our uniform shop from 2024. These shirts were previously given on loan by school to the students. Since this is going to be an additional cost for the selected students, we are trying to keep the cost minimal. This will be available to purchase from 2024 and we are finalizing our first order with LW Reid (one of our biggest suppliers)

We now have printed documents in Chinese and Farsi which explains all the uniforms for parents needing it. Thanks Karla, Divya, Irene and Fen for working on these documents.

Cynthia, Cassandra, Karla and Divya - thank you for all help!

Action item: Volunteers needed to assist in Term 1. Call out to be placed on Whatsapp P&C group in January and another via Sentral in Week 1.

Community Garden (SH)

Teachers and students have been caring for the garden very well. A group of volunteers are on hand when needed, and Shadow is attending most Wednesdays to check in.

Fundraising (SD)

Halloween Disco

P&C co-hosted the school's Halloween Disco on Tuesday 31st October 2023. Interim report provided at the last meeting, the day after the event.

Event was successful apart from long queues at the entrance.

Thanks to everyone involved, particularly the 19 parent volunteers.

Action item: Consider printed tickets next time to alleviate wait times at the door.

Principal's Report

When reflecting on the year that has passed I have to say it has been so good to feel satisfaction in the year that has been 2023.

The highlights certainly have been many of late:

- The Exhibition of Learning Evening when so many parents were able to be part of our Project Based Learning journey.
- The Music Ensemble Evening where so many groups showcased their talents.
- The Band Concert performing next week, so many Waitara students and families coming together to celebrate the year's efforts.

What is so wonderful is the many parents who have participated in these events. Our hall has been bursting at the seams.

Our students have also been able to enjoy and participate in many extra-curricular activities representing the school at a variety of events

- Choirs have performed at the Town Hall and the Opera House, the Bands at Chatswood and Hornsby North in Eisteddfods and competitions.
- Public Speaking and Debating events have taken place and the full range of sporting opportunities and excursions have been an integral part of the year.
- Overnight excursions to Canberra, Great Aussie Bush Camp and Year 4 Collaroy Camp.

Our teachers have worked hard to ensure the success of all these initiatives. And again we are thankful for the support of our parent community in this partnership.

Semester 2 Reports

Semester 2 Reports will be emailed to parents on Thursday 14 December.

Celebration of Learning Assemblies

We are so pleased to resume our Celebration of Learning assemblies again throughout Week 9 and pleased that parents are joining us for each of these events. Information on the days and times has been sent to parents.

Farewelling Year 6

End of year activities for the current Year 6 cohort have also commenced the Year 6 Farewell will be next Wednesday at Waitara Magpies, Surf Lifesaving in Week 10, Wednesday will be the Celebration of Learning assembly and Mini Fete last week. On Friday 15 December the 'Walk through the Arch' will be the final event and Year 6 parents are most welcome to come onsite for that.

Budget

Money spent on big items.

Leadership Year 5

During this term, Year 5 have been preparing for their transition into Year 6, when they will become the senior students at the school. This is a position of great privilege and responsibility as Year 6 students serve as role models for all the younger students. 20 Year 5 students have run for senior leadership positions of school captain, vice-captain and SRC executives and last week 2024 leadership elections were held. Each candidate wrote and delivered a speech to their fellow students from Years 3-6, after which student voting was carried out via an online form. Whilst we consider all Year 6 students at Waitara to lead by example, some students have been elected by their peers to fulfil senior student leadership positions. Staff also casted their votes and the final outcome will be determined ready to be shared at the Year 5 Celebration of Learning Assembly next week. There will also be a formal Induction Assembly for the 2024 Student Leadership team early in Term 1 next year.

Staff Leaving in 2023

We have several staff leaving us for promotions and permanent positions. Miss April Kermeen has left our school. Long-time teachers at our school, Liz McDonald and Helen Howard are retiring this

year. We will be sad to see these teachers leave but wish them all the best in their future paths. Mr Bendiech is leaving he secured a permanent position at another school. We have appreciated the last few years he has been with us We will be holding farewells for them by the end of the year.

Class Formation 2024

Our anticipated enrolment next year is approximately 1022 and we plan on forming 40 classes. However, this is dependent on possible new enrolments and students leaving which is constantly changing. Students will return in holding classes and we will form classes as soon as we can firm up our enrolment numbers.

School Development Days

This year the last day of school for students will be Friday 15 December. There will be Staff Development Days for teachers at school on Monday 18 and Tuesday 19 December. We will be staying onsite for these days. Next year at the beginning of 2023 we will have two Staff Development Days 30 & 31 January. Students in years 1-6 will start on Thursday 1 February

Our Kindergarten students begin on Wednesday 7 February, after their Best Start testing.

Results for the NAPLAN and Check in Assessments

We have been analysing our NAPLAN and Check in Assessments for 2023 and on the whole, we are very pleased with our results. We are consistently above state average in Year 3 and Year 5 in both Literacy and Numeracy and above similar schools grouping for Literacy and Numeracy in Year 5. This data will drive curriculum areas next year.

Thank you

We would like to thank the P&C for their hard work, commitment and dedication this year. Su-Anne for your leadership and ongoing support of the school and all committees and office bearers. You are such an essential part of our school community and it is always a privilege to attend these meetings in my executive role.

Thank you and happy holidays!

6. GENERAL BUSINESS

TTFM Survey

Dep Prin. MK presented the findings of the annual TTFM survey.

Action: P&C to liaise with school when developing its 2024 schedule of activities and take parent feedback into account.

Next Meeting

❖ **Friday 1st December 2023, Annual General Meeting**

Meeting Closed 10.50am

FY24 Treasury Report (26.11.2023 YTD)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the period 1 October 2023 to 26 November 2023

Prepared by UTA

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 26 November 2023

Overview - 1 Oct 2023 to 26 November 2023 (FY24 YTD)

1. Uniform Shop Sales \$18,178 (comparison period \$25,202)
2. Uniform Shop Cost of Sales (\$11,103) (comparison \$14,659)
3. Trading Profit \$7,075 (\$10,543)
4. Bank Account Balance \$116,979 (\$139,738)
5. Inventory on Hand \$122,185 (\$107,698)
6. Accounts Payable \$Nil

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 26 November 2023

1 OCT-26 NOV 2023 1 OCT-26 NOV 2022

Income

Trading Profit

Uniform Shop Sales	18,178	25,202
Cost of Sales	(11,103)	(14,659)
Total Trading Profit	7,075	10,543

Fundraising Events

Fundraising & Events Income

EOL Fundraise Revenue	-	1,474
General Fundraise Revenue	346	-
Total Fundraising & Events Income	346	1,474

Fundraising & Events Expenses

EOL Fundraise Costs	-	(136)
Fundraising Costs	(107)	-
School Functions (Mothers & Fathers Day, Kindi etc)	(57)	-
Total Fundraising & Events Expenses	(164)	(136)

Total Fundraising Events	182	1,338
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Total Income	7,257	11,881
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Other Income

Membership Fees	18	15
Interest Income	41	22
Total Other Income	59	37

Total Income	7,316	11,919
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Expenses

P&C Expenses

Audit Fees	985	-
Bank Charges	-	-
Depreciation	122	122
Dues & Subscriptions	312	281
Insurance	353	313
Office Supplies	143	-
Total P&C Expenses	1,915	716

Uniform Shop Expenses

Admin Services - Uniform Shop	2,310	2,310
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1 OCT-26 NOV 2023 1 OCT-26 NOV 2022

Bank and Merchant Fees	145	329
Total Uniform Shop Expenses	2,455	2,639
Total Expenses	4,370	3,355
Profit/(Loss) before Taxation	2,945	8,564
Donations Paid Out		
Donation to Waitara PS	47,390	444
Total Donations Paid Out	47,390	444
Net Profit After Tax	2,945	8,564
Net Profit After Distributions/Dividends Paid	2,945	8,564

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 26 November 2023

26 NOV 2023

26 NOV 2022

Assets

Current Assets

Bank Accounts

Business Cash Reserve #138	29,558	29,157
P&C Bank Ac#023	20,141	19,390
Uniform Bank Ac#103	67,280	91,191
Total Bank Accounts	116,979	139,738

Cash on Hand

Cash Drawer	400	400
Total Cash on Hand	400	400

Clearing Accounts	(20,257)	17,686
GST	842	3,163
Inventory on Hand	122,185	107,698
Prepayments	3,671	3,461
Stripe AUD	-	572
Total Current Assets	223,819	272,718

Non-Current Assets

Property, Plant and Equipment

Improvements	9,350	10,787
Total Property, Plant and Equipment	9,350	10,787

Total Non-Current Assets	9,350	10,787
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Total Assets	233,169	283,505
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Liabilities

Current Liabilities

Bank Overdraft	-	-
Credit Cards & Charge Accounts	-	86
Trade Creditors	(9)	12,047
Total Current Liabilities	(9)	12,133

Total Liabilities	(9)	12,133
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Net Assets	233,178	271,372
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Equity

Retained Earnings	233,178	271,372
Total Equity	233,178	271,372

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 26 November 2023

1 OCT-26 NOV 2023

Operating Activities

Receipts From Customers	20,012
Payments to Suppliers and Employees	(11,103)
Interest Received	41
Cash Receipts From Other Operating Activities	346
Cash Payments From Other Operating Activities	(52,491)
Net Cash Flows from Operating Activities	(43,195)

Investing Activities

Other Cash Items From Investing Activities	15,250
Net Cash Flows from Investing Activities	15,250

Other Activities

Other Activities	1,900
Net Cash Flows from Other Activities	1,900

Net Cash Flows	(26,045)
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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	117,379
Net change in cash for period	(26,045)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 26 November 2023

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)