



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 2, 2023

Chaired by: Su-Anne Foo (President)

Attendance:

Full name		Group	Full name		Group
Cassandra Patton	CP	P&C	Jane Aye Yin	JA	P&C
Amy Hill	AH	P&C	Su-Anne Foo	SF	P&C
Shivani Ruikar	SR	P&C	Kate Barrat	KB	Waitara PS
Upasana sati	US	P&C	Shwetha Sripad	SS	P&C
Irene Zou	IZ	P&C	Shadow He	SH	P&C
Qian Li	QL	P&C	Janice Foo	JF	P&C
Jyoti Arora	JA	P&C	Farah farooq	FF	P&C
Rojsuwan Srisak	RS	P&C	Raju Vetiyatil	RV	P&C

Apologies: Samantha Duque, Josh Quinn, Jack Liu, Dany Fitzgerald

Location: Zoom

Date and time: Opening at 7:00pm on 17th May 2023

Minutes by: SR (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

After acknowledging Aboriginal & Torres Strait Islander people, SF declared a quorum and welcomed members to the meeting. Followed by thanking the Volunteers for their services towards the school.

2. MINUTES FROM PREVIOUS MEETING

That the minutes of the 17.03.23 General Meeting be accepted as true and correct
Carried (Moved by KB, 2nd by AH & SR)

School Bytes for school payments were discussed by Anna, any questions or queries please contact office.

3. BUSINESS ARISING

a. Primary School grant update

Grants were not submitted due to unforeseen circumstances.

4. CORRESPONDENCE

- Resignation – Fundraising Convenor Alex

Alex has stepped down from the Fundraising Convenor post. SF – informed about the post being open for anyone who is interested.

- Receipt of Suspicious email in P& C emails

This issue is now resolved and all the passwords as now been changed.

5. REPORTS

Treasurer's Reports (JQ)

Overview - April 2023

- Uniform Shop Sales \$10,589
- Uniform Shop Cost of Sales \$12,380
- Fundraising - Mother Day - See separate report / to be included in May Treasury Report
- Bank Account Balance \$183,408
- Inventory on Hand \$93,288
- Accounts Payable - \$5,092

Key Highlights

- Uniform Shop accepting NSW Back to School Vouchers in store (upto 3 x \$50 voucher per child) - Expire June 2023
- Instore - 2nd Register in action
- Fund Raising Mother's Day Stall held in May - Profit \$575

6. Uniform Shop Report (IZ)

- We have been busy with winter uniforms with our wonderful volunteers Divya, Karla and Cassandra helping.
- The second terminal has helped immensely. The billing is now quicker. We are still accepting NSW back to school vouchers. This will end in June 2023.
- Our suppliers are facing stock issues with many items. We are trying our best restock but there have been issues across many suppliers.
- Year 6 jackets - Year 6 jackets are in progress. Despite industry-wise stock shortages and extended lead times, the uniform shop team has done everything possible to make them available in a timely fashion and at no additional cost to families. We understand that the children are keen to receive them, but we have been limited by supply issues across the board. The current delivery estimate is mid-May. We appreciate your patience and understanding, and ask you to bear with us.

7. Fundraising (SF on behalf of SF)

Mother's Day Event Update

Our annual Mothers' Day stall was held on Thursday 11 May 2023. All classes attended the stall which ran from 9.15am to 1pm.

We had 22 parents help out on the day and prior, with a few parents doing multiple shifts. Thank you to our wonderful volunteers, including those involved in the double counting of over \$5,000 in notes and coins. A profit of \$575 was made.

Harmony Day Event Update

Spirit Week – Waitara Way Tea Towel Fun-raiser

Motion approved (AH, SR, SS): Request for re-order

8. Community Garden (SH)

Wednesday Mornings

Every Wednesdays' Morning

Few volunteers and I have gone to the community garden every Wednesday morning to tidy up the garden. Since students from the school environment team come in every week to take care of the garden and the greenhouse, it seems there is not much work for us volunteers for this term. But we still welcome more volunteers to join us, in addition to taking care of the garden, this is also a good opportunity to make friends.

Potential Garden project for Term 2

Teachers are wondering if our community garden group would like a project to create an herb garden or something else in an area on the street side of the garden.

Considering that taking care of the herb garden requires experience and time, I am afraid we can't take care of it well. Do you have any ideas about the area? Street Library is a good plan.

Street Library

Proposal to have the Street library around the school. Discussion on the budget, location and the suggestions of meeting participants were taken into account.

Librarian Christina is enthusiastic about the street library and happy to help.

Motion approved by (AH, SR, SS): Budget (\$1500.00) to order (2 items) and install library box.

Action Item: SH to liaise for organising the items required for the Street Library

9. Principal's Report

Principal Report P&C 17th May 2023

Thank you to the Volunteers for the Mother's Day stall. The students were so excited to be able to choose a gift to take home. We appreciate our Mothers and fathers volunteering to make the stall possible. We know some of our parents give so much to the school especially their free time.

Kitchen garden. A huge thank you to all the parents and students who continue to attended to our garden. It is looking lovely and inviting. Our students are starting to use it more frequently. We had a Teacher Professional learning involving the garden and it was lovely to see it thriving.

We all completed the Bridge Builders training on our SDD and the program is running smoothly in the school. Parents have access to their child's portal. We hope that all parents will engage with the program and join us in using a common language and creating resilience in their children.

One of our assistant principals Clare Davidson had accepted a position as Assistant Principal at Mt Colah PS. We wish her all the best. This does create a vacancy at the school which we will fill by merit selection sometime this term. Of course, we will be inviting a parents to join that panel. I know Su-Anne has much experience but we would also need a multicultural representative. Male if possible because the panel is female and we need a balance.

3- way student conferences have seemed to be going very well. We love that we engage our students in the feedback to parents as it is their learning we are discussing after all. We put the ownership and the autonomy of the learning with the students where it should be

Reports are currently being written for the end of this term.

You may have noticed, we have placed sandstone blocks around one of our gardens. They are for the children to sit on but also keep all the soil and bark in the garden for washing away across the playground. We like the new addition to our playground.

10. GENERAL BUSINESS

- **Multicultural Wall**
 - nominations received for a co-ordinator/volunteer to create and oversee installation of future multicultural event /calendar.
- **Action Item:** P&C – SF to follow up with the volunteers.

Next Meeting (Term 2)

- ❖ Friday 16th June 2023, 9:30am at Staff Room.

Meeting Closed 8:00pm.

April 2023 Treasury Report (Month)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the month ended 30 April 2023

Prepared by UTA TAX

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 month ended 30 April 2023

Overview - April 2023

1. Uniform Shop Sales \$10,589
2. Uniform Shop Cost of Sales \$12,380
3. Fundraising - Mother Day - See separate report / to be included in May Treasury Report
4. Bank Account Balance \$183,408
5. Inventory on Hand \$93,288
6. Accounts Payable - \$5,092

Key Highlights

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Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 30 April 2023

	APR 2023	MAR 2023	FEB 2023	JAN 2023
Income				
Trading Profit				
Uniform Shop Sales				
Clothing and Accessories - 2nd	-	-	6	-
Clothing and Accessories Revenue	10,589	11,885	11,524	12,443
Total Uniform Shop Sales	10,589	11,885	11,530	12,443
Cost of Sales				
Uniform Shop Cost of Sales	(12,380)	(11,268)	(14,932)	(7,738)
Total Cost of Sales	(12,380)	(11,268)	(14,932)	(7,738)
Total Trading Profit	(1,791)	618	(3,401)	4,705
Fundraising Events				
Fundraising & Events Income	-	1,914	-	-
Fundraising & Events Expenses	-	(208)	(2,680)	-
Total Fundraising Events	-	1,706	(2,680)	-
Total Income	(1,791)	2,324	(6,082)	4,705
Other Income				
Membership Fees	-	-	-	1
Interest Income	31	33	27	30
Total Other Income	31	33	27	31
Total Income	(1,761)	2,356	(6,055)	4,736
Expenses				
P&C Expenses				
Bank Charges	-	6	-	-
Dues & Subscriptions	156	156	140	140
Insurance	157	157	157	157
Vend Petty Cash Expense	-	-	100	-
Total P&C Expenses	312	318	397	297
Uniform Shop Expenses				
Admin Services - Uniform Shop	2,310	-	-	2,310
Stripe Fees	111	267	80	109
Total Uniform Shop Expenses	2,421	267	80	2,419
Total Expenses	2,734	586	477	2,716

	APR 2023	MAR 2023	FEB 2023	JAN 2023
Profit/(Loss) before Taxation	(4,494)	1,771	(6,532)	2,019
Net Profit After Tax	(4,494)	1,771	(6,532)	2,019
Net Profit After Distributions/Dividends Paid	(4,494)	1,771	(6,532)	2,019

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 30 April 2023

30 APR 2023

Assets

Current Assets

Bank Accounts

Business Cash Reserve #138	29,328
P&C Bank Ac#023	23,092
Uniform Bank Ac#103	130,988
Total Bank Accounts	183,408

Cash on Hand

Cash Drawer	400
Total Cash on Hand	400

Clearing Accounts	(25,174)
GST	2,411
Inventory on Hand	93,288
Prepayments	3,814
Stripe AUD	951
Total Current Assets	259,098

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	270,741
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Liabilities

Current Liabilities

Bank Overdraft	-
Credit Cards & Charge Accounts	86
Trade Creditors	5,092
Total Current Liabilities	5,178

Total Liabilities	5,178
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Net Assets	265,563
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Equity

Retained Earnings	265,563
Total Equity	265,563

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 30 April 2023

APR 2023

Operating Activities

Receipts From Customers	11,648
Payments to Suppliers and Employees	(12,380)
Interest Received	31
Cash Payments From Other Operating Activities	(2,745)
Net Cash Flows from Operating Activities	(3,446)

Investing Activities

Other Cash Items From Investing Activities	13,689
Net Cash Flows from Investing Activities	13,689

Other Activities

Other Activities	(933)
Net Cash Flows from Other Activities	(933)

Net Cash Flows

9,310

Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	174,498
Cash and cash equivalents at end of period	183,808
Net change in cash for period	9,310

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC
As at 30 April 2023

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Golden Leaf Uniforms	4,174	-	-	-	-	-	4,174
LW Reid	-	928	-	-	-	(9)	918
Total Aged Payables	4,174	928	-	-	-	(9)	5,092
Total	4,174	928	-	-	-	(9)	5,092