



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 1st Nov 2023 1900 via Zoom

Chaired by: Su-Anne Foo

Attendance:

Attendees		Group	Attendees		Group
Dany Fitzgerald	Prin	WPS	Hannah Chan	HC	P&C
Amy Hill	AH	P&C	Rakesh	R	P&C
Joshua Quinn	JQ	P&C	Cassandra Paton	CP	P&C
Su-Anne Foo	SF	P&C	Shwetha Sripad	SS	P&C
Janice Foo	JF	P&C			

Apologies:

Irene Zou - Uniform Shop Convenor

Shadow – Community Garden Coordinator

Location: Zoom

Date and time: Opening at 1906 1/11/23 via ZOOM

Minutes by: Amy Hill (vice president)

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 JQ, 2nd by AH)

Business arising

1. P&C Contributions: BBQ Plate and Portable Speaker System
2. Outdoor Learning Space - P&C Contribution and CBP Grant - Applying for a grant SF
3. Street Library project update- Library boxes are completed and ready to install. DF is going to ask tradesmen currently at the school.

3. Correspondence

P&C Affiliate Email account - terminated.

New email address: waitarapublicschool@waitarapspnc.onmicrosoft.com

4. Reports

Treasurer's Reports

Report for end: 31.10.23

31/10/23 end of financial year and audit in next few weeks

- Overview - month ended 31 October 2023
- Donation pledged to WPS \$80,000

1. Uniform Shop Sales = \$ 13, 971
2. Trading profit = \$ 5,503
3. Bank Account Balance = 153,721

Uniform Shop Report

We started selling summer uniforms at the start of the term. We are stocked up for the summer season mostly.

Stock take - We performed stock take over 3 days at the end of Term 2 which required more than 35manhours to count every single item in the uniform shop. The differences were reported which were mostly the size swaps and some other minor differences. We have lost a number of samples in the last year and we are trying to control this as much as possible this year.

On 2 last Tuesdays, we opened the uniform shop to very kindy parents after the orientation. All information is being given to them online too.

We are encouraging every jacket/hat and cap to be named in the uniform shop as we sell.

Carla, Cynthia, Cassandra and Divya - your contribution to every Monday and Thursday is invaluable.

Fundraising

- Referendum BBQ 14th Oct – Successful event, all leftover stock sole. Profit \$830.70
- Halloween Disco 31st Oct – Successful event though more volunteers required for future events. First time this event has been held since prior to the new school being built. DF questioned need to mark of students and will discuss in reflection with staff. Profit of \$2400 after expenses

Community Garden report – no recent update

Principals Report

P&C Meeting Wednesday 1st November Principal Report

Thanks - World Teachers Day morning tea. It was so thoughtful and much appreciated by the staff.

Thanks - Disco. I am sorry I was unwell and unable to attend. We were not happy with the DJ so would find someone for next time. We need to tighten up the process for getting the students in quickly.
Thanks - Mipro portable sound system x 2 have arrived and will be used for Stage 2 and Stage 3 morning lines when needed, as well as Friday sport/carnivals.

Reporting - clear timeline for teachers, they are on track in moderating student work samples and assessments for the purpose of reporting; Sentral report templates have been set up for Sem 2; this semester in addition to comments for Eng, mathematics and general, Kindergarten will use a 3-point scale (working towards, working at, working beyond) to indicate where a student is at in their learning in all curriculum areas 9maths, Eng, science, geography etc...)

Remembrance Day - falls on a Saturday; WPS will hold a minute silence at 12pm on Friday morning; student leaders will deliver a message to the whole school over the PA system; class teachers will be provided with a mini lesson and resources to implement in class.

Student leadership - leadership program well under way, lots of interested students and many very committed to participating in the consideration for senior roles. The goal is that elections and panels will run in Week 6. Outcomes for 2024 team will be determined by mid week 7 and communicated to students and community week 8. Wk 8-10 will be opportunities for incoming leaders to shadow outgoing leaders.

Assets -time line with room and sound proofing the hall. Operable wall to commence next week and the hall on the SDD at the end of the term. Shade sails and staged area. A temporary fence will go around the area mid next week.

Class formation 2024 - teachers looking at careful placement. We look at options for the following year. Look at past and current parent requests. Learning and Support, behaviour, need for balance across all classes.

Excursion Payment - parent payment is required for students to attend an excursion. Of course, those that come to the office to ask for assistance will get it. Currently evaluating costs looking to cut back.

Motion to approve all reports of the meeting are correct and accurate (1st SF, 2nd AH)

General Business

- Years six memento – Discussion has been raised as reported by Shwetha and Su-Anne of using the savings funds for a Year 6 Memento. Amy (AH) raised as a representative of the Year 6 community that the students have a jacket and a yearbook and questions the need for an additional memento. Shwetha raised that this has been discussed as creating a precedent for future years. Committee agreed that as a one of funds would be re-injected back into a year 6 celebration event to supplement the school expense such as a cake.

- **Next Meeting**

- ❖ **Friday week 1st Dec 9:30 followed by AGM**

- ❖ Meeting Closed 7:53pm

Monthly Treasury Report October 2023 (Updated)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the month ended 31 October 2023

Prepared by UTA

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 31 October 2023

Overview - month ended 31 October 2023 (updated)

1. Uniform Shop Sales \$13,971
2. Uniform Shop Cost of Sales \$8,468
3. Trading Profit \$5,503
4. Fundraise Revenue \$346
5. Fundraise Costs \$107
6. Membership Fees \$18
7. Net Profit \$5,362
8. Bank Account Balance \$153,721
9. Inventory on Hand \$124,820
10. Accounts Payable \$1,016
11. Donations to WPS \$6,586 (BBQ, Sound Equipment, Halloween Disco)
12. Donation pledged to WPS \$80,000

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 31 October 2023

	OCT 2023	SEP 2023
Income		
Trading Profit		
Uniform Shop Sales	13,971	9,395
Cost of Sales	(8,468)	(5,237)
Total Trading Profit	5,503	4,157
Fundraising Events		
Fundraising & Events Income		
Father's Day Fundraise Revenue	-	545
General Fundraise Revenue	346	-
TOM Fundraise Revenue	-	1,233
Total Fundraising & Events Income	346	1,778
Fundraising & Events Expenses		
Fundraising Costs	(107)	-
TOM Fundraise Costs	-	(27)
Total Fundraising & Events Expenses	(107)	(27)
Total Fundraising Events	239	1,750
Total Income	5,742	5,908
Other Income		
Membership Fees	18	-
Interest Income	41	37
Total Other Income	59	37
Total Income	5,800	5,944
Expenses		
P&C Expenses		
Dues & Subscriptions	156	156
Insurance	177	177
Street Library Expenses	-	151
Total P&C Expenses	333	484
Uniform Shop Expenses		
Bank and Merchant Fees	106	85
Total Uniform Shop Expenses	106	85
Total Expenses	439	569
Profit/(Loss) before Taxation	5,362	5,376

OCT 2023

SEP 2023

Donations Paid Out

Donation to Waitara PS	6,586	474
Total Donations Paid Out	6,586	474

Net Profit After Tax

5,362	5,376
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Net Profit After Distributions/Dividends Paid

5,362	5,376
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Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 31 October 2023

31 OCT 2023

30 SEP 2023

Assets

Current Assets

Bank Accounts

Business Cash Reserve #138	29,558	29,517
P&C Bank Ac#023	38,841	38,477
Uniform Bank Ac#103	85,322	75,030
Total Bank Accounts	153,721	143,024

Cash on Hand

Cash Drawer	400	400
Total Cash on Hand	400	400

Clearing Accounts	(15,695)	(16,378)
GST	1,186	4,385
Inventory on Hand	124,820	133,288
Prepayments	4,003	4,336
Stripe AUD	-	54
Total Current Assets	268,435	269,108

Non-Current Assets

Property, Plant and Equipment

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

Total Non-Current Assets	11,643	11,643
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Total Assets	280,078	280,751
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Liabilities

Current Liabilities

Bank Overdraft	-	-
Credit Cards & Charge Accounts	86	86
Trade Creditors	1,016	465
Total Current Liabilities	1,102	551

Total Liabilities	1,102	551
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Net Assets	278,976	280,200
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Equity

Retained Earnings	278,976	280,200
Total Equity	278,976	280,200

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 31 October 2023

	OCT 2023	SEP 2023
Operating Activities		
Receipts From Customers	15,384	10,334
Payments to Suppliers and Employees	(8,468)	(5,237)
Interest Received	41	37
Cash Receipts From Other Operating Activities	346	1,778
Cash Payments From Other Operating Activities	(6,678)	(2,220)
Net Cash Flows from Operating Activities	625	4,691
Investing Activities		
Other Cash Items From Investing Activities	8,171	(26,560)
Net Cash Flows from Investing Activities	8,171	(26,560)
Other Activities		
Other Activities	1,900	(3,017)
Net Cash Flows from Other Activities	1,900	(3,017)
Net Cash Flows	10,697	(24,885)
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	143,424	168,309
Cash and cash equivalents at end of period	154,121	143,424
Net change in cash for period	10,697	(24,885)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 31 October 2023

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
LW Reid	-	-	-	-	-	(9)	(9)
Samantha Duque	1,025	-	-	-	-	-	1,025
Total Aged Payables	1,025	-	-	-	-	(9)	1,016
Total	1,025	-	-	-	-	(9)	1,016