



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 17th Feb 2021 1900 via Zoom

Chaired by: Jack Liu (President)

Attendance:

Attendees		Group	Attendees		Group
Jack Liu	JL	P&C	Siddharth Samant	SiS	P&C
Dany Coelho	Prin	WPS	Nitin Amin	NA	P&C
Amy Hill	AH	P&C	Michelle Wigglesworth	MW	P&C
Joshua Quinn	JQ	P&C	Vishal Arora	VA	P&C
Erica McKay	EM	P&C	Neha Sharma	NS	P&C
Prakash Radhakrishnan	PR	P&C	Cecilia		P&C
Manish Goel	MG	P&C	Elena Yang	EY	P&C
Chavi Uldamatta	CU	P&C	Nithya Vijayan	NV	P&C
Shuvani Ruikar	SR	P&C	Rohit Bhagwat	RB	P&C
Pratheep Thandeswaran	PT	P&C	Yazheng Cui	YC	P&C
Henriette Viethen	HV	P&C	Jingsi He	JH	P&C
Su-Anne Foo	SF	P&C	Rashmi Laxmeshwarmath	RL	P&C
Jianling Cao	JC	P&C	Yiwen Gong	YG	P&C
Tanpreet Kaur	TK	P&C	Wei Wei	WW	P&C
Derek WAN	DW	P&C	Pauline Selvam	PS	P&C
Varun Thangamani	VT	P&C	Anuradha Markale	AM	P&C
Sumit Wadhvani	SW	P&C	Calum MacKinnon	CM	P&C
Yuanyuan SHI	YS	P&C	Betty Xu	BX	P&C
Ling MacKinnon	LM	P&C	Samantha Duque	SD	P&C
Suganya Rajmohan	SR	P&C	Janice Foo	JF	P&C
Lijue Wang	LW	P&C	Daniela Cardoso	DC	P&C
Anu Srinivas	AS	P&C	Shwetha Sripad	SS	P&C
Kamyar Ahmadpanah	KA	P&C	Shweta Nita Amin	SNA	

Apologies: Jocelyn Loughnan

Location: Zoom

Date and time: Opening at 1900 17/2/21 via ZOOM

Minutes by: Amy Hill (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

JL declared a quorum and welcomed members to the meeting.

2. Minutes from Previous meeting

That the minutes of the 4.11.2020 General Meeting be accepted as true and correct.

Carried (Moved by JQ, 2nd by EM)

Business arising

1. Appointment of P&C Secretary 2021

Nomination Su-Anne Foo, *Moved by JL 2nd AH*

2. Appointment of Fundraising Co-Ordinator & Committee members

Nomination Yiwen Gong, *Moved by SF, 2nd SS*

3. Community Garden update – AH reported special interest group has been established and any people keen to volunteer email waiter-pca@outlook.com and we will connect you. Principal reported Pergola finished and BASC interest to contribute. Moving forward WPS staff will guide us the next steps.

4. St Ives High School North Draw Transport Petition Update – EM update. Feedback was given from the Minister for Transport stating at this stage no planned changes to transportation to St Ives High School will occur. Waitara P&C will continue to support this petition and any appeals made.

3. Correspondence

1. Email Complaint from a school community regarding students at risk when travelling to school due to cars not obeying traffic regulations. Email from Alister Henskens reply – JH the P&C will continue to communicate concerns regarding students safety to and from school.

2. Email from Alister Henskens regarding available grants submission due 22.2.21 – DC WPS not applying for grants.

3. Emails from CBP (Community Building Partnership Program) – Confirmed the final grant (\$44,000) has been released.

4. Survey from P&C Federation – Completed by Amy Hill on behalf of Waitara P&C

5. Email from KLAP (Kids Learning Assistance Program) - Free Reading Assistance Program offered by local high school student volunteers – *DC to follow up with Waitara staff.*

4. Reports

Treasurer's Reports -JQ

Report for end 30 Nov 2020

1. Uniform Shop Sales = \$11K (Dec 2020 \$14.6K)- Year to date Sales \$53.4K
2. Trading profit = \$3.9K
3. Government Grant funds received \$44K
Bank Account Balance = \$239 120
4. Bank balance includes Gov't Building Grant of \$44K to be spent on approved expenditure
Accounts Payable \$ 1084 (fundraising funds held for school to be transferred)

Key Highlights

1. Government Grant funds of \$44K received for approved building expenditure (library) to be considered
2. Inventory Management POS System to be updated – Trialing VEND
3. New School Year
4. Concerns raised with the use of Flexischools – *Principal reported WPS has no obligation to use Flexischools and could discuss with canteen opportunities to change to another provider.*



WAITARA PUBLIC SCHOOL PC - Top Iter



2021.02.09_Vend Proposal memo.pdf

Uniform Shop Report – SS

The Uniform shop is continuing to accept online orders as the preferred method for this year. All orders are packed and delivered to the child's classroom by our volunteers.

Sales

Sales from Dec 2020 until now is 47k. We had restocked most of the summer uniform at the end of last year for the beginning of the year rush. Most of the Kindy parents of 2021 have bought packs, which was recommended.

Backend systems

We have had problems with Flexischool orders that have either been duplicating or missing resulting in a lot of manual work at the shop. We have raised this issue to Flexishool several items.

Square is being used to record sales, track stock but does not integrate with Flexischool nor accounting system. Hence, we are looking at the idea of switching to a more suitable system like Vend. Exploring this or any other system that better suits our all our needs. We will have more to put forward regarding this in the next meeting.

We have been spending more time at the shop to sort out issues than required. It is because most of the orders are now online in the last 6 months compared to previous years where parents could walk in. Our volunteers spend time in packing and delivering the orders to each class personally.

Stock

Winter uniforms are currently being replenished. We are looking at mid-March to start selling them.

Helen, Lena and Irene - thank you for being there to help us!

Fundraising Committee – MW and AH

- Mini-planning meeting held 4.2.21
- Term 1 Fundraiser Tea towel
- Expressions Fundraising – supplier. Sustainable and Australian Made. Cost depends on amount ordered and amount of colour in tea towel. We provide ideas and the design team designs a prototype.
- Suggestions are school song with the emblem with as an edge and Muriel from the school is an option for the tea towel –
- Pricing colour option \$11.50 per tea towel and sell at \$15, discount for buy 3. Average \$6 profit per tea towel. Minimum order \$300 Plan suggest advertise early (around Harmony day) tea towel received end of term 1
- Flex-schools to take order

Motion to Approve - P&C meeting pre-purchase of 300 from P&C so we have funds if required.

(Moved Sis, 2nd AH)

2021

- **Term 1** - Tea towels, decided no Easter fundraiser due COVID restrictions may interrupt this. – ? *raised by DC why no Easter and yet book nook. AH clarified that yes Book nook would require COVID guidelines but easier to manage than Easter donations. Students can still do Easter celebrations at school.*
- **Term 2** - Mothers' Day (actual Mothers Day is Sun 9 May) – Online stall due to COVID restrictions may interrupt a traditional stall. Stock to be ordered by Week 10 Term 1.
 - Shortlist of items – MH. Action MH to discuss with YG Fundraising Co-ordinator
- **Term 3**- Fathers Day Breakfast Fathers' Day (actual Fathers Day is Sun 5 Sep) Fathers Day breakfast Friday 3rd Sept. Plan for a bbq breakfast. ? purchase of Bay Maree and separate fry pan for vegetarian. *Principal agreed this could be a possibility but need to await Education Department guidelines*

Motion Approve move the P&C to Friday 10th as currently on Friday 3rd Sep (Moved Jack, 2nd Sis)

Other Fundraising suggestions

- **Walkathon** – all students participate. Option 1 Company run. Option 2 – Run it yourself. P&C and has to reconcile funds. 350 students \$6-7000. Winter Months best – *Principal reported this has been a successful fundraiser in the past and is confident the school could run it if the P&C wanted to go ahead with this.*
- **Discos** Prior to school renovations and COVID we had 2 discos per year. *Principal reported at this stage the school is not allowed to hold events such as disco's under COVID restrictions.*
- **Book Nook** - Previously a successful fundraiser, books were donated or unwanted books given by library. *Principal was in support of this idea as long as COVID guidelines were upheld.*
Action- to be discussed with Fundraising Co-ordinator YG and new committee members.

Sports Committee

Swimming Carnival is to be held for students 3-6 years on Tues 22nd Feb. Only 300 students allowed to attend and no parent spectators due to COVID restrictions.

Principals Report

A smooth start to the year. We are funding two extra classes one through the school and community funds and another through an EALD position seeing we have over 91% NESB. This enabled us to have 44 straight classes (no composites) and a quick start to the year. 144 kindergarten students and smaller classes.

Pick up times will stay slightly staggered for 2021: still acting on Covid advice,

Kindergarten leaving at 2.50pm.

Years 1-2 leaving at 3pm

Years 3-6 leaving at 3.10pm

Parent information sessions.

We wanted to enable the parents to see the school that is why we added the school tour. Still had to have two sign ins and distancing measures. Some schools did theirs virtually. We wanted to thank the parents for being so accommodating. It was lovely have the parent community into our school again.

P&C Funded works

Thank you to the P&C for playground markings, refurbishment of M block with new carpet/lino, furniture and painting.

Paint classrooms M Block \$13,600

Stools M Block \$2,054

Tables M Block \$15,720

Carpet M Block \$39,776

Playground markings \$28,700

Total (ex GST) \$99,850

The library has gone to Tender through assets and we are waiting for the tender time to be completed. We appreciate the extra funds that will come from the P&C that will assist in the refurbishment.

Mural

We have commissioned indigenous artist Bronwyn Smith who painted the artwork reproduced to indicate the levels in our new building. She will be coming up to do a mural on the side of C block.

Swimming Carnival

Unfortunately, No parents are allowed and we will have limited students. Only those that can swim very well. We are also limited to a maximum of 300 students.

Crossing Supervisor

Needed for the school if anyone wants a part time job. This is still causing traffic congestion

School Plan.

We will be sending out a survey based on the new strategic improvement plan. Our three Directions are: Literacy and Numeracy, Wellbeing and Modern Learning.

General Business

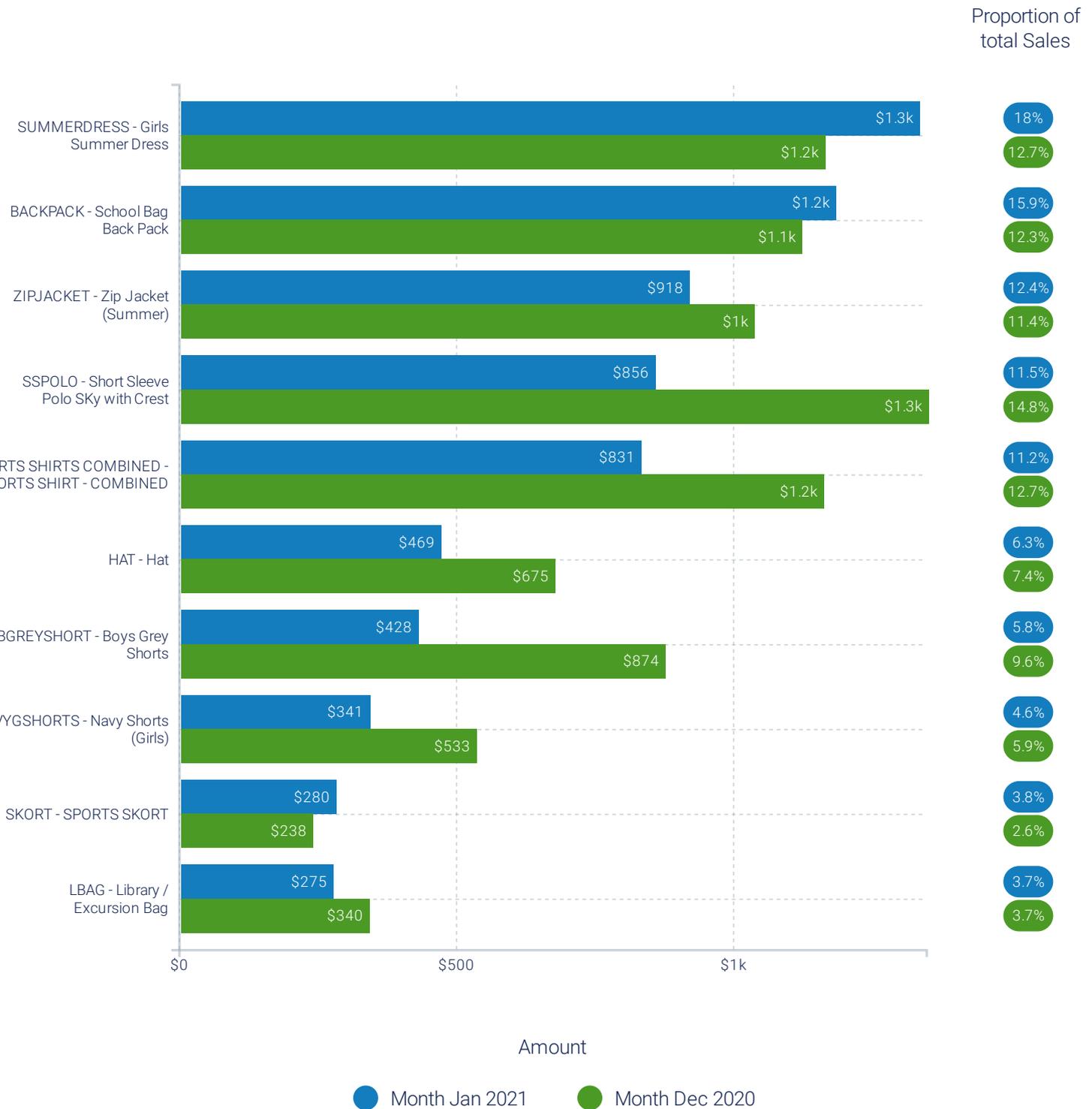
- **VEND** – The P&C Treasury Team, with the support of the Uniform Shop team propose to implement VEND Software to manage the purchase, inventory and sales of stock by the Uniform Shop.
- **Class Parent** – SD raised could this role be further clarified. AH to develop push not on Class Parent
- **Australian Primary Principals Day Friday 6th August 2021**
- **Australian Teachers Day Friday 29th October 2021** – *Principal chose this date rather than previous date as in holidays*

Next Meeting

❖ **Friday 19th March 9:30am**

Meeting Closed at 2020

Top Items By Sales



Graph Insights

The top item sold for the month of January 2021 is SUMMERDRESS - Girls Summer Dress. SUMMERDRESS - Girls Summer Dress accounts for 18.0% of items sold (up versus 12.7% in December 2020). The top 3 items account for 49.7% of total items sold (up versus 43.2% in December 2020). SUMMERDRESS - Girls Summer Dress exhibited the largest change in proportion of sales from 12.7% in December 2020 to 18.0% in January 2021.

memo

WAITARA P&C

To: P&C Executive
From: Joshua Quinn – P&C Treasury
CC: Shwetha Sripad / Daniela Cardoso – Uniform Shop
Date: 9 February 2021
Re: **VEND – INVENTORY MANAGEMENT SOLUTION / ONLINE SOLUTIONS**

The P&C Treasury Team, with the support of the Uniform Shop team propose to implement VEND Software to manage the purchase, inventory and sales of stock by the Uniform Shop.

Josh has conducted extensive research and product demonstrations and VEND provides the best and most comprehensive solution required for the P&C Uniform Shop.

The VEND software integrates with Xero and Square and can provide comprehensive reports and stock control.

From discussions with vendors and their experience with similar retail / school shops it is recommended to adopt VEND and also revisit the online shopping website using either Shopify or BigCommerce (quotes still in progress).

The existing platform being used – Flexischool – does not integrate with other software including Xero or VEND and to streamline the stock ordering and fulfillment process, a dedicated online Uniform Shop for Waitara P&C is recommended and achievable.

Key Benefits:

- Significantly reduce time spent organising reports and managing inventory levels
- A user-friendly system with 24/7 phone and chat support included
- Extensive, easy to use reporting suite to help track sales and product performance
- Easily set up gift cards, customer loyalty and promotions ahead of time
- No transaction, connection or add-on fees

Pricing (I've included the additional register, just remove as applicable)

Vend Custom Calculator (AUD) - PRO - EXTRA REGISTERS				
Plan	Qty	Inclusions	Billed Monthly	Billed Annually
Pro Plan	1	1 Register included per outlet Full Reporting Suite Advanced Promotions & Gift Cards Accounting Add-on API Access for other Add-Ons Multi-Outlet Retail Management 24/7 Phone Support	\$169.00	\$1,788.00
Additional Register/s	1	Additional Register/s	\$69.00	\$708.00
Monthly Total			\$238.00	
Annual Total			\$2,856.00	\$2,496.00
Annual Billing Saving			-	\$360.00
<p>Note: Prices are quoted in AUD with no GST payable. A register is a selling station in Vend. Additional registers are billed at \$69/mo or \$708 on annual billing</p>				

Hardware:

Please see a link to [a list of the recommended hardware](#) that is compatible with Vend. You have the freedom to purchase hardware from any provider, however if you are looking for a recommendation I'd suggest checking out [SMB Consultants](#) (Apple specialists) or [POS 99](#).

The existing Square Reader and Ipad can continue to be used – additional products can be obtained as considered necessary.

Vend Onboarding / Training:

Propose initial once of training be obtained for the Uniform Shop helpers – cost of \$269 – per attached onboarding package,

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STAGE 2 – ONLINE SHOPPING WEBSITE

VEND partner with BigCommerce and a representative will be in touch shortly to discuss available options and prices.

<https://www.bigcommerce.com/>