



Minutes of Annual General Meeting

held on Friday 06th December 2019 at 10.15am in Waitara Public School staff room

- **Opening and apologies**

Nick Berman opened the meeting and welcomed everyone.

Attendance:

Alex Quinn, Amy Hill, Amy Wilson, Daniela Duarte, Dany Coelho, Hye Jung Yoo, Jack Liu, Jacqueline Simpkins, Jocelyn Loughnan, Kate Barrat, Lin Zhang, Lucy Zhang, Nick Berman, Sasha Hao, Siddharth Samant, Steve Jackson

Apologies:

Michelle Wigglesworth, Donna Breslin, Nathalie Almenara del Solar

Minutes recorded by: Jack Liu

Minutes of previous meeting

Motion that the minutes of the Annual General Meeting be received and approved.

Moved: Nick Berman 2nd: Siddharth Samant

- **President's Report**

Presented by Nick Berman, as per attached report

Moved: Jack Liu 2nd: Siddharth Samant

- **Uniform Shop Report**

Presented by Jacqueline Simpkins, as per attached report

Moved: Jack Liu 2nd: Nick Berman

- **Treasurer's Report / Appointment of Auditor**

Presented by Siddharth Samant on behalf of Suruchi Nahata, as per attached audited Financial Statement

It was proposed that we retain current auditors

Moved: Nick Berman 2nd: Jack Liu

- **Election of Office Bearers**

Chaired by Nick Berman. All positions declared vacant.

Elections held with the following results:

President – Jack Liu

Nominated and moved by Nick Berman 2nd: Amy Hill

Vice President – Steve Jackson

(Self-Nominated)

Moved: Amy Hill 2nd: N. Berman

Vice President – Lucy Zhang

(Self-Nominated)

Moved: N.Berman 2nd: J.Simpkins

Treasurer – Alex Quinn

(Self-Nominated)

Moved: S. Samant 2nd: J.Liu

Assistant Treasurer 1 – Siddharth Samant

Assistant Treasurer 2 – Joshua Quinn

Assistant Treasurer 3 – Penny Zhao

Moved: Alex Quinn 2nd Jack Liu

Secretary – Lindsay Jackson

Moved: Steve Jackson 2nd by Nick Berman

Nomination to be confirmed

Committee Members (only up to 3)

- Amy Hill
- Nick Berman
- Jacqueline Simpkins

Moved: Jack Liu
2nd: Daniela Duarte

Uniform Shop Convenor & committee members

Convenor: Shwetha Sripad

Committee: Sasha Hao

Moved: J. Simpkins 2nd: Daniela Duarte

Fundraising Convenor & committee members – Manish Sharma, Jocelyn Loughnan

(Self-Nominated)

Moved: B. Berman 2nd: Jack Liu

Sport Committee Convenor – Michelle Wigglesworth

(Self Nominated)

Moved: B. Berman 2nd: Jack Liu

- Other – Nil

Meeting closed 10.45am.**Principal Report- 6th December, 2019****Thank you Morning Tea-**

Our students, your children, would not have such a diverse educational program, resources, or excellent facilities, if it were not for those unpaid, invaluable parents who so willingly give of their time and energy. Especially to the P&C members who have made a significant contribution. Thank you all!

Whole School Celebration of Learning

I look forward to seeing our parents at our presentation day at Knox Grammar School on Thursday 12 December 2019 at 10.30am.

Staff Leaving in 2020

Last week we farewelled Mrs Gifford, she was successful in gaining a position at a school in Canberra where she has relocated.

Mrs Gifford has been a respected and valuable teacher at our school over the last 10 years. In the time that I have known her, I have noted that she is a passionate and dedicated teacher. She has been a great teacher and colleague; I wish her every success and happiness for the future.

I would like also to Congratulate Ms Wing who will be taking up a Relieving Assistant Principal position at Redbank PS in 2020. Miss Usien was successful in attaining a permanent teaching position at Beecroft Public school through merit selection. We wish her all the best at her new school.

Mrs Thatcher has retired and moved overseas to Portugal. We wish her all the best on her new adventure overseas. Mrs Fiona Leslie has also retired, and will be enjoying further travels abroad. Both had left the school a few years ago but had not officially separated from the department.

The following casual staff will be leaving at the end of the year have also been an integral part of the Waitara team for 2019, Miss Roper, Ms Kaye, Ms Garcia, Miss Emily Bell, Mrs Suziki-Patze and Mrs Bortz. We have appreciated the energy, enthusiasm and passion you have had in caring and educating our Waitara students this year. We wish you all the best for 2020 and beyond.

Mrs Aberline will also be leaving us at the end of the year as she goes on maternity leave for 2020. Mrs Aberline will be having baby number two, a brother or sister to Ivy. We wish Marianne, her husband Matt and daughter Ivy all the best as they will have so many happy and wonder filled times ahead. We can't wait to meet her/him.

While Mrs Aberline is on maternity Leave Ms Jaclyn Bedwell will be taking on her role as relieving Deputy, she was selected through expression of interest by a panel. We look forward to welcoming her next year.

We also have some staff returning from leave. Mr Kurt Walker, Mr Jason Bruce, Ms Michelle Bradley Miss Gemma Crowson has been appointed to our school as a targeted graduate. We look forward to working with them again and welcoming Gemma.

Student Numbers 2020

Currently on 1060- 42 classes. Beginning of term 1 as we cannot have anymore demountable for 3 months. Kindergarten students will have 3 classes in two rooms. This can usually accommodate 60 Stage 3 students so we do not for see any issues. Those groupings will continue on to the new build.

Teachers are moving classes to start the year next to their collaborative teaching buddies.

Reports go out next week on Friday.

School Development Days

This year the last day of school for students will be **Wednesday 18 December**. There will be a staff development day for teachers at school on Thursday 19th. Teachers and administration staff will not be on site

on December 20 as their commitment to professional development on this day was completed during the year.

Newsletter 2020

As we are getting less and less parents reading the newsletter and we have become more digital across a few platforms, we want to cut it down the newsletter: Term 1 week 2, 5 10. Term3-4 week 5 and 10.

We will continue to impart all important information info by Schoolzine app and Facebook and Seesaw.

Finance

Financially we have not spent much except on technology this year and professional development and recently purchase of artwork for our wayfinding in the new building from our Indigenous artist Bronwyn.

We are holding off to see what is required for our new playground in 2020. Most funds have been put aside for this.

Home Discipline

I need your support with ideas to communicate to our parents the rules regarding corporal punishment at home. Parents who arrive from overseas through no fault of their own are unaware of the laws regarding hitting children. I would like to disseminate information through the What's app accounts and if you have any other ideas that would be appreciated.

As we are mandatory reporters we need to inform the authorities if anything is not lawful.

Dany Coelho
Principal

Treasurer's Report for the AGM 6th December, 2019

As the Treasurer of Waitara Public School P&C, it is my role to present the audited financial performance for the year ended 30 September 2019 to the members at the AGM. As far as I am aware, all compliance matters are up to date including taxation and insurance obligations.

The two major items of the P&C made operating surpluses for this financial year. Those are from Uniform shop and General P&C profits. Uniform shop sales were \$138K (about 6% less than last year), but the profit was higher 20% more than last year. Uniform shop has stock value of \$43K after stock take and end of year adjustments. General P&C profits were \$9K, slightly lower than previous year.

The following results were made by each operating area for the year ended 30 September 2019:

| | |
|--|------------------------|
| Operations results: | |
| * General P&C (fundraising, interest & after expenses) | \$ 9,643 |
| * Uniform shop | \$54,642 |
| Total operating surplus | <u>\$64,285</u> |
| Distributions: | |
| * Donations to Waitara Public School | (\$2,075) |
| | <u>(\$15,267)</u> |
| Net profit/(loss) after donations and funds transfers | <u><u>\$46,943</u></u> |

After all expenditure, there was still approximately \$193,000 of combined cash funds at the end of the September 2019.

In this financial year, we have achieved overall operating surplus. Both fundraising and uniform shop team were successful with the efforts and enthusiasm of all.

Suruchi Nahata

P&C Treasurer

President's 2019 report

The end of the year has come quickly and it is now time to reflect on the year that has been.

Much has been over the past year as we welcome a new committee to take over the reigns of the P & C.

The year started strongly on the fundraising front with a very successful Harmony Day event being held in the evening. It was great to see so many parents and carers being able to attend the event who would previously have had trouble attending. This was followed by the Easter Hat Parade and Raffle which saw improved takings yet again. The Mother's Day and Father's Day stalls were again successful events.

The re-building program for the school proved to be a big challenge for fundraising, as it is with just about every other aspect of the school's operations. It goes without saying that the future is exciting in terms of what can be achieved in the future.

The uniform shop continued to perform strongly despite the challenges associated with the re-building program. It appropriate at this time to acknowledge the contribution of Jackie Simpkins who has been the driving force behind the success of the uniform shop for so many years. Add to that, Jackie found the time to be part of the consultative committee for the re-building program, to take part on more recruitment panels than I care to remember and has regularly been on hand to assist with the running of sports carnivals, just to name a few.

The P & C has continued to work with the school leadership to raise concerns about traffic and pedestrian safety in the local area. Many of these concerns have been around for some time, however, it is to be hoped that the completion of the re-building program will give council and the state government the impetus to do further work.

Members of the P&C have also contributed to a number of recruitment panels through the year for positions that have been vacant.

As this year comes to an end and we move on to the Annual General Meeting to elect a new committee, I would like to thank a number of people.

Firstly, thank you to other members of the committee for all your hard work, particularly Jackie Simpkins and Suruchi Nahata who are about to stand down from their positions.

Thank you also to the new members, be they parents and carers, who have been coming forward to join the committee and support the work of the school.

Finally, it has been a great pleasure to work with all members of the from the Principal and Deputy Principals to all members of the teaching and non-teaching staff. And what an outstanding team they are. It would be impossible for the P&C to function as we know it without the strong support that we have received from staff.

Nick Berman

President

UNIFORM SHOP REPORT AGM 2019

Shop Management

This year we have continued to run the Uniform Shop with a combination of a paid person (Daniela) and a group of dedicated volunteers. This model has proven to be effective in ensuring we offer our School community a high level of service and has taken some pressure off me as the Uniform Shop Convenor particularly in relation to opening and closing of the shop each Monday and Thursday morning.

We have continued to use Flexischools with great ease and success and in the fourth term of this year we purchased and introduced a new point of sales system 'Square'. This involves the use of an ipad, cash draw and the Square software which enables use to track stock and produce clear reports on sales, items sold, current stock levels and so on. Some additional work is still required to maximise the benefits of this new system including syncing with MYOB and setting up the EFTPOS payment system linked directly with Square.

Uniform Shop Prices

This year we have increased prices for some uniform items in line with price increases from our suppliers. This is the first year for many year that we have increased the uniform prices. The price increases included: \$2 increase for the short sleeve polo, grey shorts and summer dress.

Year 6 Jackets

The Uniform Shop was again able to organise and sell the Year 6 jackets with a great response from the Year 6 students. Nearly all students took up the option to purchase a jacket and lots of use was made of the jackets with students wearing them at every opportunity.

Uniform Items

In line with the new Department of Education policy that all schools must offer a short/pant option for girls we sourced a navy blue short from one of our current suppliers "Golden Leaf" and this is now being sold in the Uniform Shop. The girls now have the option to wear the Summer dress or navy shorts with the sky blue short sleeve polo. No change was required for the winter uniform as we have offered a pants option now for many years.

Kindy Orientation and OC Orientation

The shop was opened for extended hours in conjunction with the Kindy orientation session along with four additional Tuesday mornings and uniform samples were made available for the OC orientation event.

Thank you

I would like to take this opportunity to thank all of the volunteers for their time and commitment to providing such a valuable service to the school community. A special thank you to Daniela, Kim, Leena, Helen and Ivy for their ongoing support and the many hours they have volunteered to ensure the Uniform Shop runs smoothly and provides a high level of customer service.

I have now volunteered within the role of Uniform Shop Convenor since Feb 2014 and given that my youngest child will finish at WPS at the end of 2020 it is time for me to hand over the role to some new parents, so I can provide sufficient handover and support to ensure the Uniform Shop remains a vital service within the P&C. I have enjoyed very much working with the various volunteers of the shop, with the School administration staff, the Executive of the School and the P&C during my time as Uniform Shop Convenor. I am very proud of the service we provide to the school community and for the additional funds that are raised through the shop which then go directly into additional support for the School and its student. I wish the new Convenor/s all the very best for the future.

Jacqueline Simpkins, Uniform Shop Convenor