



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 General Meeting – 11th September 2020

Chaired by: Jack Liu (President)

Attendance:

| Attendees | | Group | Attendees | | Group |
|-------------------|----|-----------------------|---------------------|-----|-------|
| Jack Liu | JL | P&C | Jacqueline Simpkins | JS | P&C |
| Dany Coelho | DC | Waitara Public School | Sharon Wong | SW | P&C |
| Amy Hill | AH | P&C | Daniela Cardoso | DaC | P&C |
| Joshua Quinn | JQ | P&C | Kushar Perera | KP | P&C |
| Katherine Barrat | KB | Waitara Public School | Baihui xu | BX | P&C |
| Nisheeth Ranjan | NR | P&C | Cathy Li | CL | P&C |
| Alex Quinn | AQ | P&C | Jocelyn Loughnan | JoL | P&C |
| Erica McKay | EM | P&C | Reza Navub | RN | P&C |
| Kamyar Ahmadpanah | KA | P&C | Wendy Bai | WB | P&C |

| Apologies | | Group | | | |
|------------------|-----|-------|-----------------------|----|-----|
| | | | Shwetha Sripad | SS | P&C |
| Steve Jackson | SJ | P&C | Nick Berman | NB | P&C |
| Siddharth Samant | SIS | P&C | Donna Murrell | DM | P&C |
| Nathalie Meyns | NM | P&C | Michelle Wigglesworth | MW | P&C |

Location: Zoom

Date and time: Opening at 09.35am 11/09/2020

Minutes by: Amy Hill (Secretary)

1. Welcome

JL declared a quorum and welcomed members to the meeting.

2. Minutes from Previous meeting

That the minutes of the 12.8.2020 General Meeting be accepted as true and correct.

Carried (Moved by JQ, 2nd by EM)

Matters arising from minutes - AH

- Awaiting P&C Federation Change → Waitara P&C and By laws – closed
- Improving the Sports Profile at Waitara – ongoing

- Principal raised concerns about well-being of students and the impact COVID - ongoing

3. Business Arising

1. Motion 1 – Approve funds of \$130 000 to refurbish M block, library and playground.
Carried (Moved – JS, 2nd JoL and AH)
2. JL raised concerns about students’ cybersecurity. The recommendation was to encourage students to change the default password & not to share it with others.
3. Petition circulated in conjunction with Asquith P&C for improved public transport to St Ives High School. Thanks to the EM and JL for raising awareness with this issue.
4. JL raised the suggestions which was received from parents regarding if the school could provide earlier supervising at 8:30 AM (e.g. Normanhurst West PS, Normanhurst PS, Thornleigh West PS). Mrs Coelho responded to it and stated that no change would be made since the teachers already provided 30 minutes supervising before the school starts every day based on the work arrangement & agreement.
5. JL raised the suggestion which was received from parents if the school could place Y5/Y6 students in the new building. Mrs Coelho responded to it and confirmed that no change would be made since Y5/Y6 students actually have been using the new building frequently.

4. Correspondence

Nil.

5. Reports

Treasurer’s Reports (AQ):

- **Sales** year to date of **\$151 140**
- **Profit** year to date of **\$53, 362**
- **Cash** at bank **\$167 624**
- **Accounts payable** LW Reid **\$699**

Other comments

- Fixing up Square Inventory System to remove manual processing (Ongoing-Investigating)
- Stocktake recently conducted results to be reviewed and inventory balance per balance sheet reconciled (adjustment required).
- Insurance renewal - paid

Key Observations

1. Transitioned Accounting Software from MYOB to Xero – Cloud Based with live bank feed connected

2. Square POS system issues with full integration with Xero to be investigated and resolved-ongoing
3. New uniform shop in school building
4. Impact of COVID-19 on fundraising and uniform shop sales ongoing

Uniform Shop Report

Nil.

Fundraising Committee - JoL

Father Day on line stall was a success and much appreciated by the students. A huge thank you to all the assistance from Uniform Shop committee. Final figures are to be collated with funds raised. There were a couple of damaged items which JoL is sorting.

Sports Committee

No report due to COVID restrictions on sport.

Principals Report

- Thank you for the P&C Father's Day fundraiser. Very efficient.
- School photos, nothing changed except for the staff photos. They were all individual.
- The school will be handed over to us on the 24th September. This will complete the entire SINSW project. We are very excited.
- Received a call from Alister Henskens regarding our grant. He will be giving us money but won't be official until November.
- We would like to ask the P&C for money to refurbish M block and the library. We would need \$50,000 for M block which includes, carpet, painting and new lino and furniture.
- Line marking Edumarking. Bright coloured handball courts, hop scotch and hundreds squares. \$20,000
- We would also Like to ask for the \$60,000 to cover the remaining cost of renovating the school Library. Enclosing the library- opening up a section to the old music room and repainting and carpeting. A total of \$130,000
- The school will be funding renovations to B block. As we are projecting 1132 students next year we will need to take back the classroom. We would like to open these up the same as all the others for collaborative learning, paint and recarpet them.
- After school TPL staff next week will be looking at our new Strategic Improvement Plan. Staff will be determining where we currently sit in regards to the school excellence framework. Make up the 3 hours on the last Friday at the end of the Year. The second part will be anaphylaxis in term 4.
- Mark Scott the Secretary of the DoE will be visit on Wednesday 16th. He will stay for one hour and will be informally chatting with staff.
- We have our Geography Showcase online in Week 10. We will post images and film through See-Saw.
- We are starting a Waitara Fest Film festival You may have seen the alert on Facebook. Hopefully it will be an annual event. This will provide another platform for our students to express themselves.

- The council are approving a kiss and drop outside our school on Myra street. They will change the signs at some point and we will have signage up directing parents how to use the zone correctly. We will be manning this area of a morning and afternoon.
- The wombat crossing was completed this week. We have no news of a crossing supervisor. We will determine if we need to man it in the meantime. We are not officially allowed to do so.
- Parent session on “Positive Support for your Child” to be hosted via Zoom on 14/9 at 7pm. There will be a link for parents to register. I have paid a psychologist to run a session for us specifically for our family’s context.
- Celebrated ROUK day yesterday. Coffee van came and the social committee supplied morning tea for staff.
- Dress as your hero day next week.

General Business

World Teachers Day Thurs 15th October – Change of date to week 1 Term 4

Meeting Closed at 10:40am

Planned next meeting

| Date | Start time | Location |
|-----------|------------|------------------------|
| 4/11/2020 | 1900 | Zoom (Virtual Meeting) |



Management Report

WAITARA PUBLIC SCHOOL PC ASSOC INC
ABN 88 887 884 129
For the 11 months ended 31 August 2020

Prepared by UTA TAX



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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the 11 months ended 31 August 2020

Overview

- New School Building and Uniform Shop operational
- Impact of COVID-19 on School and P&C Activities

Key Financial Position at 31 August 2020 (11 months)

- Sales year to date of \$151,140
- Net Profit year to date of \$53,362
- Cash at bank \$167,624
- Accounts payable - LW Reid \$699 (paid in September)

Other Comments

- Fixing up Square Inventory system to remove manual processing (on-going - investigating)
- Stocktake recently conducted - results to be reviewed and inventory balance per balance sheet reconciled (adjustment required)
- Insurance renewal - paid

Key Observations

1. Transitioned Accounting Software from MYOB to Xero - Cloud Based with live bank feed connected
2. Square POS System issues with full integration with Xero to be investigated and resolved - ongoing
3. New Uniform Shop in new school building
4. Impact of COVID-19 on fundraising and uniform shop sales - ongoing



Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the 11 months ended 31 August 2020

OCT 2019-AUG 2020

2019

Income

Trading Profit

Uniform Shop Sales

| | | |
|----------------------------------|----------------|----------------|
| Clothing and Accessories - 2nd | 353 | 1,702 |
| Clothing and Accessories Revenue | 150,896 | 132,875 |
| Discount Received | (109) | - |
| Year 6 Jumpers [41199] | - | 3,636 |
| Total Uniform Shop Sales | 151,140 | 138,214 |

Cost of Sales

| | | |
|----------------------------|-----------------|-----------------|
| Uniform Shop Cost of Sales | (75,539) | (68,601) |
| Total Cost of Sales | (75,539) | (68,601) |

| | | |
|-----------------------------|---------------|---------------|
| Total Trading Profit | 75,601 | 69,613 |
|-----------------------------|---------------|---------------|

| | | |
|-----------------------------|-------|--------|
| Fundraising & Events Income | (249) | 21,672 |
|-----------------------------|-------|--------|

| | | |
|---------------------|---------------|---------------|
| Total Income | 75,353 | 91,284 |
|---------------------|---------------|---------------|

Other Income

| | | |
|---------------------------|------------|-----------|
| Membership Fees | 8 | 9 |
| Interest Income | 128 | 66 |
| Total Other Income | 136 | 75 |

| | | |
|---------------------|---------------|---------------|
| Total Income | 75,489 | 91,359 |
|---------------------|---------------|---------------|

Expenses

| | | |
|-------------------------------|-------|--------|
| Depreciation | 1,539 | - |
| Donations provided | - | 2,075 |
| Fundraising & Events Expenses | 3,245 | 13,748 |

P&C Expenses

| | | |
|-------------------------------|--------------|--------------|
| Audit Fees | 985 | 1,070 |
| Bank Charges | - | 619 |
| Gifts | 253 | 166 |
| Insurance | 2,415 | - |
| Office Supplies | 594 | 1,400 |
| P&C Meetings | 119 | - |
| Sundry expenses | 608 | - |
| Small equipment | 243 | - |
| Telephone | - | 63 |
| Total P&C Expenses | 5,217 | 3,319 |

Uniform Shop Expenses

| | | |
|-------------------------------|-------|-----|
| Admin Services - Uniform Shop | 8,800 | - |
| Bank Merchant Fees | 491 | - |
| Cash Discrepancy | - | 166 |

Profit and Loss



| | OCT 2019-AUG 2020 | 2019 |
|--|-------------------|---------------|
| Discounts Taken | - | (91) |
| Flexischool Charge [61051] | 1,807 | 972 |
| Freight Paid | 28 | 16 |
| Shop fitting | 1,361 | 322 |
| Wages & Salaries | - | 8,920 |
| Total Uniform Shop Expenses | 12,487 | 10,306 |
| Total Expenses | 22,488 | 29,447 |
| Profit/(Loss) before Taxation | 53,001 | 61,912 |
| Net Profit After Tax | 53,001 | 61,912 |
| Net Profit After Distributions/Dividends Paid | 53,001 | 61,912 |



Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 31 August 2020

31 AUG 2020 30 SEP 2019

Assets

Current Assets

Bank Accounts

| | | |
|----------------------------|----------------|----------------|
| Building Fund Bank Ac#357 | 171 | 170 |
| Business Cash Reserve #138 | 128,918 | 128,835 |
| P&C Bank Ac#023 | 1,902 | 11,307 |
| Uniform Bank Ac#103 | 36,634 | 51,974 |
| Total Bank Accounts | 167,624 | 192,286 |

Cash on Hand

| | | |
|---------------------------|------------|------------|
| Cash Drawer | 400 | 400 |
| Total Cash on Hand | 400 | 400 |

Clearing Accounts

| | | |
|--------------------------------|----------|------------|
| Cash Shop Clearing Account | - | 559 |
| Total Clearing Accounts | - | 559 |

| | | |
|-------------------------------|----------------|----------------|
| GST | 2,113 | 3,994 |
| Inventory on Hand | 116,996 | 55,729 |
| Trade Debtors | - | 114 |
| Square Other Payment Clearing | (2,499) | - |
| Square Cash Clearing | 1,367 | - |
| Total Current Assets | 286,001 | 253,083 |

Non-Current Assets

Property, Plant and Equipment

Uniform Shop Fitout

| | | |
|----------------------------------|---------------|----------|
| Uniform Shop Fit Out at Cost | 14,372 | - |
| Shop Fit Out Amortisation | (471) | - |
| Total Uniform Shop Fitout | 13,901 | - |

P&C Equipment

| | | |
|--------------------------------|----------|----------|
| P&C Equipment | 382 | 382 |
| P&C Equipment - Accum Dep'n | (382) | (382) |
| Total P&C Equipment | - | - |

Store Equipment

| | | |
|------------------------------|----------|----------|
| Store Equip - at Cost | 3,619 | 2,550 |
| Store Equip - Accum Dep'n | (3,619) | (2,550) |
| Total Store Equipment | - | - |

| | | |
|--|---------------|----------|
| Total Property, Plant and Equipment | 13,901 | - |
|--|---------------|----------|

| | | |
|---------------------------------|---------------|----------|
| Total Non-Current Assets | 13,901 | - |
|---------------------------------|---------------|----------|

| | | |
|---------------------|----------------|----------------|
| Total Assets | 299,902 | 253,083 |
|---------------------|----------------|----------------|



31 AUG 2020 30 SEP 2019

Liabilities

Current Liabilities

| | | |
|----------------------------------|------------|--------------|
| Credit Cards & Charge Accounts | 86 | 86 |
| GST | - | 2,469 |
| Trade Creditors | 669 | 2,130 |
| Total Current Liabilities | 755 | 4,685 |
| Total Liabilities | 755 | 4,685 |

Net Assets

299,147 248,398

Equity

| | | |
|---------------------|----------------|----------------|
| Retained Earnings | 299,147 | 248,398 |
| Total Equity | 299,147 | 248,398 |



Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC
For the 11 months ended 31 August 2020

OCT 2019-AUG 2020

Operating Activities

| | |
|---|---------------|
| Receipts From Customers | 161,771 |
| Payments to Suppliers and Employees | (79,568) |
| Interest Received | 128 |
| Cash Receipts From Other Operating Activities | (249) |
| Cash Payments From Other Operating Activities | (21,794) |
| Net Cash Flows from Operating Activities | 60,289 |

Investing Activities

| | |
|---|-----------------|
| Payment for Property, Plant and Equipment | (15,440) |
| Other Cash Items From Investing Activities | (58,853) |
| Net Cash Flows from Investing Activities | (74,294) |

Other Activities

| | |
|---|-----------------|
| Other Activities | (10,657) |
| Net Cash Flows from Other Activities | (10,657) |

Net Cash Flows

(24,662)

Cash and Cash Equivalents

| | |
|--|-----------------|
| Cash and cash equivalents at beginning of period | 192,686 |
| Cash and cash equivalents at end of period | 168,024 |
| Net change in cash for period | (24,662) |



Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 31 August 2020

| CONTACT | CURRENT | < 1 MONTH | 1 MONTH | 2 MONTHS | 3 MONTHS | OLDER | TOTAL |
|--------------------------------|------------|-----------|---------|----------|----------|-------|------------|
| Aged Payables | | | | | | | |
| L W REID Pty Ltd | 479 | - | - | - | - | - | 479 |
| LW Reid For One And All | 190 | - | - | - | - | - | 190 |
| Total Aged Payables | 669 | - | - | - | - | - | 669 |
| Total | 669 | - | - | - | - | - | 669 |