



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 – 12th August 2020

Chaired by: Jack Liu (President)

Attendance:

Attendees		Group	Attendees		Group
Jack Liu	JL	P&C	Su-Anne Foo	SR	P&C
Dany Coelho	DC	Waitara Public School	Quincie Gonsalves	QG	P&C
Amy Hill	AH	P&C	Julie Granville	JG	P&C
Joshua Quinn	JQ	P&C	Kushar Perera	KP	P&C
Katherine Barrat	KB	Waitara Public School	Michelle Wigglesworth	MW	P&C
Shwetha Sripad	SS	P&C	Cathy Li	CL	P&C
Alex Quinn	AQ	P&C	Jocelyn Loughnan	JoL	P&C
Erica McKay	EM	P&C	Maxwell Coutinho	MC	P&C
Reza Navub	RN	P&C	Abhishek Chandra	AC	P&C
Hannah Chan	HC	P&C	Sandip Banik	SB	P&C
Rebecca Luca	RL	P&C			

Apologies		Group			
Daniela Cardoso	DaC	P&C	Jacqueline Simpkins	JoL	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			

Location: Zoom

Date and time: Opening at 07.01am 12/08/2020

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 Jun 2020 General Meeting be accepted as true and correct.

Carried (Moved by CL, 2nd by SS)

3. Business Arising

Waitara P&C Insurance – After much discussion Waitara P&C insurance has been renewed and the agreed policies were AF1 4 and PAC4 4 with JohnJAndrews Insurance. Cost \$1096.00 .

Reviewing the Waitara P&C By-laws – The P&C Federation is in the process of reviewing the constitution and so it was discussed that Waitara P&C would review our By-laws once this had been completed. The meetings will remain Week 4 and Week 8 via Zoom as previously planned.

Working Party to support Treasury – AH circulated email. One response which has been forwarded to the Treasury.

Primary Principals Day Morning Tea – Thank you to JoL for organising this, it was a success and much appreciated by the Principal and Staff.

4. Correspondence

Nil.

5. Reports

Treasurer's Reports (AQ):

- **Sales** year to date of **\$147K**
- **Profit** year to date of **\$54K**
- **Cash** at bank **\$170,602**
- **Accounts payable** **\$4,035** (paid in August 2020)

Refer to the Appendix A for details.

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

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 - SS

A quiet quarter after moving to the new space. We've got the shop running smoothly with the online orders. We've made sales of 10.8k since the last P&C meeting.

At the end of June, we did a full stock take systematically with the help of our amazing volunteers. The last stock take was more than a year ago and the uniform shop has moved twice after that. We are going to have a meeting shortly with the accounting team to understand the next steps as we still don't have Square and Accounting software linked.

We have also restocked a few of the winter clothing. We are looking at how best we can manage the Kindy orders online for the next academic year once the admission process starts.

Fundraising Committee

- Father's Day Stall – AH poke on behalf of JoL Father's Day Stall will be going ahead online with a payment for a Father's Day Gift Bag through Flexischools.
- Fundraising team organised a morning tea and flowers for Primary Principals Day Aug 7th.

Sports Committee

MW raised the concern about how disappointed parents and students were around the cancellation of PSSA. It was raised the importance have the students have the opportunity to participate in PSSA and Zone PSSA when available. JoL and AH raised the idea of the profile of Sport being raised at Waitara in the future and hopefully with the new playground new activities will be possible.

Principals Report

Thank you for the amazing morning tea and flowers. I really appreciated the thoughtfulness and the gratitude for the work I do for the job that I love. It was a lovely acknowledgement. The staff really appreciated the morning too.

Build - The adventure playground will be completed this week. The Soft fall should be completed next week. We will then be able to take over the bottom playground area. The areas with new Astro Turf have almost been completed.

We have been waiting for approval for the final area of asphalt to be quoted on. This final area we decided needed to be completed under the project because after the project it would cause damage to the completed works. We are also working on obtaining quotes on M block for carpeting and painting.

Community Garden Update - Work is progressing on the Community Garden and we hope to have full access to it as soon as the astro turf and fixed equipment are completed.

ADCO Construction Company have been especially supportive as they have really got involved in the project by donating fencing, gates, pathways and constructing the general infrastructure of the garden.

Through two grants that we were fortunate to have been awarded, we have been able to purchase a shed, potting shed and pergola. These will be built over the next few weeks. We have also built some initial garden beds and bought soil.

Mrs McDonald and Mrs Naylor have been driving this project for a couple of years through involvement with their students. They are now researching how we will use the garden in the future and involve the school, BASC and the community.

We hope to have the garden ready soon for our Environment Leaders to get started with some initial planting and also establish our indigenous section with the support of Hornsby Council.

We hope to have the Community Garden as a focus for staff professional training at the end of the year in preparation for 2021.

We will keep the P&C up to date with our progress throughout the rest of the year.

Wellbeing. We have been noticing an increase in anxiety amongst our students here at Waitara.

We are not alone and as a result of our current climate this is not unusual. We practice mindfulness daily in the school and have a thorough social emotional learning program. Parents placing extra pressure on the students, at this time, needs to be carefully thought through. We want to assure you that we do not encourage or place any pressure on the students. In fact, we are ensuring that learning is relaxed, engaging and fun.

Crossing and Gates - You may have noticed numerous alerts regarding social distancing and parents hanging around the gates it is getting difficult to get the message across if parents linger at the gate or around the fence then it makes it difficult for other parents walking past to social distance.

Parents are crossing directly outside the school in front of cars. We had a parent hit by a car in that very place and was seriously injured.

Our Wombat crossing should be completed by next week. We will then apply to get a crossing monitor.

TTFM - TTFM Survey – inform our strategic improvement plan this will come out this week.

Please complete it at all possible. It gives us great data and feedback. There will be some information online learning and the rest will be on wellbeing.

Staff TPL is differentiated this Term - Over six weeks staff have the opportunity to choose between 5 different TPL options. Senior executives are also running sessions as well as our AP's as well as staff with expertise. These sessions tie with our plan on staff use of technology and there is some new ideas and revision on concepts we have continued to explore: topics include: Differentiation, Visible learning, Learning intentions and Success Criteria, Art Drama, Film, 9D's Solution Fluency, Phonological Awareness, Benchmark Testing, Microsoft 365, TEN Targeted Early numeracy, Mathematics 3-6

General Business

World Teachers Day Mon 5th October – DC notes this is in school holidays so maybe celebrated at a different date.

Meeting Closed at 0803pm

Planned next meeting

Date	Start time	Location
11/09/2020	09:30 AM	Zoom (Virtual Meeting)

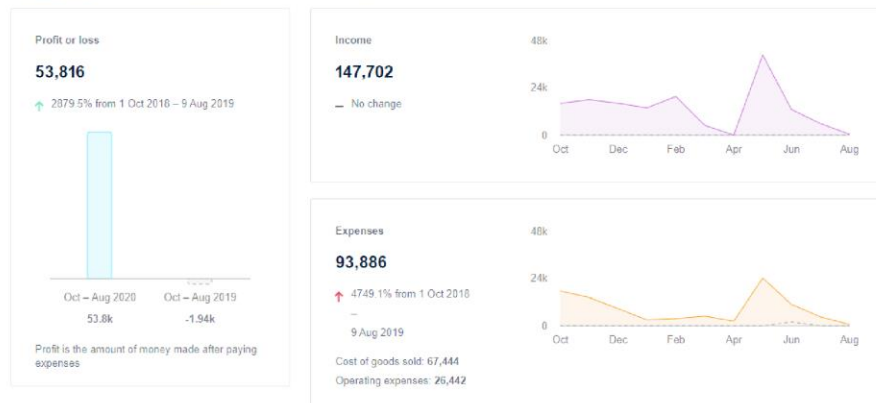
Appendix A

WAITARA PUBLIC SCHOOL PC TREASURY REPORT for 12 AUGUST 2020

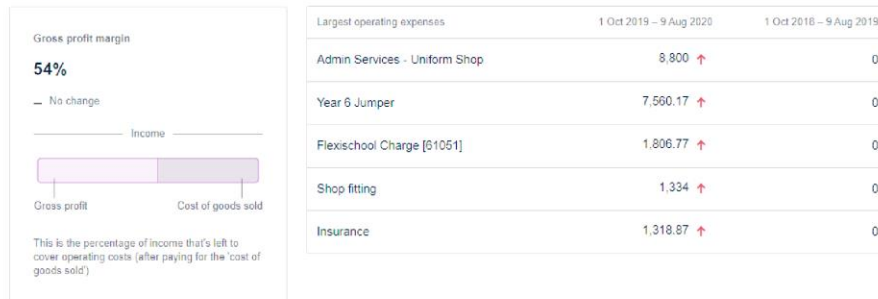
Financial Report for 10 months ended 31 July 2020 – refer attached

For the period 1 Oct 2019 - 9 Aug 2020 – Financial Snapshot

Profitability 1 Oct 2019 – 9 Aug 2020 — 1 Oct 2018 – 9 Aug 2019



Efficiency



WAITARA PUBLIC SCHOOL PC TREASURY REPORT for 12 AUGUST 2020

Financial position and cash On 9 Aug 2020

Balance sheet

Assets: 298,305

Liabilities: -1,657

Equity: 299,962

Assets are equal to liabilities plus equity

Overall cash balance

167,986

Business Cash Reserve #138

128,912

Uniform Bank Ac#103

36,601

P&C Bank Ac#023

1,988

Plus 13 more bank accounts

Management Report

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the 10 months ended 31 July 2020

Prepared by Joshua Quinn

Contents

3	Executive Summary
4	Profit and Loss
6	Balance Sheet
8	Statement of Cash Flows - Direct Method
9	Aged Payables Summary

Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the 10 months ended 31 July 2020

Overview

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

Key Financial Position at 31 July 2020 (10 months)

- Sales year to date of \$147k
- Profit year to date of \$54k
- Cash at bank \$170,602
- Accounts payable \$4,035 (paid in August 2020)

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

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 10 months ended 31 July 2020

OCT 2019-JUL 2020

2019

Income		
Trading Profit		
Uniform Shop Sales		
Clothing and Accessories - 2nd	353	1,702
Clothing and Accessories Revenue	146,902	132,875
Discount Received	(109)	-
Year 6 Jumpers [41199]	-	3,636
Total Uniform Shop Sales	147,146	138,214
Cost of Sales		
Uniform Shop Cost of Sales	(73,009)	(68,601)
Total Cost of Sales	(73,009)	(68,601)
Total Trading Profit	74,137	69,613
Fundraising & Events Income	-	21,672
Total Income	74,137	91,284
Other Income		
Membership Fees	8	9
Interest Income	119	66
Total Other Income	127	75
Total Income	74,265	91,359
Expenses		
Depreciation	1,178	-
Donations provided	-	2,075
Fundraising & Events Expenses	2,559	13,748
P&C Expenses		
Audit Fees	985	1,070
Bank Charges	-	619
Gifts	253	166
Insurance	1,319	-
Office Supplies	554	1,400
P&C Meetings	119	-
Sundry expenses	608	-
Small equipment	243	-
Telephone	-	63
Total P&C Expenses	4,081	3,319
Uniform Shop Expenses		
Admin Services - Uniform Shop	8,800	-
Bank Merchant Fees	448	-
Cash Discrepancy	-	166

Profit and Loss

	OCT 2019-JUL 2020	2019
Discounts Taken	-	(91)
Flexischool Charge [61051]	1,807	972
Freight Paid	28	16
Shop fitting	1,334	322
Wages & Salaries	-	8,920
Total Uniform Shop Expenses	12,417	10,306
Total Expenses	20,235	29,447
Profit/(Loss) before Taxation	54,030	61,912
Net Profit After Tax	54,030	61,912
Net Profit After Distributions/Dividends Paid	54,030	61,912

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 31 July 2020

31 JUL 2020 30 SEP 2019

Assets

Current Assets

Bank Accounts

Building Fund Bank Ac#357	171	170
Business Cash Reserve #138	128,912	128,835
P&C Bank Ac#023	2,655	11,307
Uniform Bank Ac#103	38,864	51,974
Total Bank Accounts	170,602	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	1,628	3,994
Inventory on Hand	115,221	55,729
Trade Debtors	-	114
Square Other Payment Clearing	1,112	-
Square Cash Clearing	1,071	-
Total Current Assets	290,034	253,083

Non-Current Assets

Property, Plant and Equipment

Uniform Shop Fitout

Uniform Shop Fit Out at Cost	14,372	-
Shop Fit Out Amortisation	(110)	-
Total Uniform Shop Fitout	14,262	-

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	14,262	-
--	---------------	----------

Total Non-Current Assets	14,262	-
---------------------------------	---------------	----------

Total Assets	304,297	253,083
---------------------	----------------	----------------

Balance Sheet

	31 JUL 2020	30 SEP 2019
Liabilities		
Current Liabilities		
Credit Cards & Charge Accounts	86	86
GST	-	2,469
Trade Creditors	4,035	2,130
Total Current Liabilities	4,120	4,685
Total Liabilities	4,120	4,685
Net Assets	300,176	248,398
Equity		
Retained Earnings	300,176	248,398
Total Equity	300,176	248,398

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC
For the 10 months ended 31 July 2020

OCT 2019-JUL 2020

Operating Activities	
Receipts From Customers	157,378
Payments to Suppliers and Employees	(77,038)
Interest Received	119
Cash Payments From Other Operating Activities	(17,588)
Net Cash Flows from Operating Activities	62,872
Investing Activities	
Payment for Property, Plant and Equipment	(15,440)
Other Cash Items From Investing Activities	(59,434)
Net Cash Flows from Investing Activities	(74,874)
Other Activities	
Other Activities	(9,682)
Net Cash Flows from Other Activities	(9,682)
Net Cash Flows	(21,684)
Cash and Cash Equivalents	
Cash and cash equivalents at beginning of period	192,686
Cash and cash equivalents at end of period	171,002
Net change in cash for period	(21,684)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 31 July 2020

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Active Socks	1,098	-	-	-	-	-	1,098
Daniela B M C Duarte	-	2,310	-	-	-	-	2,310
L W REID Pty Ltd	627	-	-	-	-	-	627
Total Aged Payables	1,725	2,310	-	-	-	-	4,035
Total	1,725	2,310	-	-	-	-	4,035