



*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](#)

Wednesday 19th February 2020 Commencing 7.00pm

## Agenda for General Meeting

Opening and apologies – Jacqui Simpkins welcomed the group whilst awaiting the President arrival. Jacqui described the role of the P&C, fundraising, support the school, volunteer parents who make up the P&C.

Apologies Daniela C, Alex Q, Manish, Jocelyn L, Nick B.

Minutes of previous meeting – Steve Jackson, Lucy Zhang

Motion that the minutes be received and approved

- Matters arising from minutes – As per follows
- Reports:
  - ❖ President's Report – Jack Liu welcomed new parents and wishes the children enjoy their learning experience at Waitara. "Tears and Tissues Morning Kindergarten Tea" was a success. Thank you to all attendees from our ADM and to all parents who took on a role. Coronavirus caused an unexpected challenge and a thank you to the whole school community for cooperation with this. It is now confirmed that there is no longer a concern. In March we have to upcoming events Mar 3<sup>rd</sup> Swimming Carnival: Michelle Wigglesworth Sports co-ordinator and Harmony Day Thurs 19<sup>th</sup> Mar, we welcome all volunteers. We welcome all parents to contribute to volunteering in many ways. Class parents make a wonderful contribution. **Action: we are looking for a class parent for 1P.**
  - ❖ Sub-committee reports
    - Uniform Shop – Jacqui S states a very busy but successful start. Sports shirts and big tunics are on back order. Year 6 jackets process has started. Uniform has a new space in the new building. Uniform shop contributes largely to funding. One thing that will be required is fitting out the uniform

shop. Hopefully the uniform shop will have quotes to present for the next meeting.

➤ Fundraising Committee – Manish, absent but see discussion below.

- ❖ Treasurer's Report – Josh Quinn. Accounts have been changed to a cloud based Xero system. Access can be obtained through any computer or smart phone. Live banking. No Id system for the invoices now we can take a picture with a smart phone and goes straight into the system. This enables a smooth transition and automatic rules can be set up for an automated book keeping practice. Fund as of Dec 2018: Uniform shop \$50 000 sales Gross \$25 000, Net \$13 000. Overall \$160 000.

Question from new members: How are decisions made by the P&C? Jacqui S replied that a motion is brought forward with details and anyone who is a member is able to vote. School Principal also has a right to vote. The school often presents requests. In the past the biggest expense was the top green. P&C contributed \$60 000 with contributions from other areas. Other contributions have been made to technology, music etc. over the years.

- ❖ Principal's report: Ms Coelho, Ms Barrat and Ms Bedwell present. Waitara had a smooth transition with 187 Kindergartens and the parents support. Waitara is now on 42 classes, 1075 students in total. Unfortunately we increased numbers and the site can't currently accommodate the students and as we are about to move into the new Build we didn't want to bring onto the site any more demountables. We have had to put some Kindergarten classes together and a class is in the library. Kindergarten has started working in hubs with one class at 80 and another at 60. Students are excited to return to their classrooms when the bell rings after recess and lunch. The plan is to enter the new building early Term 2 and the next part of the site renovations will occur with landscaping and the removal of the demountables. The whole school is planned to finish Sept 2020.

Extra school funding has been put towards Student Learning Support Officers for extra time and extra support in classes across the school.

Our panel is underway for a new Assistant Principal closes next Wed 26<sup>th</sup> Feb. Sid and Jacqui S are representing the P&C. Every panel at Waitara has a P&C representative and a Cultural representative. Some classes are up to 11 classes per stage so funding has been put to support extra Assistant Principal across each stage to support students and teachers.

Annual School Report will be soon on the website and in a new format. Over the holidays more building went on and a small wall was opened up between classrooms to join the classrooms. Coronavirus was a challenge, Waitara follows the Department guidelines. It was a challenge as the numbers at the start of the year reflect how many staff are required. We encourage parents to contact the school in future if concerns as they are guided by the Department.

New playground/Play/climbing equipment will be part of our new school. The new build includes the “soft fall” but we need to buy the equipment. Quotes are required close to \$100000, ideally for starting in May. Students were surveyed to design their own playground and they are very excited. P&C may choose what items they want to support in the playground.

The new build is at commissioning stage, today it was discussed the order of operation IT, security etc. We are currently in the process of preparing to move, the goal is the first day of Term 2 with back up date 5<sup>th</sup> April. Ideally we do not want to move too close to Naplan and Naplan will be a paperwork exam this year. Way finding – we commissioned an Aboriginal artist to create paintings. On each stairwell there will be a large picture to assist navigation of the school. Staff have visited several schools for inspiration.

Harmony Day March 19<sup>th</sup> – every child represents their own culture within their classroom. Open classes 5-6pm, children dress up in traditional dress. Food carts are available for purchase of meals for family to share at the event from 6-8pm. 3 way teacher/student conferences will be starting in week 9 of this term. This enables students to be involved in their learning. If you would have a need for a private interview please contact the teacher individually throughout the term.

Shwetha – Comment a thank you to the teachers for their support with road safety in the afternoons.

- ❖ Motion to receive and approve the reports and to approve actions taken by the various P&C committees as reported
- ❖ Correspondence
  - Set up membership fee [Jack Liu]  
\$0.50 / person annually  
*We haven't done this for a while, but we should continue working on the registration of the formal membership of the P&C. This normally should be done after the meeting and a membership list should be kept by the Secretary according to Clause 4 Membership of the "WaitaraPS\_PandC\_Constitution" and Clause 6 of the Rules & By-Laws..*

Request for contribution for official membership. Question was raised why discussion was around the reasoning for the contribution, answer was the constitution. This is only for voting rights, you still may attend, volunteer and contribute even if you do not vote.

- ❖ General business
  - Motion 1: Nominations for open positions  
Secretary – nominee: Amy Hill, nominated by Jack Liu  
Second Steve Jackson

*[Explanatory note: Due to Lindsay Jackson declined to take the Secretary position in writing. We need to fill the position.]*

Question raised what does the role involve: answer Job descriptions for P&C are on one drive.

Assistant Secretary – nominee: Cathy Li , nominated by Alex Quinn  
Josh Quinn. Second Amy Hill

➤ Motion 2: Appointment of the BAS lodgement [Alex Quinn]

Option A

Appoint Universal Tax & Accounting (UTA) to complete BAS lodgement (free of charge).

Option B

Appoint Joshua Quinn (registered tax agent) to complete BAS lodgement (free of charge).

Option C

Without appointing UTA or an individual tax agent, Joshua Quinn, the BAS lodgement to be completed by the Assistant Treasurers Siddharth Samant or Penny Zhao.

*[Explanatory note: In terms of using tax agent for BAS lodgment, it's just easier for Treasurer to manage the lodgment through one portal (rather than both business portal and tax agent portal). There is no independence requirement for lodging BAS, and there is no economic benefit for UTA as this service is offered free of charge. If P&C not feel comfortable to use UTA, Josh can use his personal tax agent number. still Josh will need to be appointed as the tax agent instead of UTA. This is an offer, P&C doesn't have to take it up. Josh and Alex don't want to manage 2 portals but the lodgment can be done by either Sid or Penny]*

Josh Q explained BAS for GST to the ATO. P&C is exempt from income but they still need to pay GST. Xero is now live and this could be done electronically the advantages are it's easier and there is an audit trail. Josh is offering his services as an account free of charge for the P&C.

Dual authority for a bank account is separate to treasurer

Option A 14 vote Jack Lieu, Second Ali Ardeshiri

Option B none

➤ Motion 3: Going Paperless Document Management with Receipt Bank [Alex Quinn]

*[Explanatory note: With Receipt Bank, every supporting invoice will be stored online and can be accessed through Xero, or transfer securely to auditors electronically when required.]*

Part of moving to Xero is to using more modern banking, Xero have acquired Hubdocs has advanced system to screen invoices for important details. It matches name, date and invoices. Xero will cost \$37 per month.  
Move: Vishak Arora. Second Amy Hill

- Motion 4: Payment process [Alex Quinn / Siddharth Samant]
- (i) Requestor (the Convenor) to email the invoice to Treasurer [Alex Quinn], President [Jack Liu] and CC Assistant Treasurer 1 [Siddharth Samant] to confirm receipt of goods or services.
  - (ii) Treasurer [Alex Quinn] and President [Jack Liu] to check the invoice, both to prove the invoice for payment.
  - (iii) Westpac approvers to pay and approve the invoice through Westpac business banking.
    - a. If the Primary approvers [Siddharth Samant, Jack Liu] are both available, the payment should be completed by the Primary approvers.
    - b. If either of the Primary approvers is unavailable, the payment should be completed by the rest Primary approver and the Backup approver [Nick Berman].
- Josh and Jack explains the process of how authority is passed to approve finance. Dual authorisation.

*[Explanatory note: Assistant Treasurer 1 [Siddharth Samant] will arrange the payments upon receiving appropriate approvals.]*

Moved Jacqui Simpkins Liu Second Shwetha Sipal

Fundraising Committee: Harmony Day Thursday 19th Mar - Points for discussion from Emails.  
Amy Hill collected email list from group.

Principal Ms Coelho confirmed class showroom 5-6pm, finish 8.00pm

- Suggestions for Vendors Call out for vendors, Cupcake store, Icecream. Email suggestions to P&C email.
- Discussion was that pre-ordering is very difficult to administer. First in-first serve with cash is better. Order larger quantities, ? par boil from butcher and freeze excess for future events.
- Parents are responsible for what there child eats but there should be vegetarian options available with the current vendors.

1.

Swimming Carnival - Tues March 3rd- call for volunteers. Email [waitara-pca@outlook.com](mailto:waitara-pca@outlook.com).  
Michelle Wigglesworth

Future Events

Easter Hat Parade - Thurs 9th April – class parents organise baskets

Cross Country - Tues 7th April

Mothers Day Stall – Thurs 7<sup>th</sup> May

Olympic Day - Tues 2nd June

Athletics Carnival - Tues 16th June

Father Day Stall

World Teachers Day - Monday 5th October 2020

**Question from group:** Will there be an official new school opening? Ms Coelho, yes but we are awaiting further information before plans are made.

· Meeting Close 0832

**Future meetings Term 1 Friday 20th March 9:30am**

**Term 2 Wed 20th May 7pm, Friday 19th June 9:30am**

**Term 3 Wed 12th August 7pm, Friday 11th Sept 9:30am**

**Term 4 Wed 4th Nov 7pm, Friday 4th Dec 9:30am (including ADM)**