



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 19th March 2021 9:30am via Zoom

Chaired by: Amy Hill (Assistant Secretary)

Attendance:

Attendees		Group	Attendees		Group
Dany Coelho	Prin	WPS	Yiwen Gong	YG	P&C
Amy Hill	AH	P&C	Su-Anne Foo	SF	P&C
Erica McKay	EM	P&C	Samantha Duque	SD	P&C
Shwetha Sripad	SS	P&C	Chavi Udalamatta	CU	P&C
Alexandra Quinn	AQ	P&C	Anuradha Markale	AM	P&C
Manju Belsus	MB	P&C	Smitha Pillai	SP	P&C
Hannah Chan	HC	P&C	Payal Asher	PA	P&C
Pooja Saxena	PS	P&C			

Apologies		Group
Jack Liu	JL	P&C
Michelle Wigglesworth	MW	P&C
Jocelyn Loughnan	JoL	P&C
Daniel Cardoso	DC	P&C

Location: Zoom

Date and time: Opening at 9:35am 19th March 2021 via ZOOM

Minutes by: Su-Anne Foo (Secretary)

1. Welcome

AH declared a quorum and welcomed members to the meeting.

2. Minutes from Previous meeting

That the minutes of the 17.02.2021 General Meeting be accepted as true and correct.

Carried (Moved by EM, 2nd by SF)

3. Business arising

- St Ives High School North Draw Transport Petition Update – *EM update*. Transdev confirmed 2 weeks ago that they had received the funding for an extra afternoon bus service from St Ives

High, express to Gordon Station. This additional service will arrive at Gordon Station in time for students to transition to the 3:45pm northbound Berowra train. This new service is currently being trialled, and Transdev will advise St Ives High of the formal start date as soon as the scheduling and details are completed. We will keep you posted regarding scheduling.

4. Correspondence - None.

5. Reports

Treasurer's Report - JQ & AQ

Report for the month ended 28 February 2021

1. Uniform Shop Sales for month of \$19.4k
2. Trading Profit for month of \$4.4k
3. Bank Account Balance \$251k
(Grant Funds of \$44k, Donation to School of \$99,850 to be paid in March 2021)
4. Accounts Payable \$18k - Uniform Stock

Key Highlights

1. Government Grant funds of \$44k received for approved building expenditure (library) - allocation to be discussed
2. New Inventory Management System - Propose adopt VEND
Motion to approve - Adopt VEND as the new inventory management system.
Carried (Moved by EM, 2nd by SF)
3. Consider rollout of new Website for online sales (Establish Project Team)

Uniform Shop Report – SS

The Uniform shop is now open to parents for the last 2 weeks. We continue to accept online orders as the preferred method. We have started selling winter uniforms for the year about a week back. We are mostly stocked up on all the different uniforms.

Sales

Sales from the year until now is \$47k .

Backend systems

Square is being used to record sales, track stock but does not integrate with Flexischools nor the accounting system. Our accounting team has come up with Vend as the solution which will help them integrate stock and sales seamlessly into the accounting system. We plan to take this up in 2 phases -

1. Move from Square to Vend immediately. Once we do this, this will help the accounting system effective immediately. Flexischool continues to work.

2. Move from Flexischool to a website using bigcommerce/other options that integrates with Vend seamlessly. We are yet to do more research on what is the best possible solution, but we can take this up once Phase 1 is done.

Approval for both phases needed as only then the full move will be beneficial to both Uniform shop and the treasury team.

Fundraising Committee – YG and SD

- **Harmony Day Tea towels** - AH update. Tea towels have been ordered and the delivery will arrive any day this week. The tea towel sale will be listed in Flexischool for parents to purchase and we target to distribute to the students in week 1, Term 2.
- **Easter Raffle** - it has been decided that we will not proceed this year as time is running short for preparation of the tickets. AH suggested that we will aim to have the Easter raffle for the next year.
- **Mothers' Day Stall** – with COVID-19 restrictions easing, the Fundraising committee decided to set up a stall in the school grounds for the students to purchase the items themselves. The venue to set up the stall will be at the school lobby foyer and the number of tables required will be decided by the committee. AH will look thru into One Drive to find out more details to provide information on how the Mother's Day stall was set up by the past Fundraising committee.

Sports Committee - None.

Principals Report - Principal

Strategic Improvement Plan (SIP) survey - the Principal reported that only 10 parents have filled in the survey. She urged parents to assist in filling the survey so that the school is able to improve learning outcomes and the achievement and growth of all students. [Click here](#) to complete the survey online.

Pedestrian Crossing supervisor - the Road Transport Authority (RTA) has informed the Principal that a crossing supervisor has been hired. The person will need to go through training before he/she is able to start work.

Kiss & Drop - the Principal has noted that since Years 1-6 finishing school at the same time, there is considerable congestion at the traffic lights with parents illegally queueing across the intersection. She advised parents that if the kiss & drop is full, kindly drive pass and do a loop around the block.

Easter Hat Parade - the parade will be held on Thursday, 1st April. Due to current COVID regulations, only 1 family member per child in years Kindy, Year 1 & Year 2 are allowed to attend.

3-way conference - the Principal is pleased that the 3-way conference went on smoothly in school and the staff are pleased with the outcome.

Harmony Day - the school celebrated Harmony Day on Thursday (18th March) and the students wore their cultural costumes. The Principal updated that Miss Wallace was in the midst of creating a video that shows the photos of all the students in Waitara PS. She will then post it on Facebook.

6. General Business - None.

Next Meeting

❖ **Wednesday 12th May 7:00pm**

Meeting Closed at 10:40am

February 2021 Treasury Report

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

As at 28 February 2021

Prepared by UTA TAX

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 28 February 2021

Overview - February 2021

1. Uniform Shop Sales for month of \$19.4k
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Key Highlights

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3. Consider rollout of new Website for online sales (Establish Project Team)

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 28 February 2021 Cash Basis

	FEB 2021	JAN 2021	DEC 2020	NOV 2020
Income				
Trading Profit				
Canteen Revenue				
Grants	-	-	44,000	-
Total Canteen Revenue	-	-	44,000	-
Uniform Shop Sales				
Clothing and Accessories Revenue	19,286	11,446	14,644	19,832
Total Uniform Shop Sales	19,286	11,446	14,644	19,832
Cost of Sales				
Uniform Shop Cost of Sales	(14,335)	(7,538)	(9,252)	(13,043)
Total Cost of Sales	(14,335)	(7,538)	(9,252)	(13,043)
Total Trading Profit	4,951	3,909	49,392	6,789
Total Income	4,951	3,909	49,392	6,789
Other Income				
Membership Fees	2	-	5	2
Interest Income	1	4	5	8
Total Other Income	3	4	10	9
Total Income	4,954	3,913	49,403	6,798
Expenses				
Fundraising & Events Expenses	-	-	-	141
P&C Expenses				
Audit Fees	-	-	1,084	-
Gifts	-	-	506	-
Insurance	83	83	83	83
Total P&C Expenses	83	83	1,672	83
Uniform Shop Expenses				
Admin Services - Uniform Shop	-	-	2,310	2,310
Bank Merchant Fees	43	43	43	43
Flexischool Charge [61051]	400	231	363	381
Freight Paid	15	11	-	-
Total Uniform Shop Expenses	458	284	2,716	2,734
Total Expenses	541	367	4,388	2,958

	FEB 2021	JAN 2021	DEC 2020	NOV 2020
Profit/(Loss) before Taxation	4,413	3,546	45,014	3,840
Net Profit After Tax	4,413	3,546	45,014	3,840
Net Profit After Distributions/Dividends Paid	4,413	3,546	45,014	3,840

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 28 February 2021

28 FEB 2021 31 JAN 2021

Assets

Current Assets

Bank Accounts

Building Fund Bank Ac#357	44,000	44,000
Business Cash Reserve #138	128,944	128,943
P&C Bank Ac#023	1,844	12,883
Uniform Bank Ac#103	76,581	53,294
Total Bank Accounts	251,370	239,120

Cash on Hand

Cash Drawer	400	400
Total Cash on Hand	400	400

GST	2,064	2,736
Inventory on Hand	74,240	75,575
Prepayments	415	498
Square Other Payment Clearing	(3,528)	7,104
Square Cash Clearing	(6)	384
Total Current Assets	324,954	325,817

Non-Current Assets

Property, Plant and Equipment

Improvements	13,299	13,299
Total Property, Plant and Equipment	13,299	13,299

Total Non-Current Assets	13,299	13,299
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Total Assets	338,253	339,116
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Liabilities

Current Liabilities

Credit Cards & Charge Accounts	86	86
Trade Creditors	18,106	18,260
Total Current Liabilities	18,192	18,346

Total Liabilities	18,192	18,346
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Net Assets	320,060	320,770
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Equity

Retained Earnings	320,060	320,770
Total Equity	320,060	320,770

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 28 February 2021

FEB 2021

Operating Activities

Receipts From Customers	21,216
Payments to Suppliers and Employees	(14,335)
Interest Received	1
Cash Payments From Other Operating Activities	(587)
Net Cash Flows from Operating Activities	6,296

Investing Activities

Other Cash Items From Investing Activities	19,474
Net Cash Flows from Investing Activities	19,474

Other Activities

Other Activities	(13,520)
Net Cash Flows from Other Activities	(13,520)

Net Cash Flows

12,250

Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	239,520
Cash and cash equivalents at end of period	251,770
Net change in cash for period	12,250

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 28 February 2021

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Golden Leaf Uniforms Pty Ltd	11,955	-	-	-	-	-	11,955
L W REID Pty Ltd	5,752	-	-	-	-	-	5,752
Shwetha Uniform Shop - Joshua Quinn - Expense Report	-	399	-	-	-	-	399
Total Aged Payables	17,707	399	-	-	-	-	18,106
Total	17,707	399	-	-	-	-	18,106