



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 27th October 2021 7:00pm via Zoom

Chaired by: Jack Liu (President)

Attendance:

Attendees		Group	Attendees		Group
Dany Coelho	Prin.	WPS	Jaclyn Bedwell	D.P. Bedwell	WPS
Kate Barrat	D.P. Barrat	WPS	Alexandra Quinn	AQ	P&C
Jack Liu	JL	P&C	Belinda Hu	BH	P&C
Shwetha Sripad	SS	P&C	Anu	Anu	P&C
Su-Anne Foo	SF	P&C	Daniela Cordoso	DC	P&C
Amy Hill	AH	P&C	Shubhi Surjan	SSu	P&C
Manasa Krishna	MK	P&C	Maxwell Coutinho	MC	P&C
Olivia Farjado	OF	P&C			

Apologies		Group
Erica McKay	EM	P&C

Location: Zoom

Date and time: Opening at 7:02pm 27th October 2021 via ZOOM

Minutes by: Su-Anne Foo (Secretary)

1. Welcome

JL declared a quorum and welcomed members to the meeting.

2. Minutes from Previous meeting

That the minutes of the 10.9.2021 General Meeting be accepted as true and correct.

Carried (Moved by SS, 2nd by AH)

3. Business arising - None.

4. Correspondence

- Resignations - *JL update*. There were 2 resignations recently: the Assistant Treasurer and our Uniform Shop Administrator, Siddarth Samant and Daniela Cardoso. Sid has moved out of the suburb and Daniela will also be moving out of the suburb at the end of the year. We thanked both of their dedication, time and support throughout their time with us.
The Principal suggested we could prepare an Expression of Interest for the positions thru push note to the community prior to the next AGM.
- Comm. Bank School Banking Program - *JL update*. The P&C received an email from Comm Bank announcing the bank's decision to close the School Banking program nationally. In the past months, a number of state and territory governments have announced a ban on banks delivering programs in their schools, and the NSW government announced a similar decision today, because of a report from the Australian Securities and Investments Commission (ASIC). As a result, the Comm. Bank School Banking program will not be returning to schools beyond 2021. On behalf of Waitara P&C, we want to thank parents who have put in their interest in volunteering for this program.
- Better public transport to St Ives - *JL update*. The Hornsby Shire Council recently voted to support a Notice of Motion calling on Council to lobby for improving the frequency of trains North of Hornsby. St Ives P&C will be seeking to use this avenue to gain the support of Ku-ring-gai and Hornsby Councils for their 591 & 582 Bus Campaign.

5. Reports

Treasurer's Report - provided by JQ & AQ

Report for the month September 2021

1. Uniform Shop Sales for Sept \$Nil (August\$Nil)
2. Uniform Shop Profit for Sept of \$Nil (August\$Nil)
3. Fundraising Profit for Sept \$Nil (August\$Nil)
4. Total Net Loss for August \$3 (August Loss\$350)
5. Grant Funds of \$44k paid to Waitara Public School
6. Bank Account Balance \$124,954
7. Accounts Payable \$1,323

Key Highlights

1. Fundraising events and income uncertain due to COVID19 Lockdowns.
2. Government Grant funds of \$44k approved and paid for school fund.
3. New Inventory Management System - VEND running alongside Square for testing.
4. Consider rollout of a new website for online sales (Establish Project Team).
5. Stock take done on 30 Sep 2021.
6. Audit for year end financials in progress.

That the Treasurer's report to be accepted as true and correct.

Carried (Moved by Anu, 2nd by AH)

Uniform Shop Report – SS

- Uniform shop has been operating with volunteers for online orders for the last 2 weeks. We are stocking up in advance for the start of the next year as suppliers are facing freight delays.
- Transition to Vend - Shwetha and Daniela have finished with training. We are parallelly running both platforms for now, until we completely switch to Vend.
- Admin role - Daniela will not be continuing in this role from 2022 as she is moving out of the suburb. Procedures for handover/continuation of her position will need to be initiated.

That the Uniform Shop's report to be accepted as true and correct.

Carried (Moved by AQ, 2nd by AH)

Fundraising Committee Report – None.

Sports Committee - None.

Principal's Report

The Principal thanked the community for their support in online learning throughout the lockdown. The teachers were impressed with the students' attendance, the quality of work submitted and their enthusiasm in learning throughout this period of time. The teachers at Waitara PS were excited that students have returned to school and they are able to interact with the students in the school grounds.

- **Teacher's Day** - The Principal thanked the P&C for the lovely thank you gift that was given to every teacher and staff at the school. It was a very thoughtful gesture.
- **Selective School placement test** - *D.P. Barrat update*. The test will be scheduled in March 2022. More details will be released via Schoolzine.
- **Opportunity Class placement test** - *D.P. Barrat update*. The OC test will be held in November at Waitara PS. It will be a computer based assessment, for a period of 60 minutes. More details will be sent via Seesaw.
- **Check-in assessment** - *D.P. Bedwell update*. The teachers will be conducting an online assessment to Years 3, 4, 5 and 6 in order to provide a snapshot / gauge of the student's learning development during the lockdown. The assessment result will be kept as an internal school data and there will be no reports sent out to the parents.
- **Canteen update** - The canteen has re-open today as staff are fully vaccinated. Parents can now order food via Flexischool.
- **Year 6 Graduation** - D.P. Barrat has just managed to secure a booking at Magpies Waitara for the Year 6 farewell. More information will be provided thru Schoolzine or Seesaw to Year 6 parents.

That the Principal's report to be accepted as true and correct.
Carried (Moved by AH, 2nd by DC)

6. General Business

- **Motions to Approve:**

- 1) Rephrase wording in the Payment Procedure**

Current wording:

- (i) Requestor (the Convenor) to email the invoice to Treasurer, President and CC Assistant Treasurer 1 to confirm receipt of goods or services.
- (ii) Treasurer and President to check the invoice, both to approve the invoice for payment.
- (iii) Westpac approvers to pay and approve the invoice through Westpac business banking.
 - a. If the Primary approvers 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.

Proposed wording:

- (i) Requestor to email the invoice to the Treasurer, President and Assistant Treasurer 1 (if applicable) to confirm receipt of goods or services.
- (ii) The Treasurer and President to check the invoice, both to approve the invoice for payment.
- (iii) Westpac Users to pay and approve the invoice through Westpac business banking.
 - a. If the Primary approvers are available, the payment should be completed by the Primary approvers.
 - b. If none of the Primary approvers is available, the payment should be completed by the Backup approver.

- 2) Nomination of Secretary as Back-up Approver**

Both of these motions have been postponed to the next general meeting (26th November) as the members have raised concerns on the words used in the payment procedure. The P&C Committee will discuss further and will update the P&C at the next meeting.

- **Fundraising ideas** - AQ proposed a couple of online well-being seminars, facilitated by herself. The proceeds from the seminar will be contributed to the P&C. The Principal advised that there are many well-being seminars that are free of charge and it is available all year round. The community may not be keen on the seminars since there are free seminars available on the Internet. Nonetheless, the P&C thanked AQ's idea and the generosity of her time and effort provided.

Next Meeting

❖ **Friday 26th November 9:30am, followed by AGM**

Meeting Closed at 7:54pm

Sept 2021 Treasury Report (Month)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

As at 30 September 2021

Prepared by UTA TAX

Contents

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

Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 30 September 2021

Overview - August 2021

1. Uniform Shop Sales for Sept \$Nil (August \$Nil)
2. Uniform Shop Profit for Sept of \$Nil (August \$Nil)
3. Fundraising Profit for Sept \$Nil (August \$Nil)
4. Total Net Loss for August \$3 (August Loss \$350)
5. Grant Funds of \$44k paid to Waitara Public School
6. Bank Account Balance \$124,954
7. Accounts Payable \$1,323

Key Highlights

1. COVID19 Restrictions and continued lockdown in Sydney resulting in no uniform shop sales for July, August and September
2. Fundraising events and income uncertain due to COVID19 Lockdowns
3. Government Grant funds of \$44k approved and paid for school fund
4. New Inventory Management System - VEND running alongside Square for testing
5. Consider rollout of new Website for online sales (Establish Project Team)
6. Stocktake done at 30 Sept 2021
7. Audit for year end financials in progress

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 30 September 2021 Cash Basis

	SEP 2021	AUG 2021	JUL 2021	JUN 2021
Income				
Trading Profit				
Uniform Shop Sales				
Clothing and Accessories Revenue	(42)	-	-	8,165
Total Uniform Shop Sales	(42)	-	-	8,165
Cost of Sales				
Uniform Shop Cost of Sales	-	-	-	(5,021)
Total Cost of Sales	-	-	-	(5,021)
Total Trading Profit	(42)	-	-	3,144
Fundraising Events				
Fundraising & Events Income	42	-	-	48
Total Fundraising Events	42	-	-	48
Total Income	-	-	-	3,192
Other Income				
Miscellaneous Income	-	-	12	-
Interest Income	-	-	-	-
Total Other Income	-	-	12	-
Total Income	-	-	12	3,192
Expenses				
P&C Expenses				
Insurance	-	308	575	83
Office Supplies	-	-	-	620
Total P&C Expenses	-	308	575	703
Uniform Shop Expenses				
Admin Services - Uniform Shop	-	-	2,310	-
Bank Merchant Fees	43	43	43	43
Flexischool Charge [61051]	1	-	4	108
Total Uniform Shop Expenses	43	43	2,356	150
Total Expenses	43	351	2,931	854
Profit/(Loss) before Taxation	(43)	(350)	(2,920)	2,339
Donations Paid Out				
Donation to Waitara PS	44,000	-	400	-
Total Donations Paid Out	44,000	-	400	-

	SEP 2021	AUG 2021	JUL 2021	JUN 2021
Net Profit After Tax	(43)	(350)	(2,920)	2,339
Net Profit After Distributions/Dividends Paid	(43)	(350)	(2,920)	2,339

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 30 September 2021

30 SEP 2021 31 AUG 2021

Assets

Current Assets

Bank Accounts

Building Fund Bank Ac#357	-	44,000
Business Cash Reserve #138	29,097	29,096
P&C Bank Ac#023	7,502	7,502
Uniform Bank Ac#103	88,355	88,361
Total Bank Accounts	124,954	168,959

Cash on Hand

Cash Drawer	400	400
Total Cash on Hand	400	400

Clearing Accounts	(1,405)	(1,363)
GST	2,906	2,781
Inventory on Hand	60,298	60,298
Prepayments	2,632	1,871
Total Current Assets	189,785	232,947

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	203,084	246,246
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Liabilities

Current Liabilities

Bank Overdraft	-	-
Credit Cards & Charge Accounts	86	86
Trade Creditors	1,314	43,991
Total Current Liabilities	1,400	44,077

Total Liabilities	1,400	44,077
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Net Assets	201,684	202,169
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Equity

Retained Earnings	201,684	202,169
Total Equity	201,684	202,169

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 30 September 2021

SEP 2021

Operating Activities

Receipts From Customers	(42)
Interest Received	-
Cash Receipts From Other Operating Activities	42
Cash Payments From Other Operating Activities	(44,048)
Net Cash Flows from Operating Activities	(44,047)

Investing Activities

Other Cash Items From Investing Activities	42
Net Cash Flows from Investing Activities	42

Net Cash Flows	(44,005)
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	169,359
Cash and cash equivalents at end of period	125,354
Net change in cash for period	(44,005)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 30 September 2021

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Andrews Insurance Services	837	-	-	-	-	-	837
L W REID Pty Ltd	-	-	-	-	-	(9)	(9)
Universal Tax & Accounting	486	-	-	-	-	-	486
Total Aged Payables	1,323	-	-	-	-	(9)	1,314
Total	1,323	-	-	-	-	(9)	1,314

Treasury Report 12 months to Sept 2021

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

As at 30 September 2021

Prepared by UTA TAX

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the year ended 30 September 2021

Overview - 12 months to 30 September 2021

1. Uniform Shop Sales 12 months to 30 Sept of \$148k
2. Trading Profit for 12 months to 30 Sept of \$95k
3. Donations to Waitara Public School of \$144k
4. Cash at Bank at 30 Sept 2021 of \$124,954
5. Creditors - \$1,314

Key Highlights

COVID-19 July, August and September 2021 Restrictions and Lockdown - severe financial impact on Uniform Shop Sales and Events Fundraising

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the year ended 30 September 2021 Cash Basis

2021

Income

Trading Profit

Grants	44,000
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Uniform Shop Sales

Clothing and Accessories Revenue	148,776
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Discount Received	100
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Total Uniform Shop Sales	148,876
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Cost of Sales

Uniform Shop Cost of Sales	(94,931)
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Total Cost of Sales	(94,931)
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Total Trading Profit	97,945
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Fundraising Events

Fundraising & Events Income	6,507
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Total Fundraising Events	6,507
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Total Income	104,452
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Other Income

Membership Fees	17
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Miscellaneous Income	12
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Interest Income	30
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Total Other Income	58
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Total Income	104,510
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Expenses

Fundraising & Events Expenses	7,095
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P&C Expenses

Audit Fees	1,084
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Bank Charges	-
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Computer expenses	384
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Dues & Subscriptions	125
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Gifts	506
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Insurance	1,630
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Office Supplies	620
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Total P&C Expenses	4,348
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Uniform Shop Expenses

Admin Services - Uniform Shop	9,240
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Bank Merchant Fees	513
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Flexischool Charge [61051]	2,644
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2021

Freight Paid	26
Store Supplies	363
Total Uniform Shop Expenses	12,785
Total Expenses	24,228
Profit/(Loss) before Taxation	80,282
Donations Paid Out	
Donation to Waitara PS	144,650
Total Donations Paid Out	144,650
Net Profit After Tax	80,282
Net Profit After Distributions/Dividends Paid	80,282

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 30 September 2021

30 SEP 2021

Assets

Current Assets

Bank Accounts

Business Cash Reserve #138	29,097
P&C Bank Ac#023	7,502
Uniform Bank Ac#103	88,355
Total Bank Accounts	124,954

Cash on Hand

Cash Drawer	400
Total Cash on Hand	400

Clearing Accounts	(1,405)
GST	2,906
Inventory on Hand	60,298
Prepayments	2,632
Total Current Assets	189,785

Non-Current Assets

Property, Plant and Equipment

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

Total Non-Current Assets	13,299
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Total Assets	203,084
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Liabilities

Current Liabilities

Bank Overdraft	-
Credit Cards & Charge Accounts	86
Trade Creditors	1,314
Total Current Liabilities	1,400

Total Liabilities	1,400
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Net Assets	201,684
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Equity

Retained Earnings	201,684
Total Equity	201,684

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the year ended 30 September 2021

2021

Operating Activities

Receipts From Customers	168,874
Payments to Suppliers and Employees	(94,932)
Interest Received	30
Cash Receipts From Other Operating Activities	44,685
Cash Payments From Other Operating Activities	(169,841)
Net Cash Flows from Operating Activities	(51,184)

Investing Activities

Other Cash Items From Investing Activities	13,233
Net Cash Flows from Investing Activities	13,233

Other Activities

Other Activities	(14,546)
Net Cash Flows from Other Activities	(14,546)

Net Cash Flows	(52,497)
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	177,851
Cash and cash equivalents at end of period	125,354
Net change in cash for period	(52,497)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 30 September 2021

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Andrews Insurance Services	837	-	-	-	-	-	837
L W REID Pty Ltd	-	-	-	-	-	(9)	(9)
Universal Tax & Accounting	486	-	-	-	-	-	486
Total Aged Payables	1,323	-	-	-	-	(9)	1,314
Total	1,323	-	-	-	-	(9)	1,314