



*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 4th August 2021 7:00pm via Zoom

Chaired by: Jack Liu (President)

Attendance:

Attendees		Group	Attendees		Group
Kate Barrat	Deputy P.	WPS	Michelle Wigglesworth	MW	P&C
Jack Liu	JL	P&C	Crystal Na	CN	P&C
Shwetha Sripad	SS	P&C			
Su-Anne Foo	SF	P&C			
Amy Hill	AH	P&C			

Apologies		Group
Dany Coelho	Prin.	WPS
Joshua Quinn	JQ	P&C
Alex Quinn	AQ	P&C

Location: Zoom

Date and time: Opening at 7:01pm 4th August 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 11.06.2021 General Meeting be accepted as true and correct.

Carried (Moved by SF, 2<sup>nd</sup> by SS)

### 3. Business arising

- Waitara P&C Membership & Insurance renewal Year 2021-2022 - *JL update*. The P&C has completed membership renewal with the P&C Federation. JL & Sid are in the midst of finalising the insurance renewal with the insurance provider that the P&C Federation has engaged with.

- School Banking - *SF update*. Unfortunately due to the current lockdown situation, School Banking has been postponed until further notice.
- Fundraising Convenor resignation - *AH update*. The current fundraising convenor, Yiwen, has stepped down from the position due to her new work arrangements.

#### 4. Correspondence

- Results of the St Ives HS "Better Bus Services" campaign - *SF update*. St Ives High School has published the results of the "Better Bus Services" survey which the school community participated in. More than 700 people have signed the petition: 74% chose an extended 591 Hornsby to St Ives Shops service, while 64% chose more frequent 582 bus services to Gordon Station. Signatories were from the wider community, including local residents, the St Ives High, St Ives Public, Masada College and Hornsby Girls High school communities. More details can be found thru [this link](#).

#### 5. Reports

##### **Treasurer's Report - provided by JQ & AQ**

##### **Report for the month June + July 2021**

1. Uniform Shop Sales for July \$Nil (June \$8,615)
2. Uniform Shop Profit for July of \$Nil (June \$3,594)
3. Fundraising Profit for July \$Nil (June \$48)
4. Total Net Loss for July \$2,356 (June Profit of \$2,339)
5. Bank Account Balance \$172,764 (includes Grant Funds of \$44k)
6. Accounts Payable \$Nil
7. GST Payable for June BAS \$1,669 - due 28 August

##### **Key Highlights**

1. COVID19 Restrictions and Lockdown in Sydney resulting in no uniform shop sales in July.
2. Fundraising events and income uncertain due to COVID19 Lockdowns – uncertain when restrictions to be lifted.
3. Government Grant funds of \$44k received for approved building expenditure (library) -allocation to be discussed.
4. New Inventory Management System – VEND (setup & training in progress)
5. Consider roll out of new Website for online sales (Establish Project Team)

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

Carried (Moved by AH, 2nd by MW)

##### **Uniform Shop Report – SS**

- Since the uniform shop has been closed from the beginning of this term, there isn't much action.
- A navy blue knitted beanie is a part of the winter uniform now.

### **Backend systems**

We have done a stock take at the end of June before the term break. With minimal adjustments, we have switched over this inventory into Vend. This needs some review with the accounts team. We were supposed to run Vend and Square parallelly since the beginning of this term as a trial. We will do this once the uniform shop opens and then review progress.

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

Carried (Moved by SF, 2nd by JL)

**Fundraising Committee Report – None.**

**Sports Committee - None.**

**Principal's Report - updated by Deputy P.** Apologies for Mrs Coelho's non-attendance as she volunteers on the first Wednesday of every month at Street Mission in the evenings.

- **Library completed.** Total cost was \$145,000 and the school was very happy with the result. The Deputy P. thanked the P&C (Jack) for applying for the grant that supported \$40,000 of our application. The final amount of \$105,000 is supported by the school and hopefully some by the P&C too. In addition, a new coat of paint was done in the entire Library while it was empty as an addition. Unpacking of the library books have been a slow progress as only 6 staff are allowed on site each day due to the current restrictions.
- Due to the NSW Lockdown, many school events have now been postponed to Term 4 whilst others have been cancelled. We are aware that many parents have paid for camps and excursions that may not go ahead. We have created a refund or fees in advance form that has been emailed out via Schoolbytes and also placed on the website and also via Schoolzine. This explains to parents how to receive a refund or fees in advance form for these events. At the present time this is Year 4 Camp, Swim Scheme Years 2 and 3 and a Kindergarten excursion to the theatre. Choirs and Musical events have been cancelled. Primary Proms, FOIM, FoCM etc
- **Students wellbeing** - We are concerned that OC homework and tutoring has been taking precedent in some families over the NSW mandated syllabus. We are concerned as it may mean some of our students may slip behind. More importantly we are worried about student's wellbeing and the extra stress placed on our students at this time.
- **OC testing** - Nothing has been released by the Department of Education. The school will inform once further information is received.
- **Home Learning Survey** - The Deputy P. thanked parents who completed the online learning survey. Some of the feedback were:
  - Parents are happy with the amount of work across the board and they felt supported by the school.
  - They would like more explicit videos to assist the parents with the teaching at home.

- Stages K-2 are happy but want longer engagement.
  - Stage 2 parents would like more instructional videos.
  - There will always be parents that want more time with the teacher.
  - Many parents commented on less screen time for home learning.
- **Zoom check in** - The school has introduced zoom as a check in for wellbeing purposes only. It's an equity issue, not all families can connect and it cannot be recorded. We are opting for videos pre-recorded and sent out.
  - Teachers making contact over the last week with all families. We appreciate the time this takes, however we believe it is really valuable to have that connection with each teacher, student and family in each class. Ongoing communication will continue.
  - **Screen time** - Next Wednesday we are going to hold a 'Wellbeing Wednesday'. Teachers will be planning a day of less screen time other than morning check in. There will be more activities that emphasise screen time breaks, games, and practical activities for students to be involved. More information to come.

Last but not least, please don't hesitate to contact us with any questions or concerns.

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

Carried (Moved by SS, 2nd by AH)

## 6. General Business

- **Election of Fundraising Convenor** - *JL update.* With the ongoing lockdown, MW suggested that the position could remain vacant until the next AGM (in November) since we are not sure when COVID restrictions will ease.
- **Appreciation idea to Waitara PS Teachers** - *AH proposed that we could create a video or a digital picture collage in appreciation to the teachers who have worked hard in preparing lessons during this lockdown.* The tentative date would be 20th August and AH will create a flyer for Mrs Coelho's approval.

**Action required: AH will create a flyer design and forward it to Mrs Coelho for approval.**

## Next Meeting

❖ **Friday 10th September 9:30am**

Meeting Closed at 7:34pm

# July 2021 Treasury Report (Month)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the month ended 31 July 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 31 July 2021

### Overview - June + July 2021

1. Uniform Shop Sales for July \$Nil (June \$8,615)
2. Uniform Shop Profit for July of \$Nil (June \$3,594)
3. Fundraising Profit for July \$Nil (June \$48)
4. Total Net Loss for July \$2,356 (June Profit of \$2,339)
5. Bank Account Balance \$172,764 (includes Grant Funds of \$44k)
6. Accounts Payable \$Nil
7. GST Payable for June BAS \$1,669 - due 28 August

### Key Highlights

1. COVID19 Restrictions and Lockdown in Sydney resulting in no uniform shop sales in July
2. Fundraising events and income uncertain due to COVID19 Lockdowns - uncertain when restrictions to be lifted
3. Government Grant funds of \$44k received for approved building expenditure (library) - allocation to be discussed
4. New Inventory Management System - VEND (set up & training in progress)
5. Consider rollout of new Website for online sales (Establish Project Team)

# Profit and Loss

## WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 31 July 2021

### Cash Basis

	JUL 2021	JUN 2021	MAY 2021	APR 2021
<b>Income</b>				
<b>Trading Profit</b>				
<b>Uniform Shop Sales</b>				
Clothing and Accessories Revenue	-	8,165	19,854	20,878
<b>Total Uniform Shop Sales</b>	-	<b>8,165</b>	<b>19,854</b>	<b>20,878</b>
<b>Cost of Sales</b>				
Uniform Shop Cost of Sales	-	(5,021)	(8,844)	(13,125)
<b>Total Cost of Sales</b>	-	<b>(5,021)</b>	<b>(8,844)</b>	<b>(13,125)</b>
<b>Total Trading Profit</b>	-	<b>3,144</b>	<b>11,010</b>	<b>7,753</b>
<b>Fundraising Events</b>				
Fundraising & Events Income	-	48	5,893	524
Fundraising & Events Expenses	-	-	(1,625)	(150)
<b>Total Fundraising Events</b>	-	<b>48</b>	<b>4,268</b>	<b>374</b>
<b>Total Income</b>	-	<b>3,192</b>	<b>15,279</b>	<b>8,127</b>
<b>Other Income</b>				
Interest Income	-	-	-	-
<b>Total Other Income</b>	-	-	-	-
<b>Total Income</b>	-	<b>3,192</b>	<b>15,279</b>	<b>8,127</b>
<b>Expenses</b>				
<b>P&amp;C Expenses</b>				
Bank Charges	-	-	-	-
Computer expenses	-	-	139	-
Dues & Subscriptions	-	-	125	-
Insurance	-	83	83	83
Office Supplies	-	620	-	-
<b>Total P&amp;C Expenses</b>	-	<b>703</b>	<b>347</b>	<b>83</b>
<b>Uniform Shop Expenses</b>				
Admin Services - Uniform Shop	2,310	-	-	2,310
Bank Merchant Fees	43	43	45	43
Flexischool Charge [61051]	4	108	314	258
<b>Total Uniform Shop Expenses</b>	<b>2,356</b>	<b>150</b>	<b>359</b>	<b>2,610</b>
<b>Total Expenses</b>	<b>2,356</b>	<b>854</b>	<b>706</b>	<b>2,693</b>
<b>Profit/(Loss) before Taxation</b>	<b>(2,356)</b>	<b>2,339</b>	<b>14,573</b>	<b>5,434</b>
<b>Donations Paid Out</b>				



	JUL 2021	JUN 2021	MAY 2021	APR 2021
Donation to Waitara PS	400	-	-	-
<b>Total Donations Paid Out</b>	<b>400</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Profit After Tax</b>	<b>(2,356)</b>	<b>2,339</b>	<b>14,573</b>	<b>5,434</b>
<b>Net Profit After Distributions/Dividends Paid</b>	<b>(2,356)</b>	<b>2,339</b>	<b>14,573</b>	<b>5,434</b>

# Balance Sheet

## WAITARA PUBLIC SCHOOL PC ASSOC INC As at 31 July 2021

31 JUL 2021 30 JUN 2021

### Assets

#### Current Assets

##### Bank Accounts

Building Fund Bank Ac#357	44,000	44,000
Business Cash Reserve #138	29,096	29,096
P&C Bank Ac#023	7,491	7,491
Uniform Bank Ac#103	92,177	96,685
<b>Total Bank Accounts</b>	<b>172,764</b>	<b>177,271</b>

##### Cash on Hand

Cash Drawer	400	400
<b>Total Cash on Hand</b>	<b>400</b>	<b>400</b>

Clearing Accounts	(1,363)	(1,174)
GST	997	993
Inventory on Hand	59,191	59,191
Prepayments	1,871	1,871
<b>Total Current Assets</b>	<b>233,860</b>	<b>238,552</b>

#### Non-Current Assets

##### Property, Plant and Equipment

Improvements	13,299	13,299
<b>Total Property, Plant and Equipment</b>	<b>13,299</b>	<b>13,299</b>

<b>Total Non-Current Assets</b>	<b>13,299</b>	<b>13,299</b>
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<b>Total Assets</b>	<b>247,159</b>	<b>251,851</b>
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### Liabilities

#### Current Liabilities

Credit Cards & Charge Accounts	86	86
Trade Creditors	(9)	2,326
<b>Total Current Liabilities</b>	<b>77</b>	<b>2,412</b>

<b>Total Liabilities</b>	<b>77</b>	<b>2,412</b>
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<b>Net Assets</b>	<b>247,082</b>	<b>249,439</b>
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### Equity

Retained Earnings	247,082	249,439
<b>Total Equity</b>	<b>247,082</b>	<b>249,439</b>

# Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 31 July 2021

JUL 2021

## Operating Activities

Cash Payments From Other Operating Activities	(2,761)
<b>Net Cash Flows from Operating Activities</b>	<b>(2,761)</b>

## Investing Activities

Other Cash Items From Investing Activities	(1,571)
<b>Net Cash Flows from Investing Activities</b>	<b>(1,571)</b>

## Other Activities

Other Activities	(176)
<b>Net Cash Flows from Other Activities</b>	<b>(176)</b>

<b>Net Cash Flows</b>	<b>(4,508)</b>
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## Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	177,671
Cash and cash equivalents at end of period	173,164
<b>Net change in cash for period</b>	<b>(4,508)</b>

# Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 31 July 2021

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
<b>Aged Payables</b>							
L W REID Pty Ltd	-	-	-	-	-	(9)	(9)
<b>Total Aged Payables</b>	-	-	-	-	-	(9)	(9)
<b>Total</b>	-	-	-	-	-	(9)	(9)

# Treasury Report 10 months to July 2021

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the 10 months ended 31 July 2021

Prepared by UTA TAX

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# Executive Summary

## WAITARA PUBLIC SCHOOL PC ASSOC INC For the 10 months ended 31 July 2021

### Overview - 10 months to 31 July 2021

1. Uniform Shop Sales 10 months to 31 July of \$148k
2. Trading Profit for 10 months to 31 July of \$95k
3. Donation to Waitara Public School of \$100k
4. Cash at Bank at 31 July 2021 of \$172,764 (includes Building Grant of \$44k)
5. Creditors - Nil (all paid)
6. GST Payable for June 2021 Quarter of \$1,669

### Key Highlights

COVID-19 July 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 10 months ended 31 July 2021 Cash Basis

OCT 2020-JUL 2021

### Income

#### Trading Profit

##### Canteen Revenue

Grants	44,000
<b>Total Canteen Revenue</b>	<b>44,000</b>

##### Uniform Shop Sales

Clothing and Accessories Revenue	148,818
Discount Received	100
<b>Total Uniform Shop Sales</b>	<b>148,918</b>

##### Cost of Sales

Uniform Shop Cost of Sales	(94,931)
<b>Total Cost of Sales</b>	<b>(94,931)</b>

<b>Total Trading Profit</b>	<b>97,987</b>
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#### Fundraising Events

Fundraising & Events Income	6,465
<b>Total Fundraising Events</b>	<b>6,465</b>

<b>Total Income</b>	<b>104,452</b>
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### Other Income

Membership Fees	17
Interest Income	29
<b>Total Other Income</b>	<b>46</b>

<b>Total Income</b>	<b>104,498</b>
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### Expenses

Fundraising & Events Expenses	7,095
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#### P&C Expenses

Audit Fees	1,084
Bank Charges	-
Computer expenses	384
Dues & Subscriptions	125
Gifts	506
Insurance	747
Office Supplies	620
<b>Total P&amp;C Expenses</b>	<b>3,465</b>

#### Uniform Shop Expenses

Admin Services - Uniform Shop	9,240
Bank Merchant Fees	428



OCT 2020-JUL 2021

Flexischool Charge [61051]	2,643
Freight Paid	26
Store Supplies	363
<b>Total Uniform Shop Expenses</b>	<b>12,699</b>
<b>Total Expenses</b>	<b>23,259</b>
<b>Profit/(Loss) before Taxation</b>	<b>81,239</b>
<b>Donations Paid Out</b>	
Donation to Waitara PS	100,650
<b>Total Donations Paid Out</b>	<b>100,650</b>
<b>Net Profit After Tax</b>	<b>81,239</b>
<b>Net Profit After Distributions/Dividends Paid</b>	<b>81,239</b>

# Balance Sheet

## WAITARA PUBLIC SCHOOL PC ASSOC INC As at 31 July 2021

31 JUL 2021

### Assets

#### Current Assets

##### Bank Accounts

Building Fund Bank Ac#357	44,000
Business Cash Reserve #138	29,096
P&C Bank Ac#023	7,491
Uniform Bank Ac#103	92,177
<b>Total Bank Accounts</b>	<b>172,764</b>

##### Cash on Hand

Cash Drawer	400
<b>Total Cash on Hand</b>	<b>400</b>

Clearing Accounts	(1,363)
GST	997
Inventory on Hand	59,191
Prepayments	1,871
<b>Total Current Assets</b>	<b>233,860</b>

#### Non-Current Assets

##### Property, Plant and Equipment

Improvements	13,299
<b>Total Property, Plant and Equipment</b>	<b>13,299</b>

<b>Total Non-Current Assets</b>	<b>13,299</b>
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<b>Total Assets</b>	<b>247,159</b>
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### Liabilities

#### Current Liabilities

Credit Cards & Charge Accounts	86
Trade Creditors	(9)
<b>Total Current Liabilities</b>	<b>77</b>

<b>Total Liabilities</b>	<b>77</b>
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<b>Net Assets</b>	<b>247,082</b>
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### Equity

Retained Earnings	247,082
<b>Total Equity</b>	<b>247,082</b>

# Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the 10 months ended 31 July 2021

OCT 2020-JUL 2021

## Operating Activities

Receipts From Customers	168,916
Payments to Suppliers and Employees	(94,932)
Interest Received	29
Cash Receipts From Other Operating Activities	44,632
Cash Payments From Other Operating Activities	(124,864)
<b>Net Cash Flows from Operating Activities</b>	<b>(6,218)</b>

## Investing Activities

Other Cash Items From Investing Activities	14,298
<b>Net Cash Flows from Investing Activities</b>	<b>14,298</b>

## Other Activities

Other Activities	(12,766)
<b>Net Cash Flows from Other Activities</b>	<b>(12,766)</b>

## Net Cash Flows

**(4,687)**

## Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	177,851
Cash and cash equivalents at end of period	173,164
<b>Net change in cash for period</b>	<b>(4,687)</b>

# Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 31 July 2021

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
<b>Aged Payables</b>							
L W REID Pty Ltd	-	-	-	-	-	(9)	(9)
<b>Total Aged Payables</b>	-	-	-	-	-	(9)	(9)
<b>Total</b>	-	-	-	-	-	(9)	(9)