



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 Fri 10th September 2021 9.30am via Zoom

Chaired by: Amy Hill (Assistant Secretary)

Attendance:

Attendees		Group	Attendees		Group
Dany Coelho	Prin	WPS	Su-Anne Foo	SF	P&C
Kate Barrat	KB	WPS	Samantha Duque	SD	P&C
Amy Hill	AH	P&C	Chavi Udalamatta	CU	P&C
Shwetha Sripad	SS	P&C	Crystal Na	CN	P&C
Alexandra Quinn	AQ	P&C	Gabby Stein	GS	P&C
Michelle Wigglesworth	MW	P&C	Erica McKay	EM	P&C
Ali Ardeshiri	AA	P&C			

Apologies		Group
Jack Liu	JL	P&C
Daniela Cardoso	DC	P&C
Julie Granville	JG	P&C

Location: Zoom

Date and time: Opening at 09:31am 10th September 2021

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 04.08.2021 General Meeting be accepted as true and correct.

Carried (Moved by CU, 2nd by AA)

3. Business arising

- Waitara PS Homeschool Heroes (20th August) - *AH update*. The P&C thanked the community for making this online event a huge success as there were many students who sent out videos, photos of their drawings and handmade crafts to thank the teachers. The Principal also thanked everyone as she and the deputy Principals have received some personal appreciation notes to them as well.

4. Correspondence

- NSW Teachers Federation special broadcast - *AH update*. Amy attended the livestream event which was held on 7th September, at 7pm. The broadcast focused on the impact of COVID-19 and the shortages of teachers, especially in the regional areas of NSW.

5. Reports

Treasurer's Report - JQ & AQ

Report for the month ended August 2021

1. Uniform Shop Sales for month of \$Nil (July \$Nil)
2. Uniform Shop Profit for month of \$Nil (July \$Nil)
3. Fundraising Profit for month of \$Nil (July \$Nil)
4. Total Net Loss for August \$350 (July Loss \$2,356)
5. Bank Account Balance \$168,948 (includes Grant Funds of \$44k paid in Sept)
6. Accounts Payable \$Nil

Key Highlights

1. COVID19 Restrictions and continued lockdown in Sydney resulting in no uniform shop sales for July and August.
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) - Funds approved and paid (2 Sept 2021).
4. New Inventory Management System - VEND (set up & training in progress)
5. Consider rollout of new Website for online sales (Establish Project Team)
6. Stocktake to be done for year end - 30 Sept.

Action Required: In view of the current situation, Shwetha will need to request permission with Mrs Coelho to arrange a suitable day to conduct a stocktake at the Uniform Shop.

7. Appointment FY2021 auditors - *AQ update*. It is the time where it is required for the P&C to appoint an auditor to perform an independent audit on the P&C accounts. Nomination of the independent auditor - Wisdom Biz Lawyers Ptd Ltd.
Carried (Moved by SF, 2nd by EM)

Uniform Shop Report – SS

- No sales thus far since the beginning of lockdown.
- A stocktake is required to be conducted as the financial year is coming to an end. This means that some of us are required to be on site to complete this task.

- With the upcoming enrollment of Kindi Year 2022, the team will need to draw up a plan on how we should go about in terms of the uniform orders.

Backend Systems

We are almost done with training using the VEND system and the team should be able to grab data for the upcoming stocktake.

Fundraising Committee Report – None.

Principal's Report - DC

- **Tell Them From Me (TTFM) Survey** - Teachers and parent Survey will be out next week. We would love all parents to participate as it gives us some good data and feedback.
- **NAPLAN** - Naplan will be mailed out on Thursday to our parents of the students in Year 3 and 5.
- **Selective High School** - Due to COVID 19 restrictions in 2021, primary schools will not be required to provide school assessment scores for the 2022 Selective high school placement process for Year 7 entry in 2023. The removal of school assessment scores will result in a time savings for Principals. This approach was successfully used for 2021 placements in opportunity classes which were similarly affected by COVID 19. Primary school principals will continue the usual process of confirming information entered by parents in their applications and by adding relevant information on student background, disability and reasonable adjustments. More detailed communications will be provided in Term 4, 2021.
- **Opportunity Class Placement Test** - The placement test scheduled for 6 October 2021 has been delayed. New testing arrangements for students will be announced as soon as possible.
- **Refunds** - Refunds for all cancelled events and excursions are currently taking place. Forms for a refund are available on our [school website](#).
- **Kindergarten 2022** - Our Kindergarten page has been updated for our 2022 enrolments. We are unsure what the transition looks like at this point and will await further instruction from the DoE and NSW Health next term.
- We will let you know our return to school plans when we return in Term 4.
- I would like to sincerely thank our community for following the NSW Health regulations by keeping your children home and safe so our community/teachers can also feel safe. Please keep vigilant and numbers are rising in our LGA.

6. General Business

- **Music / Dance Performance** - AQ asked whether there would be any music or dance performances that the students are allowed to participate in the coming months. Mrs Barrat mentioned that the

school is not sure at this point in time during this lockdown. However, the school will communicate more details once they have received further info.

- **Year 6 Farewell** - MW wants to know whether Year 6 students would have a farewell before the end of the year. Mrs Barrat responded that she doesn't know as the school awaits for the directions from the DoE and NSW Health. She assured that the school will communicate more details to the community once they have received further info.

Next Meeting

❖ **Wed 27th October (Week 4, Term 4) 7pm via Zoom**

Meeting Closed at 10:14am

August 2021 Treasury Report (Month)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the month ended 31 August 2021

Prepared by UTA TAX

Contents

3	Executive Summary
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 August 2021

Overview - August 2021

1. Uniform Shop Sales for August \$Nil (July \$Nil)
2. Uniform Shop Profit for August of \$Nil (July \$Nil)
3. Fundraising Profit for August \$Nil (July \$Nil)
4. Total Net Loss for August \$350 (July Loss \$2,356)
5. Bank Account Balance \$168,948 (includes Grant Funds of \$44k paid in Sept))
6. Accounts Payable \$Nil

Key Highlights

1. COVID19 Restrictions and continued lockdown in Sydney resulting in no uniform shop sales for July and August
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) - Funds approved and paid (2 Sept 2021)
4. New Inventory Management System - VEND (set up & training in progress)
5. Consider rollout of new Website for online sales (Establish Project Team)
6. Stocktake to be done for year end - 30 Sept

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 31 August 2021

Cash Basis

	AUG 2021	JUL 2021	JUN 2021	MAY 2021
Income				
Trading Profit				
Uniform Shop Sales				
Clothing and Accessories Revenue	-	-	8,165	19,854
Total Uniform Shop Sales	-	-	8,165	19,854
Cost of Sales				
Uniform Shop Cost of Sales	-	-	(5,021)	(8,844)
Total Cost of Sales	-	-	(5,021)	(8,844)
Total Trading Profit	-	-	3,144	11,010
Fundraising Events				
Fundraising & Events Income	-	-	48	5,893
Fundraising & Events Expenses	-	-	-	(1,625)
Total Fundraising Events	-	-	48	4,268
Total Income	-	-	3,192	15,279
Other Income				
Interest Income	-	-	-	-
Total Other Income	-	-	-	-
Total Income	-	-	3,192	15,279
Expenses				
P&C Expenses				
Computer expenses	-	-	-	139
Dues & Subscriptions	-	-	-	125
Insurance	308	575	83	83
Office Supplies	-	-	620	-
Total P&C Expenses	308	575	703	347
Uniform Shop Expenses				
Admin Services - Uniform Shop	-	2,310	-	-
Bank Merchant Fees	43	43	43	45
Flexischool Charge [61051]	-	4	108	314
Total Uniform Shop Expenses	43	2,356	150	359
Total Expenses	351	2,931	854	706
Profit/(Loss) before Taxation	(350)	(2,931)	2,339	14,573
Donations Paid Out				
Donation to Waitara PS	-	400	-	-
Total Donations Paid Out	-	400	-	-

	AUG 2021	JUL 2021	JUN 2021	MAY 2021
Net Profit After Tax	(350)	(2,931)	2,339	14,573
Net Profit After Distributions/Dividends Paid	(350)	(2,931)	2,339	14,573

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 31 August 2021

31 AUG 2021 31 JUL 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	88,361	91,602
Total Bank Accounts	168,948	172,189

Cash on Hand

Cash Drawer	400	400
Total Cash on Hand	400	400

Clearing Accounts	(1,363)	(1,363)
GST	2,781	1,044
Inventory on Hand	60,298	59,653
Prepayments	1,871	1,871
Total Current Assets	232,935	233,794

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	246,234	247,093
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Liabilities

Current Liabilities

Credit Cards & Charge Accounts	86	86
Trade Creditors	(9)	807
Total Current Liabilities	77	893

Total Liabilities	77	893
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Net Assets	246,157	246,200
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Equity

Retained Earnings	246,157	246,200
Total Equity	246,157	246,200

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 31 August 2021

AUG 2021

Operating Activities

Interest Received	-
Cash Payments From Other Operating Activities	(355)
Net Cash Flows from Operating Activities	(355)

Investing Activities

Other Cash Items From Investing Activities	(1,107)
Net Cash Flows from Investing Activities	(1,107)

Other Activities

Other Activities	(1,780)
Net Cash Flows from Other Activities	(1,780)

Net Cash Flows	(3,242)
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	172,589
Cash and cash equivalents at end of period	169,348
Net change in cash for period	(3,242)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 31 August 2021

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

Treasury Report 11 months to August 2021

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the 11 months ended 31 August 2021

Prepared by UTA TAX

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the 11 months ended 31 August 2021

Overview - 11 months to 31 August 2021

1. Uniform Shop Sales 11 months to 31 August of \$148k
2. Trading Profit for 11 months to 31 August of \$95k
3. Donation to Waitara Public School of \$100k + \$44k approved for payment in September
4. Cash at Bank at 31 August 2021 of \$168,948 (includes Building Grant of \$44k paid to School in September)
5. Creditors - Nil (all paid)

Key Highlights

COVID-19 July and August 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 11 months ended 31 August 2021 Cash Basis

OCT 2020-AUG 2021

Income

Trading Profit

Grants	44,000
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Uniform Shop Sales

Clothing and Accessories Revenue	148,818
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Discount Received	100
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Total Uniform Shop Sales	148,918
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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	97,987
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Fundraising Events

Fundraising & Events Income	6,465
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Total Fundraising Events	6,465
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Total Income	104,452
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Other Income

Membership Fees	17
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Interest Income	30
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Total Other Income	46
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Total Income	104,498
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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	470
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Flexischool Charge [61051]	2,643
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Freight Paid	26
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OCT 2020-AUG 2021

Store Supplies	363
Total Uniform Shop Expenses	12,742
Total Expenses	24,184
Profit/(Loss) before Taxation	80,314
Donations Paid Out	
Donation to Waitara PS	100,650
Total Donations Paid Out	100,650
Net Profit After Tax	80,314
Net Profit After Distributions/Dividends Paid	80,314

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 31 August 2021

31 AUG 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	88,361
Total Bank Accounts	168,948

Cash on Hand

Cash Drawer	400
Total Cash on Hand	400

Clearing Accounts	(1,363)
GST	2,781
Inventory on Hand	60,298
Prepayments	1,871
Total Current Assets	232,935

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	246,234
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Liabilities

Current Liabilities

Credit Cards & Charge Accounts	86
Trade Creditors	(9)
Total Current Liabilities	77

Total Liabilities	77
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Net Assets	246,157
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Equity

Retained Earnings	246,157
Total Equity	246,157

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC For the 11 months ended 31 August 2021

OCT 2020-AUG 2021

Operating Activities

Receipts From Customers	168,916
Payments to Suppliers and Employees	(94,932)
Interest Received	30
Cash Receipts From Other Operating Activities	44,632
Cash Payments From Other Operating Activities	(125,793)
Net Cash Flows from Operating Activities	(7,148)

Investing Activities

Other Cash Items From Investing Activities	13,191
Net Cash Flows from Investing Activities	13,191

Other Activities

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

Net Cash Flows	(8,503)
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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	169,348
Net change in cash for period	(8,503)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 31 August 2021

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