



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 16th February 2022 7:00pm via Zoom

Chaired by: Jack Liu (President)

Attendance:

Attendees		Group	Attendees		Group
Dany Coelho	Prin	WPS	Jenny Naylor	JN	WPS
Jack Liu	JL	P&C	Katherine Barrat	Dep Prin	WPS
Irene Zou	IZ	P&C	Shwetha Sripad	SS	P&C
Joshua Quinn	JQ	P&C	Alexandra Quinn	AQ	P&C
Su-Anne Foo	SF	P&C	Amy Hill	AH	P&C
Calum MacKinnon	CM	P&C	Gabby Stein	GS	P&C
Stephen Wilkey	SW	P&C	Smita Choudhary	SC	P&C
Minhua Lin	ML	P&C	Jingyi Lei	JL	P&C
Anitha Nalabothula	AN	P&C	Yojan Sada Urbina	YU	P&C
Chami Burkie	CB	P&C	Shashi Sekhar	SSe	P&C
Sheirry Manalili	SM	P&C	Vivian Chu	VC	P&C
Oliver Johnson	OJ	P&C	Crystal Na	CN	P&C
Rishi Saran	RS	P&C	Sanam Varma	SV	P&C
Santoshini Pati	SP	P&C	Natalie Abrahams Tevet	NT	P&C
Quan Pham	QP	P&C	Kanishk Varma	KV	P&C
Halla Hannesdottir	HH	P&C	Brendan Hough	BH	P&C
Rose Ann Borja	RB	P&C	Ashok Mulchandani	AM	P&C
Janice Foo	JF	P&C	Shivani Ruikar	SR	P&C
Patrick Rufangura	PR	P&C	Jay Mavichery	JM	P&C
Jocelyn Loughnan	JoL	P&C			

Apologies		Group
Steve Jackson		P&C

Location: Zoom

Date and time: Opening at 7:02pm 16th February 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 26.11.2021 General Meeting be accepted as true and correct.

Carried (Moved by NT, 2nd by JoL)

3. Business arising

- Appointment of Assistant Treasurer 2022
Nomination: Minhua Lin (Moved by SF, 2nd by JoL)

Vacant Positions: Vice President, Assistant Secretary.

Since there will not be many sporting events that require parent volunteers, it was proposed that the Sports Convenor position be removed for the year 2022.

Carried (Moved by AH, 2nd by JoL)

4. Correspondence

- Letter from ATO
- St Ives HS Transport Update: *JL update*. Before the start of Term 1, Transdev provided more bus frequency from Gordon Station to St Ives HS. The 591 PM bus route has also extended to St Ives HS. St Ives HS P&C and its community are working towards more buses in the Northern catchment area (i.e. Waitara, Hornsby, Mt Colah, Mt. Kuring-Gai suburbs).
- P&C Federation Annual Survey – completed
- Music tutors from WPS Band Program - *Prin update*. At the beginning of school term, there was a plan to incur a minimal charge to the private music tutors for music lessons. This is because there is an inconsistency on the hire charge across after-school activities at the school grounds. However, this has caused concerns for parents and therefore, the charge has been cancelled. The *Deputy Prin* has confirmed that most of the music tutors have returned to Waitara PS, just a couple chose not to.
- Feedbacks of WPS Canteen - *JL update*. We have received feedback from parents that the canteen quality wasn't good and the portion size was too little. The Prin suggested that the P&C could create a survey to find out more on the parent's thoughts.

Action required: P&C to create an online survey form regarding the Canteen.

5. Reports

Treasurer's Report - JQ

Report for the 4 months ended 31 January 2022

1. Uniform Shop Sales \$73,067
2. Uniform Shop Cost of Sales (\$42,671)
3. Uniform Shop Gross Profit \$30,395

4. Bank Account Balance \$92,428
5. Stock on Hand at Cost \$95,439
6. Accounts Payable \$1,969
7. Paid up P&C Members - \$19

Key Highlights

1. Back to School Feb 2022 - Stock ordered for 2022 School Year Start
2. VEND Inventory System now up and running

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

Carried (Moved by AH, 2nd by AQ)

Uniform Shop Report – SS

- Sales uniform shop till date - 30k
- All uniforms have been restocked and we had a very busy start of the year. Most Kindy uniforms were given out on the best start day. Sorting of second hand uniforms and donations for recycling will be done in the next 2 weeks.
- Phase 2 of Vend - i.e looking at our own uniform shop website is underway. Looking at options of hosting. Will have an update/options to consider in the next meeting.

Last but not least, a big thank you to all volunteers who have been diligently supporting the operations at the Uniform Shop!

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

Carried (Moved by AH, 2nd by AQ)

Fundraising Convenor Report – AQ

- We had a meeting 2 weeks ago to discuss fundraising events for the year 2022.
- As restrictions may ease this year, the Fundraising team proposed to purchase a bain-marie (portable food warmer) for future BBQ events.

Carried (Moved by SF, 2nd by JoL)

Proposed Event	Term	Person in-charge
Easter Hat Parade	Term 1, week 10	Su-Anne F
Mother's Day	Term 2, week 2	Alex Q, Chami S
Federal Election Day	Term 2 (tentative in May)	Amy H, Chami S
Sport Carnival (Yrs 3 - 6)	(tentative end of June / early Term 3)	
Father's Day	Term 3	Jocelyn L, supported by SS & SF
Teacher's Day	Term 3	

Christmas	Term 4	
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Principal's Report - Prin

- A very calm and settled start to the year considering all our restrictions. Thank you for the parent's support. We thought it best to continue with last year's plan so as not to confuse parents. The pick up of the RATs also went smoothly.
- As there are concerns with giving students tests in their bags we thought it best to have parents pick them up.
- Thank you for the social distancing at the gates and understanding parents are not allowed onsite unless necessary.
- We want to reiterate that if an email goes home with a covid positive case in the class all other students are to attend school unless they have symptoms. They just need to be monitored.
- We are going 100% digital. We are using School Bytes to distribute and send out notes. Parents will need to check their family email regularly. The one nominated at enrolment.
- Continue to keep our students safe through cohorting.
- Parent information evenings online are going smoothly.
- Swimming carnival next week, only taking strong swimmers.
- PSSA starting teams are being selected.
- SRC happening across the school.
- School photos March 17
- Great Aussie Bushcamp is going ahead for Yr 5
- Assemblies fortnightly have commenced again in year groups

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

Carried (Moved by AH, 2nd by JoL)

6. General Business

- **Community Garden by Mrs Jenny Naylor.** Mrs Naylor provided an update on the community garden that started back in 2018. With COVID restrictions easing, she would like to set up a subcommittee to manage and tend the garden. The P&C suggested that we have a Community Garden Convenor to assist on this group.

Carried (Moved by AQ, 2nd by ML)

Next Meeting

❖ **Friday 18th March 9:30am**

Meeting Closed at 8:35pm

Treasury Report for the 4 months ended 31 Jan 2022

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

As at 31 January 2022

Prepared by UTA TAX

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the 4 months ended 31 January 2022

Overview

1. Uniform Shop Sales \$73,067
2. Uniform Shop Cost of Sales (\$42,671)
3. Uniform Shop Gross Profit \$30,395
4. Bank Account Balance \$92,428
5. Stock on Hand at Cost \$95,439
6. Accounts Payable \$1,969
7. Paid up P&C Members - 19

Key Highlights

1. Back to School Feb 2022 - Stock ordered for 2022 School Year Start
2. VEND Inventory System now up and running

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the 4 months ended 31 January 2022 Cash Basis

OCT 2021-JAN 2022

Income

Trading Profit

Uniform Shop Sales

Clothing and Accessories Revenue	73,067
Total Uniform Shop Sales	73,067

Cost of Sales

Uniform Shop Cost of Sales	(42,671)
Total Cost of Sales	(42,671)

Total Trading Profit	30,395
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Fundraising Events

Fundraising & Events Income	36
Fundraising & Events Expenses	(280)
Total Fundraising Events	(244)

Total Income	30,151
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Other Income

Membership Fees	19
Interest Income	1
Total Other Income	20

Total Income	30,171
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Expenses

P&C Expenses

Audit Fees	985
Bank Charges	-
Dues & Subscriptions	442
Insurance	282
Office Supplies	(42)
Postage	29
Total P&C Expenses	1,696

Uniform Shop Expenses

Admin Services - Uniform Shop	1,320
Bank Merchant Fees	170
Flexischool Charge [61051]	779
Freight Paid	25
Store Supplies	145
Total Uniform Shop Expenses	2,439

Total Expenses	4,135
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OCT 2021-JAN 2022

Profit/(Loss) before Taxation	26,036
Net Profit After Tax	26,036
Net Profit After Distributions/Dividends Paid	26,036

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 31 January 2022

31 JAN 2022 31 JAN 2021

Assets

Current Assets

Bank Accounts

Building Fund Bank Ac#357	-	44,000
Business Cash Reserve #138	29,098	128,943
P&C Bank Ac#023	5,398	12,883
Uniform Bank Ac#103	57,932	53,294
Total Bank Accounts	92,428	239,120

Cash on Hand	400	400
Clearing Accounts	23,086	7,488
GST	1,758	2,736
Inventory on Hand	95,440	75,575
Prepayments	2,350	498
Total Current Assets	215,462	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	228,761	339,116
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Liabilities

Current Liabilities

Bank Overdraft	-	-
Credit Cards & Charge Accounts	86	86
Trade Creditors	1,969	18,260
Total Current Liabilities	2,055	18,346

Total Liabilities	2,055	18,346
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Net Assets	226,706	320,770
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Equity

Retained Earnings	226,706	320,770
Total Equity	226,706	320,770

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the 4 months ended 31 January 2022

OCT 2021-JAN 2022

Operating Activities

Receipts From Customers	80,392
Payments to Suppliers and Employees	(42,671)
Interest Received	1
Cash Receipts From Other Operating Activities	36
Cash Payments From Other Operating Activities	(4,673)
Net Cash Flows from Operating Activities	33,085

Investing Activities

Other Cash Items From Investing Activities	(59,769)
Net Cash Flows from Investing Activities	(59,769)

Other Activities

Other Activities	(5,841)
Net Cash Flows from Other Activities	(5,841)

Net Cash Flows	(32,525)
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	125,354
Cash and cash equivalents at end of period	92,828
Net change in cash for period	(32,525)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 31 January 2022

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
L W REID Pty Ltd	-	-	-	-	-	(9)	(9)
Perma Pleat	1,978	-	-	-	-	-	1,978
Total Aged Payables	1,978	-	-	-	-	(9)	1,969
Total	1,978	-	-	-	-	(9)	1,969