



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 12th May 2021 7:00pm via Zoom

Chaired by: Jack Liu (President)

Attendance:

Attendees		Group	Attendees		Group
Dany Coelho	Prin	WPS	Dhivya	Dhiv	P&C
Jack Liu	JL	P&C	Pramita Dsouza	PD	P&C
Shwetha Sripad	SS	P&C	Zhou Zhang	ZZ	P&C
Alexandra Quinn	AQ	P&C	Julie Granville	JG	P&C
Su-Anne Foo	SF	P&C	Nisha Shrestha	NS	P&C
Samantha Duque	SD	P&C	Gabby Stein	GS	P&C
Chavi Udalamatta	CU	P&C	Ali Ardeshiri	AA	P&C

Apologies		Group
Amy Hill	AH	P&C
Michelle Wigglesworth	MW	P&C
Yiwen Gong	YG	P&C
Daniela Cardoso	DC	P&C

Location: Zoom

Date and time: Opening at 7:03pm 12th May 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 19.03.2021 General Meeting be accepted as true and correct.

Carried (Moved by SD, 2nd by CU)

3. Business arising

- VEND Inventory Management System – *AQ update*. The treasury team is in discussion with the VEND supplier in regards to implementing the new inventory system.
- New Modem in Uniform Shop - *JL update*. The Uniform shop has requested to purchase a new modem as the current one is not functioning in its full capacity. It has been in use for 6 years and was donated by Jacki. Jack assisted in the purchase of the modem and it was installed and set up in the uniform shop earlier that day.
- Community Garden - *Prin. update*. The Principal has informed that the garden is progressing well and the teacher in charge is working together with students.

4. Correspondence

- Music Activities at Waitara PS - *SF update*. A parent wished to find out whether music activities have resumed at the school since music has played an important part in the community. He has kindly sent an email to Mrs Barrat regarding this and she has informed him that the school is planning for Strings and Tone Chimes to begin this term. Next will be choirs. Unfortunately the school does not have any information regarding external festivals and is unsure when it will begin again. The Principal concur with the information above.
- Australian Charities and Not-for profits Commission (ACNC) - *JL update*. Jack has submitted the Annual Information Statement for 2019/2020 via its website.

5. Reports

Treasurer's Report - JQ & AQ

Report for the month ended 30 April 2021

1. Uniform Shop Sales for month of \$20.8k
2. Trading Profit for month of \$8.2k
3. Bank Account Balance \$165k
(includes Grant Funds of \$44k)
4. Accounts Payable \$6,322

Key Highlights

1. Government Grant funds of \$44k received for approved building expenditure (library) - allocation to be discussed
2. New Inventory Management System - VEND (set up & training in progress)
3. Consider rollout of new Website for online sales (Establish Project Team)

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

Carried (Moved by SS, 2nd by SD)

Uniform Shop Report – SS

- BAU at the uniform shop. Busy start this term with the winter uniform rush.
- Year 6 jackets were customised and handed out last week , big thanks to Jackie for all the coordination with the teachers and students. A big thank you to Mrs. Bradley for delivering all the jackets to the students. We had a total of 139 jackets ordered and delivered.
- We have had suppliers telling us that shipments from China are being delayed/limited. We have been trying to stock up as much as possible in light of this.

Sales

Sales from April 21 until now is about \$28k

Backend systems

We have started work on Vend as the POS that will replace Square that is running currently. We should be able to transition into this next month or so. After Vend is set up, we will look into options for replacing Flexischool.

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 JG, 2nd by AQ)

Fundraising Committee Report – SD

- **Harmony Day Tea towels**

No update available in regards to sales to date. However, SD proposed that the tea towels would need more publicity / advertising so that parents are able to view the tea towel. JL proposed that one way we could promote via Seesaw with the help of the class teachers forwarding to parents. The Principal also suggested selling at the end of the year as it would make a wonderful Christmas present.

- **Mothers' Day Stall**

The Fundraising team were delighted that we were able to return to school and set up the Mother's Day stall. An estimated proceeds of \$5.7k was collected from the sale of items that day. We would like to thank parents and students for their support. Despite the wet and wild weather, it was a great success and much enjoyed by all!

- **Athletics Carnival**

The Fundraising team is planning to set up a refreshment stall during the Athletics carnival (Years 3 - 6) which will be held in June. It is still in discussion with the relevant local council and teachers to iron out more details.

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

Carried (Moved by AQ, 2nd by SS)

Sports Committee - None.

Principal's Report - Principal

- **NAPLAN Online 2021** - the Principal informed that NAPLAN this year is an online assessment and it went on smoothly. Students were able to pause the assessment and the time duration of the assessment will not be forfeited.
- **Mother's Day Stall** - it was a very successful event and a big thanks to all volunteers and the P&C for making this happen.
- **Sports Olympics (K - Year 2)** - it was held on 10 May and the event was very proper as there was an opening and a closing ceremony. The children were broken into groups with country names. Photos have been uploaded on Waitara PS Facebook page.
- **Lost Property** - the Principal thanked SD and parents who helped with the massive clean up last Monday. There is a new storage box placed next to the current one. One box will be a storage for clothing and the other for food containers and water bottles.
- **Crossing supervisor** - the Principal is pleased to announce that the crossing supervisor, Miss Urszula has been monitoring the children crossing during morning drop-off and afternoon pick-up times.
- **Library refurbishment** - the library will undergo refurbishment and it will begin from 15 June. It should be completed by the end of the winter holidays. Librarian teachers will commence sessions in classes during this period.
- **Smiling Minds app** - Smiling Minds is an evidence based, whole school approach to support student mental health and wellbeing. The school uses this mindfulness app daily and the Principal encourages parents to download and try the app at home. It has different age groups to suit different needs of each child and adults.
- **School Build** - it has been a year since the school has relocated in the new school build. There were issues with the build but ADCO has been helpful in fixing the issue throughout the 1st year.
- **Fire alarm** - the fire alarm was triggered a few weeks ago and it was a false alarm. Upon investigation, it was found that there was no lid to cover the trigger button. This has been resolved.
- **School Banking** - the Principal is pleased to inform that school banking can be resumed in school grounds since COVID regulations have eased. The P&C will resume the school banking and action accordingly.

Action: P&C will prepare push notification to call for volunteers.

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

Carried (Moved by AQ, 2nd by SF)

6. General Business

- **Update of Payment process - JL update.** In Waitara P&C, there are 2 Primary signatories and a backup signatory. Since Nick Berman (past P&C member) has left Waitara P&C, we need to update the Backup signatory. Nomination of backup signatory - Su-Anne Foo.

Carried (Moved by JG, 2nd by CU)

- **Zoom license renewal** - *JL update*. The P&C Association's Zoom licence will expire on 30 June 2021. The P&C Federation was able to negotiate another year of discounted pricing for the next 12 months and it is only available to current members. As we will continue to have our P&C meetings on Zoom, we will proceed to renew Waitara P&C's Zoom license thru the P&C Federation by end of May.
- **Pothole in front of school gate** - AA has raised concerns on the pothole that is near the school gate. The Principal will look into and contact the local council to fill up the pothole.

Next Meeting

❖ **Friday 11th June 9:30am**

Meeting Closed at 7:48pm

April 2021 Treasury Report

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

As at 30 April 2021

Prepared by UTA TAX

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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 April 2021

Overview - March 2021

1. Uniform Shop Sales for month of \$20.8k
2. Trading Profit for month of \$8.2k
3. Bank Account Balance \$165k
(includes Grant Funds of \$44k)
4. Accounts Payable \$6,322

Key Highlights

1. Government Grant funds of \$44k received for approved building expenditure (library) - allocation to be discussed
2. New Inventory Management System - VEND (set up & training in progress)
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 30 April 2021 Cash Basis

	APR 2021	MAR 2021	FEB 2021	JAN 2021
Income				
Trading Profit				
Uniform Shop Sales				
Clothing and Accessories Revenue	20,878	27,165	19,286	11,446
Discount Received	-	100	-	-
Total Uniform Shop Sales	20,878	27,265	19,286	11,446
Cost of Sales				
Uniform Shop Cost of Sales	(13,125)	(18,634)	(14,335)	(7,538)
Total Cost of Sales	(13,125)	(18,634)	(14,335)	(7,538)
Total Trading Profit	7,753	8,630	4,951	3,909
Fundraising Events				
Fundraising & Events Income	524	-	-	-
Fundraising & Events Expenses	150	4,942	-	-
Total Fundraising Events	674	4,942	-	-
Total Income	8,427	13,572	4,951	3,909
Other Income				
Membership Fees	-	8	2	-
Interest Income	-	1	1	4
Total Other Income	-	9	3	4
Total Income	8,427	13,581	4,954	3,913
Expenses				
P&C Expenses				
Bank Charges	-	-	-	-
Computer expenses	-	245	-	-
Insurance	83	83	83	83
Total P&C Expenses	83	328	83	83
Uniform Shop Expenses				
Admin Services - Uniform Shop	2,310	-	-	-
Bank Merchant Fees	43	43	43	43
Flexischool Charge [61051]	258	419	400	231
Freight Paid	-	-	15	11
Store Supplies	-	363	-	-
Total Uniform Shop Expenses	2,610	824	458	284
Total Expenses	2,693	1,152	541	367
Profit/(Loss) before Taxation	5,734	12,429	4,413	3,546

	APR 2021	MAR 2021	FEB 2021	JAN 2021
Donations Paid Out				
Donation to Waitara PS	-	100,250	-	-
Total Donations Paid Out	-	100,250	-	-
Net Profit After Tax	5,734	12,429	4,413	3,546
Net Profit After Distributions/Dividends Paid	5,734	12,429	4,413	3,546

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 30 April 2021

30 APR 2021

31 MAR 2021

Assets

Current Assets

Bank Accounts

Building Fund Bank Ac#357	44,000	44,000
Business Cash Reserve #138	29,095	29,095
P&C Bank Ac#023	1,702	1,852
Uniform Bank Ac#103	90,646	79,621
Total Bank Accounts	165,444	154,568

Cash on Hand

Cash Drawer	400	400
Total Cash on Hand	400	400

Clearing Accounts

	(935)	(3,199)
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GST

	-	603
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Inventory on Hand

	58,545	67,392
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Prepayments	2,037	2,120
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Total Current Assets	225,491	221,884
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Non-Current Assets

Property, Plant and Equipment

Improvements	13,299	13,299
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Total Property, Plant and Equipment	13,299	13,299
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Total Non-Current Assets	13,299	13,299
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Total Assets	238,789	235,183
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Liabilities

Current Liabilities

Credit Cards & Charge Accounts	86	86
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GST	1,079	-
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Trade Creditors	6,322	9,228
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Total Current Liabilities	7,487	9,314
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Total Liabilities	7,487	9,314
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Net Assets	231,302	225,869
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Equity

Retained Earnings	231,302	225,869
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Total Equity	231,302	225,869
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Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 30 April 2021

APR 2021

Operating Activities

Receipts From Customers	23,018
Payments to Suppliers and Employees	(13,125)
Cash Receipts From Other Operating Activities	524
Cash Payments From Other Operating Activities	(2,873)
Net Cash Flows from Operating Activities	7,544

Investing Activities

Other Cash Items From Investing Activities	4,023
Net Cash Flows from Investing Activities	4,023

Other Activities

Other Activities	(692)
Net Cash Flows from Other Activities	(692)

Net Cash Flows	10,876
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	154,968
Cash and cash equivalents at end of period	165,844
Net change in cash for period	10,876

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 30 April 2021

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Expressions Australia	-	-	1,625	-	-	-	1,625
Golden Leaf Uniforms Pty Ltd	1,618	-	-	-	-	-	1,618
L W REID Pty Ltd	3,089	-	(9)	-	-	-	3,079
Total Aged Payables	4,706	-	1,616	-	-	-	6,322
Total	4,706	-	1,616	-	-	-	6,322

Treasury Report 7 months to April 2021

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

As at 30 April 2021

Prepared by UTA TAX

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the 7 months ended 30 April 2021

Overview - 7 months to April 2021

1. Uniform Shop Sales for the period of \$120,799 (prior period \$74,497)
2. Trading Profit for period of \$83,832 (prior period \$22,709)
3. Donation to Waitara Public School of \$100,250
4. Cash at Bank at 30 April 2021 of \$165,444 (includes Building Grant of \$44k)

Key Highlights

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the 7 months ended 30 April 2021 Cash Basis

	OCT 2020-APR 2021	MAR-SEP 2020
Income		
Trading Profit		
Canteen Revenue		
Grants	44,000	-
Total Canteen Revenue	44,000	-
Uniform Shop Sales		
Clothing and Accessories Revenue	120,799	74,497
Discount Received	100	(109)
Total Uniform Shop Sales	120,899	74,388
Cost of Sales		
Uniform Shop Cost of Sales	(81,066)	(51,680)
Total Cost of Sales	(81,066)	(51,680)
Total Trading Profit	83,832	22,709
Fundraising Events		
Fundraising & Events Income	524	1,515
Total Fundraising Events	524	1,515
Total Income	84,356	24,224
Other Income		
Membership Fees	17	-
Interest Income	29	64
Total Other Income	45	64
Total Income	84,401	24,288
Expenses		
Fundraising & Events Expenses	5,470	1,016
P&C Expenses		
Audit Fees	1,084	-
Bank Charges	-	-
Computer expenses	245	-
Gifts	506	-
Insurance	581	166
Office Supplies	-	594
P&C Meetings	-	119
Sundry expenses	-	469
Small equipment	-	243
Total P&C Expenses	2,415	1,591
Uniform Shop Expenses		

	OCT 2020-APR 2021	MAR-SEP 2020
Admin Services - Uniform Shop	6,930	4,620
Bank Merchant Fees	298	258
Flexischool Charge [61051]	2,217	1,747
Freight Paid	26	28
Shop fitting	-	1,361
Store Supplies	363	-
Total Uniform Shop Expenses	9,833	8,014
Total Expenses	17,718	10,621
Profit/(Loss) before Taxation	66,683	13,667
Donations Paid Out		
Donation to Waitara PS	100,250	-
Total Donations Paid Out	100,250	-
Net Profit After Tax	66,683	13,667
Net Profit After Distributions/Dividends Paid	66,683	13,667

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 30 April 2021

	30 APR 2021	30 APR 2020
Assets		
Current Assets		
Bank Accounts		
Building Fund Bank Ac#357	44,000	171
Business Cash Reserve #138	29,095	128,896
P&C Bank Ac#023	1,702	6,830
Uniform Bank Ac#103	90,646	26,532
Total Bank Accounts	165,444	162,428
Cash on Hand		
Cash Drawer	400	400
Total Cash on Hand	400	400
Clearing Accounts	(935)	(3,144)
GST	-	3,637
Inventory on Hand	58,545	136,321
Prepayments	2,037	-
Total Current Assets	225,491	299,644
Non-Current Assets		
Property, Plant and Equipment		
Improvements	13,299	4,312
Total Property, Plant and Equipment	13,299	4,312
Total Non-Current Assets	13,299	4,312
Total Assets	238,789	303,955
Liabilities		
Current Liabilities		
Credit Cards & Charge Accounts	86	86
GST	1,079	-
Trade Creditors	6,322	23,527
Total Current Liabilities	7,487	23,613
Total Liabilities	7,487	23,613
Net Assets	231,302	280,342
Equity		
Retained Earnings	231,302	280,342
Total Equity	231,302	280,342

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the 7 months ended 30 April 2021

OCT 2020-APR 2021

Operating Activities

Receipts From Customers	133,047
Payments to Suppliers and Employees	(81,067)
Interest Received	29
Cash Receipts From Other Operating Activities	44,524
Cash Payments From Other Operating Activities	(118,791)
Net Cash Flows from Operating Activities	(22,259)

Investing Activities

Other Cash Items From Investing Activities	18,629
Net Cash Flows from Investing Activities	18,629

Other Activities

Other Activities	(8,377)
Net Cash Flows from Other Activities	(8,377)

Net Cash Flows	(12,007)
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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	165,844
Net change in cash for period	(12,007)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 30 April 2021

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Expressions Australia	-	-	1,625	-	-	-	1,625
Golden Leaf Uniforms Pty Ltd	1,618	-	-	-	-	-	1,618
L W REID Pty Ltd	3,089	-	(9)	-	-	-	3,079
Total Aged Payables	4,706	-	1,616	-	-	-	6,322
Total	4,706	-	1,616	-	-	-	6,322