



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 10th August 2022 7:00pm via Zoom

Chaired by: Jack Liu (President)

Attendance:

Attendees		Group	Attendees		Group
Dany Fitzgerald	Prin	WPS	Jenny Naylor	JN	WPS
Jack Liu	JL	P&C	Joshua Quinn	JQ	P&C
Su-Anne Foo	SF	P&C	Alexandra Quinn	AQ	P&C
Irene Zou	IZ	P&C	Shwetha Sripad	SS	P&C
Janice Foo	JF	P&C	Tanaya Berde	TB	P&C
Rahul Chandna	RC	P&C	Hannah Chan	HC	P&C
Shadow He	SH	P&C	Jeng-Seng Cheong	JC	P&C
Vishal Kamble	VK	P&C	Shivani Ruikar	SR	P&C
Bonnie Cheng	BC	P&C	Ashwini Murthy	AM	P&C
Robin Zuo	RZ	P&C	Olivia Wang	OW	P&C

Apologies		Group
Amy Hill	AH	P&C
Minhua Lam	ML	P&C
Samantha Duque	SD	P&C

Location: Zoom

Date and time: Opening at 7:02pm 10th August 2022 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 17.06.2022 General Meeting be accepted as true and correct.

Carried (Moved by IZ, 2nd by VK)

3. Business arising - none

4. Correspondence

- P&C Federation membership & insurance renewal - *JL update*. It is the time of the year where the P&C will need to renew P&C Federation membership and the annual insurance, which SF has completed with the support of the Treasury team.

5. Reports

Treasurer's Report - JQ

Overview - July 2022

1. Uniform Shop Sales \$3,922
2. Uniform Shop Profit \$1,367
3. Fundraising - Profit N/A
4. Bank Account Balance \$122,667
5. Inventory on Hand \$102,813
6. Accounts Payable \$1,171

Key Highlights

1. LightYear (Vend) Inventory System up and running - much smoother integrations, less manual processes
2. New Uniform Shop Website now live - Flexischool purchases closed
3. Fundraising Activities

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

Carried (Moved by SS, 2nd by AQ)

Uniform Shop Report – IZ

- Year to date sales - 118k
- All pre-ordered Year 6 jackets were distributed at the end of previous term (Term 2). Next year, we will try and do this earlier in the year.
- We have been noticing increasing prices by all the suppliers which is forces us to increase the selling price of the following 2 items with immediate effect -
 - PSSA socks - \$20 (currently \$15)
 - Staff shirt - \$40 (currently \$35)
- We are reviewing other items and there will be an increase in other items shortly.
- We will be beginning to sell summer items by the end of this term.

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

Carried (Moved by SF, 2nd by AQ)

Community Garden Report - update by JN

- Veggie gardens are growing at a slower rate as it is the winter season. The Year 4 students have been working on the garden patches and we hope there will be more volunteers that could come in and help during the weekend.
- Email jennifer.naylor@det.nsw.edu.au if you are keen to support the garden.

Fundraising Convenor Report

- Tournament of Minds sausage sizzle will be held on the 28th August at school grounds. An estimated 500 people (parents and students from other schools) will be participating in this event.
- Father's Day BBQ Stall will be happening on 1st September, 7:30am - 9:00am.
- A call for volunteers will be published in schoolzine once we have finalized Father's Day stall.

Principal's Report - Prin

- This week is Spirit week. Part of our Wellbeing initiative where various themed activities happen around school usually meant to encourage school spirit, by lifting the spirits and put smiles on the faces of everyone in our school. Commonwealth games day, Soft toy, crazy hats and lunchtime discos.
- So Proud of the band and their first-place position at the Hawkesbury City Eisteddfod. I often drop in to listen to the band in the morning and they have been sounding fabulous. Thank you to our Director Adam Tonkiss.
- The year 4 camp went smoothly last week and they had wonderful weather. I thank the staff who took them. I headed down on two of the days and went canoeing with them. We will suggest next year that parents encourage sleep overs prior to their first camp.
- SDD day this term was excellent. All staff were trained in respectful relationships as part of the white Ribbon breaking the silence Breaking the Silence is a professional learning initiative for school staff that provides knowledge, tools and strategies to implement respectful relationships and violence prevention in schools. The program supports schools to bring about a whole of school commitment to stop domestic violence against women, children and men. The vision is for teachers, students and communities to work together to drive generational change in preventing violence against women and children by promoting respectful and equal relationships. Waitara PS is now proudly a White Ribbon school.
- Looking at Staffing for 2023. Get in early as many staff on Maternity leave 7 to be precise. They are entitled to access part-time leave until their children are in Primary school. We have two positions currently advertised: Assistant Principal C&I 7 days per week. We also have a relieving DP position for Term 4 and the entire 2023. This is out as an EOI. It closes on Friday afternoon. We would like to thank Jaclyn Bedwell/Trenerman who has been relieving in the role for the last 3years. We will also have some teaching positions come up this year as staff have retired. Thank you to the P&C on the panel. We need a multicultural representative and a P&C representative.

- A reminder to pay school fees, if you are not able, please come and see us and let us know.
- After school can we please ask that the parents leave the school and the playground by 3.30pm as their children are getting confused with BASC who pay to use the premises.
- Exhibition of Learning will be on Tuesday 20th October. Would the P&C want to do a BBQ fundraiser?

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

Carried (Moved by SF, 2nd by JQ)

6. General Business

- Ashwini requested whether Maths info session presentation can be shared to parents who were not able to attend the session.
- AQ requested whether there is a way to ensure online permission notes were signed promptly from parents. JL has volunteered to create step-by-step instructions to enable a filter function in Outlook and Gmail. The instruction will be posted onto the school's website.

Next Meeting

❖ **Friday 9th September 9:30am (at Staff Room with option to join Zoom)**

Meeting Closed at 8:07pm

July 2022 Treasury Report (Month)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the month ended 31 July 2022

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 31 July 2022

Overview - July 2022

1. Uniform Shop Sales \$3,922
2. Uniform Shop Profit \$1,367
3. Fundraising - Profit N/A
4. Bank Account Balance \$122,667
5. Inventory on Hand \$102,813
6. Accounts Payable \$1,171

Key Highlights

1. LightYear (Vend) Inventory System up and running - much smoother integrations, less manual processes
2. New Uniform Shop Website now live - Flexischool purchases closed
3. Fundraising Activities

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 31 July 2022

Cash Basis

	JUL 2022	JUN 2022	MAY 2022
Income			
Trading Profit			
Uniform Shop Sales			
Clothing and Accessories Revenue	3,922	9,539	26,294
Total Uniform Shop Sales	3,922	9,539	26,294
Cost of Sales			
Uniform Shop Cost of Sales	(2,555)	(6,495)	(18,096)
Total Cost of Sales	(2,555)	(6,495)	(18,096)
Total Trading Profit	1,367	3,044	8,198
Fundraising Events			
Fundraising & Events Income	-	-	5,858
Fundraising & Events Expenses	-	-	(306)
Total Fundraising Events	-	-	5,552
Total Income	1,367	3,044	13,750
Other Income			
Interest Income	-	2	1
Total Other Income	-	2	1
Total Income	1,367	3,047	13,751
Expenses			
P&C Expenses			
Dues & Subscriptions	-	114	-
Insurance	70	70	70
Small equipment	-	-	293
Total P&C Expenses	70	184	363
Uniform Shop Expenses			
Admin Services - Uniform Shop	2,310	-	-
Bank Merchant Fees	-	4	43
Flexischool Charge [61051]	-	-	196
Total Uniform Shop Expenses	2,310	4	238
Stripe Fees	66	112	273
Total Expenses	2,447	301	874
Profit/(Loss) before Taxation	(1,079)	2,746	12,877
Donations Paid Out			
Donation to Waitara PS	-	318	-
Total Donations Paid Out	-	318	-

	JUL 2022	JUN 2022	MAY 2022
Net Profit After Tax	(1,079)	2,746	12,877
Net Profit After Distributions/Dividends Paid	(1,079)	2,746	12,877

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 31 July 2022

31 JUL 2022 30 JUN 2022

Assets

Current Assets

Bank Accounts

Business Cash Reserve #138	29,102	29,102
P&C Bank Ac#023	11,774	11,774
Uniform Bank Ac#103	81,791	84,404
Total Bank Accounts	122,667	125,280

Cash on Hand

Cash Drawer	400	400
Total Cash on Hand	400	400

Clearing Accounts	13,019	12,899
GST	396	650
Inventory on Hand	102,813	104,303
Prepayments	2,910	3,121
Trade Debtors	3,095	3,095
Stripe AUD	307	-
Total Current Assets	245,608	249,749

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	258,907	263,048
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Liabilities

Current Liabilities

Bank Overdraft	-	-
Credit Cards & Charge Accounts	86	86
Trade Creditors	1,162	4,083
Total Current Liabilities	1,248	4,169

Total Liabilities	1,248	4,169
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Net Assets	257,660	258,879
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Equity

Retained Earnings	257,660	258,879
Total Equity	257,660	258,879

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the month ended 31 July 2022

JUL 2022

Operating Activities

Receipts From Customers	4,289
Payments to Suppliers and Employees	(2,555)
Cash Payments From Other Operating Activities	(2,453)
Net Cash Flows from Operating Activities	(719)

Investing Activities

Other Cash Items From Investing Activities	(1,522)
Net Cash Flows from Investing Activities	(1,522)

Other Activities

Other Activities	(372)
Net Cash Flows from Other Activities	(372)

Net Cash Flows	(2,613)
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	125,680
Cash and cash equivalents at end of period	123,067
Net change in cash for period	(2,613)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 31 July 2022

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
L W REID Pty Ltd	-	-	-	-	-	(9)	(9)
LW Reid	1,171	-	-	-	-	-	1,171
Total Aged Payables	1,171	-	-	-	-	(9)	1,162
Total	1,171	-	-	-	-	(9)	1,162

10 Months Ended 31 July 2022 Treasury Report

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the 10 months ended 31 July 2022

Prepared by UTA TAX

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the 10 months ended 31 July 2022

Overview

1. Uniform Shop Sales \$170,971
2. Uniform Shop Cost of Sales (\$107,704)
3. Uniform Shop Gross Profit \$63,268
4. Fundraising Revenue \$7.6k - Profit \$3,746
5. Bank Account Balance \$122,667
6. Stock on Hand at Cost \$102,813
7. Accounts Payable \$1.2k - Stock
8. Number of paid up P&C Members - #23

Key Highlights

1. LIGHTYEAR (VEND) Inventory System now up and running - Favourable feedback
2. Fundraising for Harmony Day, Easter & Mothers Day - good results and contributions
3. New online ordering website for Uniform Shop sales (Linked to Vend) now live - integration set, Flexischool closed for Uniform Orders
4. Saving \$ each month as no longer paying Westpac Merchant Fees

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the 10 months ended 31 July 2022 Cash Basis

OCT 2021-JUL 2022

Income

Trading Profit

Uniform Shop Sales

Clothing and Accessories Revenue	170,971
Total Uniform Shop Sales	170,971

Cost of Sales

Uniform Shop Cost of Sales	(107,704)
Total Cost of Sales	(107,704)

Total Trading Profit	63,268
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Fundraising Events

Fundraising & Events Income	7,676
Fundraising & Events Expenses	(3,930)
Total Fundraising Events	3,746

Total Income	67,014
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Other Income

Membership Fees	23
Interest Income	5
Total Other Income	28

Total Income	67,042
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Expenses

P&C Expenses

Audit Fees	985
Bank Charges	-
Dues & Subscriptions	555
Insurance	705
Office Supplies	(42)
Postage	29
Small equipment	293
Total P&C Expenses	2,525

Uniform Shop Expenses

Admin Services - Uniform Shop	5,940
Bank Merchant Fees	347
Flexischool Charge [61051]	2,155
Freight Paid	25
Store Supplies	145

OCT 2021-JUL 2022

Stripe Fees	504
Total Uniform Shop Expenses	9,117
Total Expenses	11,641
Profit/(Loss) before Taxation	55,401
Donations Paid Out	
Donation to Waitara PS	518
Total Donations Paid Out	518
Net Profit After Tax	55,401
Net Profit After Distributions/Dividends Paid	55,401

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 31 July 2022

	31 JUL 2022	31 JUL 2021
Assets		
Current Assets		
Bank Accounts		
Building Fund Bank Ac#357	-	44,000
Business Cash Reserve #138	29,102	29,096
P&C Bank Ac#023	11,774	7,502
Uniform Bank Ac#103	81,791	91,602
Total Bank Accounts	122,667	172,201
Cash on Hand	400	400
Clearing Accounts	13,019	(1,363)
GST	396	1,044
Inventory on Hand	102,813	59,653
Prepayments	2,910	1,871
Trade Debtors	3,095	-
Stripe AUD	307	-
Total Current Assets	245,608	233,806
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
Total Assets	258,907	247,104
Liabilities		
Current Liabilities		
Bank Overdraft	-	-
Credit Cards & Charge Accounts	86	86
Trade Creditors	1,162	807
Total Current Liabilities	1,248	893
Total Liabilities	1,248	893
Net Assets	257,660	246,211
Equity		
Retained Earnings	257,660	246,211
Total Equity	257,660	246,211

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the 10 months ended 31 July 2022

OCT 2021-JUL 2022

Operating Activities

Receipts From Customers	193,711
Payments to Suppliers and Employees	(107,704)
Interest Received	5
Cash Receipts From Other Operating Activities	1,818
Cash Payments From Other Operating Activities	(16,625)
Net Cash Flows from Operating Activities	71,206

Investing Activities

Other Cash Items From Investing Activities	(59,384)
Net Cash Flows from Investing Activities	(59,384)

Other Activities

Other Activities	(14,108)
Net Cash Flows from Other Activities	(14,108)

Net Cash Flows	(2,287)
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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	123,067
Net change in cash for period	(2,287)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 31 July 2022

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
L W REID Pty Ltd	-	-	-	-	-	(9)	(9)
LW Reid	1,171	-	-	-	-	-	1,171
Total Aged Payables	1,171	-	-	-	-	(9)	1,162
Total	1,171	-	-	-	-	(9)	1,162