



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 18th May 2022 7:00pm via Zoom

Chaired by: Su-Anne Foo (Secretary)

Attendance:

Attendees		Group	Attendees		Group
Dany Coelho	Prin	WPS	Katie Huang	KH	P&C
Su-Anne Foo	SF	P&C	Bhanu Chalise	BC	P&C
Irene Zou	IZ	P&C	Shwetha Sripad	SS	P&C
Amy Hill	AH	P&C	Alexandra Quinn	AQ	P&C
Natalie A. Tevet	NT	P&C	Hamed Soleimani	HS	P&C
Janice Foo	JF	P&C	Tanaya Berde	TB	P&C
Nandan H. Shankaramurthy	NS	P&C	Hannah Chan	HC	P&C
Nandhini	Nan	P&C	Raman R	RR	P&C

Apologies		Group
Jack Liu	JL	P&C
Joshua Quinn	JQ	P&C
Samantha Duque	SD	P&C
Jocelyn Loughnan	JoL	P&C

Location: Zoom

Date and time: Opening at 7:04pm 18th May 2022 via ZOOM

Minutes by: Su-Anne Foo (Secretary)

1. Welcome

SF declared a quorum and welcomed members to the meeting.

2. Minutes from Previous meeting

That the minutes of the 18.03.2022 General Meeting be accepted as true and correct.

Carried (Moved by AQ, 2nd by IZ)

3. Business arising

- BASC Transition Update - *SF update*. At our last meeting, we updated members that BASC will transition to be under the P&C and we were going to start the paperworks. However, the DoE contacted Mrs Coelho and informed her that they had not given our BASC enough notice of the change required to transition. Therefore, she had approved a contract renewal of 7.5 years for our BASC. At this point in time there is no longer a need to worry about this in the immediate future.

4. Correspondence

- St Ives HS Transport status: *SF update*. Rob from Asquith P&C has sent a follow-up email to the Electorate Offices of Hornsby & Ku-ring gai, regarding the status on the actions arising from the zoom meeting (on the 4th of February) between St Ives High School and North Draw Public School P&C representatives. There is no response from both Electorate Offices to date.
- Zoom license renewal: *SF update*. Our Zoom licence will expire on 30 June 2022 and is due to renew for another year. Fee is \$125 for a 1-year subscription.
Motion to approve for renewal subscription.
Carried (AH, 2nd by NT)

5. Reports

Treasurer's Report - JQ

Overview - April 2022

1. Uniform Shop Sales \$18k
2. Uniform Shop Profit \$7.5k
3. Fundraising - Profit \$1.1k
4. Bank Account Balance \$81.3k
5. Inventory on Hand \$121k
6. Accounts Payable \$618 - Reimbursements

Key Highlights

1. LightYear (Vend) Inventory System up and running - much smoother integrations, less manual processes
2. New Uniform Shop Website now live - to replace Flexischool purchases
3. Fundraising Activities back in action - Harmony Day, Easter, Mother's Day

Uniform Shop Report – IZ

- We have successfully launched our new school website - www.waitarapublicschoolpandc.company.site
This allows parents to order and pay for the uniforms without any transaction fee. We are still receiving orders on the Flexischool app and we plan to stop this by the end of May.
- Year 6 jackets are available for preorder, last date to order this would be 20th of May.
- Year to date sales - \$ 93k (including online & in-store sales)

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

Community Garden Report

- Sydney Edible Garden Trail (SEGT) Grant Program: SF shared at the meeting about the grant program that the application is open until 31st May. The Prin. mentioned that Mrs. Naylor is aware of this program and will look into it.

Fundraising Convenor Report

- **Harmony Day - update by AH**
The P&C sold orange silicone wristbands as a fundraiser to support World Vision, one of the causes that the school supports. It was well received by the community and many of the students and teachers bought and wore them during Harmony Day.
- **Easter Fundraiser "Guess & Win" - update by SF**
All students and staff were invited to guess how many eggs were on display in a glass tank during Week 10 of Term 1. We had 13 parents assist with stall duties, with many parents doing multiple shifts across the morning, lunchtime and afternoon time slots. The competition was met with much excitement, particularly from the younger students, and generated an extra level of anticipation for the Easter Hat Parade, which concluded with the announcement of winners. A profit of \$474 was made. Thanks again to all those involved.
- **Mother's Day stall - update by AQ**
The fundraising team did an amazing job at the Mothers Day fundraising event. It involved many hours of preparation from lots of our amazing volunteers. We are truly thankful for our volunteers contributing their time, ideas and love to our community to make this event possible. We would also like to thank Dany and the teachers who were involved in this fundraising event. A profit of \$2,315 was made.
- **Reusable shopping bags.** AH shared an idea that the P&C could create our own shopping bags and could sell them together as a combo with the Waitara Way tea towel.

Principal's Report - Prin

- **Mother's Day stall.** Thank you to the Volunteers for the Mother's Day stall. The students were so excited to be able to choose a gift to take home. We appreciate our Mothers volunteering to make the stall and gift bags possible.
- **Kitchen garden.** A huge thank you to Jenny Naylor and all the parents and students who attended the working bee the other week. It is looking lovely and inviting. Our students are starting to use it more frequently.
- **School Visit from the Dept of Education.** The executive Director Cathy Brennan and Director Educational Leadership, Mark Anderson are visiting the school on Friday. It is an annual visit from the Dept, and the school will be showcasing all the great things we are doing at Waitara.

- **Assistant Principal Wellbeing.** This year with the new position, we are so pleased with how Lisa Lloyd has been organising Parents sessions. We had one assisting parents with K-2 Literacy workshop, K-2 Numeracy workshop and last night we had the parent technology workshop. Only parents who had registered will get a copy of the presentation. Next week there is Emotional Intelligence Training run by the Got It! People that ran our sessions. We also have a High Performing and Gifted education workshop coming up. We are so pleased to be inviting parents back into the school for assemblies and events.
- **NAPLAN.** The assessment went ahead online smoothly thanks to a team of staff led by Katherine Noble. We appreciate all the hard work that went into such a huge undertaking at our school across grades 3 and 5.
- **Smart watches** are becoming an issue during school times. In the next week we will be sending out a policy regarding their use.
- **Excursions** are back on as per usual. Finally getting back to normal. We have Gibberagong coming up, Multicultural perspectives coming up.

Just so you are aware I have changed my name back to my maiden name after a divorce. I will be known as Dany Fitzgerald.

6. General Business

- **Supporting families with financial hardship thru Uniform Shop.** The P&C would like to support families going thru financial hardship and have came up with 2 processes as below:

A parent / carer reaches out to the school office and seeks for support (free uniforms) → verified by the office (this is what the school office does as usual) → the office can sign and give the form to the parent / carer → the parent / carer takes the signed form to the uniform shop and receives items (and at the same time, a verbal instruction from the office is always welcome)

A parent / carer reaches out to the uniform shop straight away and seeks for support (free uniforms) → Uniform shop staff introduces the parent / carer to the school office for verifying → If verified as approved, the parent / carer gets to the uniform shop and receives items with the signed form (and at the same time, a verbal instruction from the office is always welcome).

After deliberation, it was decided that option 1 would be a feasible method as the school (and BASC) would know which family is going through tough times. It was proposed that whenever such an incident arises, the uniform shop will discuss with the school office to verify and prepare the necessary documentation.

Carried (AH, 2nd by BC)

- **Waitara Way Tea Towels.** AH raised a question on behalf of Jocelyn as to whether the Fundraising team should re-order the tea towels. Since there isn't any upcoming events that we could sell them, it was decided that we could place the order should the need arises in the future.

Next Meeting

❖ **Friday 17th June 9:30am (at Staff Room with option to join Zoom)**

Meeting Closed at 8:00pm

Treasury Report 18 May 2022

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the period 1 October 2021 to 18 May 2022

Prepared by UTA TAX

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the period 1 October 2021 to 18 May 2022

Overview - Year to date 18 May 2022

1. Uniform Shop Sales \$147k
2. Uniform Shop Cost of Sales (\$91.6k)
3. Uniform Shop Gross Profit \$55.5k
4. Fundraising Revenue \$7,676 - Profit of \$3,746
5. Bank Account Balance \$112,388
6. Stock on Hand at Cost \$110,236
7. Accounts Payable \$nil
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

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the period 1 October 2021 to 18 May 2022 Cash Basis

	1 OCT 2021-18 MAY 2022	1 OCT 2020-18 MAY 2021
Income		
Trading Profit		
Canteen Revenue		
Grants	-	44,000
Total Canteen Revenue	-	44,000
Uniform Shop Sales		
Clothing and Accessories Revenue	147,174	128,379
Discount Received	-	100
Total Uniform Shop Sales	147,174	128,479
Cost of Sales		
Uniform Shop Cost of Sales	(91,604)	(81,066)
Total Cost of Sales	(91,604)	(81,066)
Total Trading Profit	55,570	91,412
Fundraising Events		
Fundraising & Events Income	7,676	6,312
Fundraising & Events Expenses	(3,930)	(7,095)
Total Fundraising Events	3,746	(783)
Total Income	59,316	90,629
Other Income		
Membership Fees	23	17
Interest Income	2	29
Total Other Income	25	45
Total Income	59,341	90,675
Expenses		
P&C Expenses		
Audit Fees	985	1,084
Bank Charges	-	-
Computer expenses	-	245
Dues & Subscriptions	442	-
Gifts	-	506
Insurance	564	664
Office Supplies	(42)	-
Postage	29	-
Small equipment	293	-
Total P&C Expenses	2,270	2,498
Uniform Shop Expenses		

	1 OCT 2021-18 MAY 2022	1 OCT 2020-18 MAY 2021
Admin Services - Uniform Shop	3,630	6,930
Bank Merchant Fees	343	343
Flexischool Charge [61051]	2,020	2,217
Freight Paid	25	26
Store Supplies	145	363
Stripe Fees	235	-
Total Uniform Shop Expenses	6,399	9,879
Total Expenses	8,669	12,376
Profit/(Loss) before Taxation	50,672	78,299
Donations Paid Out		
Donation to Waitara PS	200	100,250
Total Donations Paid Out	200	100,250
Net Profit After Tax	50,672	78,299
Net Profit After Distributions/Dividends Paid	50,672	78,299

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 18 May 2022

18 MAY 2022 18 MAY 2021

Assets

Current Assets

Bank Accounts

Building Fund Bank Ac#357	-	44,000
Business Cash Reserve #138	29,098	29,096
P&C Bank Ac#023	11,274	7,491
Uniform Bank Ac#103	72,015	100,901
Total Bank Accounts	112,388	181,488

Cash on Hand	400	400
Clearing Accounts	9,187	(7,102)
GST	1,670	1,818
Inventory on Hand	110,236	60,966
Prepayments	3,332	1,954
Trade Debtors	3,095	8,351
Total Current Assets	240,308	247,875

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	253,606	261,174
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Liabilities

Current Liabilities

Bank Overdraft	-	-
Credit Cards & Charge Accounts	86	86
Trade Creditors	(9)	16,529
Total Current Liabilities	77	16,615

Total Liabilities	77	16,615
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Net Assets	253,530	244,559
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Equity

Retained Earnings	253,530	244,559
Total Equity	253,530	244,559

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2021 to 18 May 2022

1 OCT 2021-18 MAY
2022

Operating Activities

Receipts From Customers	167,688
Payments to Suppliers and Employees	(91,604)
Interest Received	2
Cash Receipts From Other Operating Activities	1,818
Cash Payments From Other Operating Activities	(13,251)
Net Cash Flows from Operating Activities	64,653

Investing Activities

Other Cash Items From Investing Activities	(63,872)
Net Cash Flows from Investing Activities	(63,872)

Other Activities

Other Activities	(13,347)
Net Cash Flows from Other Activities	(13,347)

Net Cash Flows

(12,566)

Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	125,354
Cash and cash equivalents at end of period	112,788
Net change in cash for period	(12,566)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 18 May 2022

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)