



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 2nd December 2022, 9.30am

Chaired by: Jack Liu

Attendance:

Attendees		Group	Attendees		Group
Kate Barrat	Dep. Prin KB	WPS	Maria Kortekaas	Dep. Prin MK	P&C
Jack Liu	JL	P&C	Farah Farooq	FF	P&C
Su-Anne Foo	SF	P&C	Samantha Duque	SD	P&C
Joshua Quinn	JQ	P&C	Alex Quinn	AQ	P&C
Shwetha Sripad	SS	P&C	Janice Foo	JF	P&C
Shadow He	SH	P&C	Minhua Lam	ML	P&C
Rashmi Sudarshan	RH	P&C	Pushpraj Kamble	PK	P&C
Cass Zhou	CZ	P&C	Chami Burki	CB	P&C

Apologies		Group
Dany Fitzgerald	DF	WPS
Amy Hill	AH	P&C
Irene Zou	IZ	P&C

Location: Waitara PS Staff room and Zoom

Date and time: Opening at 9:35am, 2nd December 2022

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 2.11.2022 General Meeting be accepted as true and correct.

Carried (Moved by SS, 2nd by JF)

3. Business arising

- **Payment process – nomination of 3rd Approver (as a back-up approver)**

After much deliberation, it was decided that the Vice President would be 3rd Approver as a back-up approver. The 3rd Approver would step in to approve reimbursements when there is a clash, i.e. the Requestor is one of the Approvers (President or Secretary).

Motion to nominate Vice-President as the 3rd approver

Carried (Moved by ML, 2nd by AQ)

- World Vision Donation update - by SF. She hasn't completed the donation process and will consult Jo Hughes for more info.

4. Correspondence

- P&C E-bulletin (25th November)
- Webinar - P&C Federation NSW & NSW Department of Education Partnership Agreement Consultation with P&C Associations (30th Nov)
- P&C Online Community - launched 29th November.
JL encouraged our office bearers to create an account to engage with the online P&C community.

5. Reports

Treasurer's Report - JQ

Report for the month ended November 2022

1. Uniform Shop Sales \$18,753 (Oct \$6,567)
2. Uniform Shop Profit \$7,180 (Oct \$3,476)
3. Fundraising -
4. Bank Account Balance \$140,310
5. Inventory on Hand \$105,534
6. Accounts Payable \$9,783 (Uniform Stock)

Uniform Shop Report – IZ

- YTD sales is 162k from uniform shop
- We are in the process of adding a new staff shirt for the teachers.
- All stock for next year is being replenished.
- Samples were shown on both days during Kindy 2023 orientation. Website has been updated with all information for Kindy parents to purchase.
- It's been a year since setting up lightspeed and the new website and we are very happy with the ease of working with it.

- Big thanks to our volunteers throughout the year - Irene, Helen, Cradle and Cherie for all the help!

Fundraising Committee Report - AQ

- AQ provided a quick recap on the events that the Fundraising team had organized for the year 2022.
- A huge thanks to all parents who made all events a success!
- If any of you who are interested in being part of the Fundraising team, please email to waitara-pca.fundraising@outlook.com

Community Garden - None.

Principal's Report - Dep. Prin KB

When reflecting on the year that has passed I have to say it has been so good to feel we are returning to pre-Covid days and to be able to conduct our school as a community-students, parents, teachers all working together.

The highlights certainly have been many of late:

- The Exhibition of Learning Evening when so many parents were able to be part of our Project Based Learning journey.
- The OC Musical.. a normal biannual event. Again, the hall filled with parents.
- The Music Ensemble Evening where so many groups showcased their talents.
- The Band Concert last night. Again so many Waitara students and families coming together to celebrate the year's efforts.

What is so wonderful is the many parents who have participated in these events. Our hall has been bursting at the seams.

Our students once again have also been able to enjoy and participate in many extra-curricular activities representing the school at a variety of events

- Choirs have performed at the Town Hall and the Opera House, the Bands at Chatswood and Hornsby North in Eisteddfods and competitions.
- Public Speaking and Debating events have taken place and the full range of sporting opportunities and excursions have been an integral part of the year.
- Overnight excursions to Canberra, Great Aussie Bush Camp and Year 4 Narrabeen Camp. Obviously not without some additional checks but at least they went ahead.

Our teachers have worked hard to ensure the success of all these initiatives. And again we are thankful for the support of our parent community in this partnership.

Semester 2 Reports

Semester 2 Reports will be emailed to parents on Thursday 15 December. On Wednesday this week we held a parent information session for ES1 and Stage 1 Parents to explain changes to the report template which will now include the EAL/D Learning Progressions.

Celebration of Learning Assemblies

We are so pleased to resume our Celebration of Learning assemblies again throughout Week 9 and 10 and pleased that parents can again join us for each of these events. Information on the days and times has been sent to parents.

Farewelling Year 6

End of year activities for the current Year 6 cohort have also commenced with this week holding the Year 6 Farewell last Wednesday at Waitara Magpies, Surf Lifesaving excursion a couple of weeks ago and in Week 10, Monday will be the Celebration of Learning assembly and Thursday will be the Mini Fete. On Friday 16 December the 'Walk through the Arch' will be the final event and Year 6 parents are most welcome to come onsite for that.

Leadership Year 5

During this term, Year 5 have been preparing for their transition into Year 6, when they will become the senior students at the school. This is a position of great privilege and responsibility as Year 6 students serve as role models for all the younger students. 21 Year 5 students have run for senior leadership positions of school captain, vice captain and SRC executives and yesterday 2023 leadership elections were held. Each candidate wrote and delivered a speech to their fellow students from Years 3-6, after which student voting was carried out via an online form. Whilst we consider all Year 6 students at Waitara to lead by example, some students have been elected by their peers to fulfil senior student leadership positions. Today the staff will also cast their votes and the final outcome will be determined ready to be shared at the Year 5 Celebration of Learning Assembly next week. There will also be a formal Induction Assembly for the 2023 Student Leadership team early in Term 1 next year.

Staff Leaving in 2022

We have several staff leaving us for promotions and permanent positions. Ms Kate Noble is taking up a position of AP at Forest Lodge PS, Mrs Kim Fisher is taking a position of AP C&I at Dural PS, Ms Lis Green, Mrs Talia Drivas, Ms Danielle Tonkiss will be taking up permanent teaching positions. Mr Giuffre is moving to a temporary position at St Ives HS as a PD/H/PE teacher for 12 months.

Mrs Suzanne Daykin is retiring after 30 years at the school.

Mrs Jenny Naylor is also retiring. She has been an OC Teacher for 10 years.

Class Formation 2023

Our anticipated enrolment next year in approximately 1030 and we plan on forming 40 classes. However, this is dependent on possible new enrolments and students leaving which is constantly changing. Students will return in holding classes and we will form classes as soon as we can firm up our enrolment numbers.

School Development Days

This year the last day of school for students will be Friday 16 December. There will be a Staff Development Days for teachers at school on Monday 19 and Tuesday 20 December. However, teachers and administration staff will not be on site on 20 December as we are conducting an off-site professional learning day in the city. Next year at the beginning of 2023 we will have two Staff Development Days 27 & 30 January. Students in years 1-6 will start on Tuesday 31 January. Our Kindergarten students begin on Friday 3 February after their Best Start testing.

Results for the NAPLAN and Check in Assessments

We have been analysing our NAPLAN and Check in Assessments for 2022 and on the whole, we are pleased with our results. We are consistently above state average in Year 3 and Year 5 in both Literacy and

Numeracy and above similar schools grouping for Literacy and Numeracy in Year 5. This data will drive curriculum areas next year.

We would like to thank the P&C for their work this year, Jack for your leadership and ongoing support of the school and all committees and office bearers. You are such an essential part of our school community and it is always a privilege to attend these meetings in my executive role.

Thank you and happy holidays!

All reports were presented and accepted as true and correct.

Carried (Moved by SD, 2nd by AQ)

6. General Business

- **Uniform survey results** - SF shared the results gathered from the survey:
 - 200 respondents (189 parents, 7 students, 1 community member, 1 staff, 2 blank)
 - 95% responded that they were satisfied with the options provided for the school's SUMMER uniform.
 - 90% responded that they are satisfied with the options provided for the school's WINTER uniform.
 - Some of the feedback we have received:
 - Functional, doesn't need ironing, works well. Nothing to change. It isn't broken so don't fix it. Just allow some leniency for the first few weeks of change over terms (ie if it is too cold at beginning of term 4 for shorts, let them wear pants, and if it is too warm for pants in term 2 let them wear shorts)
 - Expensive
 - Shorts as an option for girls in summer is an improvement. The less ironing required over all uniform items the better.
 - Having a single uniform all year round is really helpful for families of children with sensory processing disorders

The overall results of the survey have been good and we thanked the community for their participation.

To find out more information on Waitara PS's school uniform policy, please click [here to read more](#).

- **VEND / Lightspeed subscription** - SS. The integrated accounting / inventory system for the P&C is due for renewal. Shwetha proposed instead of renewing annually, a 3-year subscription would be more value for money. A motion was carried to renew the 3-year subscription for VEND / Lightspeed.
Carried (Moved by AQ, 2nd by SD)
- **Parents Focus Group** - Dep. Prin MK shared that she would like to invite parents to meet her on Monday, 2:30pm as she would like to conduct a focus group regarding technology devices. Please feel free to email the school office if you are keen to join.

Next Meeting

❖ **Wed 15th February 2023, 7pm via Zoom**

Meeting Closed at 10:43am

Nov 2022 Treasury Report (Month)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the month ended 30 November 2022

Prepared by UTA TAX

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 30 November 2022

Overview - November 2022

1. Uniform Shop Sales \$18,753 (Oct \$6,567)
2. Uniform Shop Profit \$7,180 (Oct \$3,476)
3. Fundraising -
4. Bank Account Balance \$140,310
5. Inventory on Hand \$105,534
6. Accounts Payable \$9,783 (Uniform Stock)

Key Highlights

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC For the month ended 30 November 2022

NOV 2022

OCT 2022

Income

Trading Profit

Uniform Shop Sales

Clothing and Accessories Revenue	18,753	6,567
Discount Received	100	-
Total Uniform Shop Sales	18,853	6,567

Cost of Sales

Uniform Shop Cost of Sales	(11,673)	(3,091)
Total Cost of Sales	(11,673)	(3,091)

Total Trading Profit	7,180	3,476
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Fundraising Events

Fundraising & Events Income	-	1,474
Fundraising & Events Expenses	-	(136)
Total Fundraising Events	-	1,338

Total Income	7,180	4,814
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Other Income

Membership Fees	15	-
Interest Income	-	22
Total Other Income	15	22

Total Income	7,195	4,836
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Expenses

P&C Expenses

Bank Charges	-	-
Dues & Subscriptions	140	140
Insurance	157	157
New Account [67000]	1,300	-
Total P&C Expenses	1,597	297

Uniform Shop Expenses

Admin Services - Uniform Shop	-	2,310
Total Uniform Shop Expenses	-	2,310

Stripe Fees	178	151
Total Expenses	1,775	2,758

Profit/(Loss) before Taxation	5,420	2,078
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NOV 2022

OCT 2022

Donations Paid Out

Donation to Waitara PS	-	404
Total Donations Paid Out	-	404

Net Profit After Tax

5,420 2,078

Net Profit After Distributions/Dividends Paid

5,420 2,078

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 30 November 2022

30 NOV 2022

Assets

Current Assets

Bank Accounts

Business Cash Reserve #138	29,157
P&C Bank Ac#023	19,390
Uniform Bank Ac#103	91,763
Total Bank Accounts	140,310

Cash on Hand

Cash Drawer	400
Total Cash on Hand	400

Clearing Accounts	16,626
GST	2,976
Inventory on Hand	105,534
Prepayments	3,461
Total Current Assets	269,307

Non-Current Assets

Property, Plant and Equipment

Improvements	10,909
Total Property, Plant and Equipment	10,909

Total Non-Current Assets	10,909
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Total Assets	280,215
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Liabilities

Current Liabilities

Bank Overdraft	-
Credit Cards & Charge Accounts	86
Trade Creditors	9,783
Total Current Liabilities	9,869

Total Liabilities	9,869
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Net Assets	270,347
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Equity

Retained Earnings	270,347
Total Equity	270,347

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC
For the month ended 30 November 2022

NOV 2022

Operating Activities

Receipts From Customers	20,441
Payments to Suppliers and Employees	(11,673)
Cash Payments From Other Operating Activities	(1,652)
Net Cash Flows from Operating Activities	7,116

Investing Activities

Other Cash Items From Investing Activities	9,524
Net Cash Flows from Investing Activities	9,524

Other Activities

Other Activities	106
Net Cash Flows from Other Activities	106

Net Cash Flows	16,745
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	123,964
Cash and cash equivalents at end of period	140,710
Net change in cash for period	16,745

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 30 November 2022

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Golden Leaf Uniforms	3,596	-	-	-	-	-	3,596
LW Reid	3,684	2,513	-	-	-	(9)	6,187
Total Aged Payables	7,280	2,513	-	-	-	(9)	9,783
Total	7,280	2,513	-	-	-	(9)	9,783