



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 Meeting 2, Term 3, 2024

Chaired by: Amy Hill (Vice President)

Attendance:

Attendees		Group	Attendees		Group
Dany Fitzgerald	DF	WPS	Divya Raj	DR	P&C
Jacqui Treneman	JT	WPS	Cassandra Patton	CP	P&C
Amy Hill	AH	P&C	Cynthia		P&C
Samantha Duque	SD	P&C	Ankita		P&C
Joshua Quinn	JQ	P&C	Harmeet		P&C
Tammy Lavis	TL	P&C	Nisha		P&C

Apologies: Su-Anne Foo, Shadow He

Location: Staff Room

Date and time: Opened at 9:33am on 13th September 2024

Minutes by: SD

President WaitaraPublicSchool@waitarapspnc.onmicrosoft.com

Secretary waitara-pca@outlook.com

Treasurer waitara-pca.treasurer@outlook.com

Uniform shop waitara-pca.uniformshop@outlook.com

Fundraising team waitara-pca.fundraising@outlook.com

1. WELCOME

AH opened the meeting with a student-written Acknowledgement of Country, then declared a quorum and welcomed members to the meeting.

2. MINUTES FROM PREVIOUS MEETING

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

Carried (Moved by CP, 2nd by AH)

3. BUSINESS ARISING

Staff appreciation

SASS and Teacher morning teas have been organised.

Action: DF to provide a list of teachers attending camps so we can arrange thank you cards/gifts.

4. CORRESPONDENCE

Kindy Information Sessions

Agreed that a representative from the P&C will provide an introduction at one of the Kindy information sessions.

The Uniform Shop will also staff a table with sample uniforms.

District Council

Northern District Council of P&C Associations invited our members to their Term 3 meeting on Monday 9th September 2024 via the general school email, but it was too late for distribution.

The P&C has subscribed to their eNews for future (direct) updates.

5. REPORTS

Treasurer's Report (JQ)

Overview – 1 Oct 2023 to 11 September 2024 (FY24 YTD)

1. Uniform Shop Sales \$143,078
2. Uniform Shop Cost of Sales (\$87,960)
3. Trading Profit \$55,118
4. Donations to Waitara Public School \$87,390
5. Bank Account Balance \$100,570
6. Inventory on Hand \$130,019
7. Accounts Payable \$2,659

8. Fundraising – see separate report
9. Stocktake – coming up for end of financial year
10. Auditor engagement – **motion** to engage auditor for 2024 year-end (30 September)
Carried (Moved AH, 2nd SD)
11. Membership fees – to be put on agenda for next meeting

Uniform Shop Report (CP and DR)

Uniform Shop representatives have visited their counterparts at Hornsby North PS to compare operations.

Proposals

- Purchase of additional shelves for storing excess stock (\$289 x 3 units). Currently, boxes are stacked against the walls and represent a safety hazard. AH will supply CP with details of a local company that can assemble and install at an economical price.
- Purchase of magnets to hand out to new parents with a QR code link to website (\$350 for 1000 units). This will encourage online ordering and make it easier for parents to access the store.
- Price increase for school bags from \$50 to \$60. The price has not been changed in years, but given the current cost pressures, agreed on a more modest increase of \$5.

Motion to approve Uniform Shop proposals

Carried (Moved AH, 2nd JQ)

Community Garden (AH for SF)

We have purchased seedlings and planted them in one of the empty flower beds, so the garden looks fine now. The remaining flower beds will be maintained by the teachers and students. We will be ready to assist if needed, but currently, there isn't much for volunteers to do.

Fundraising (TL)

On behalf of the team, a huge thanks to P&C members, parents and friends who assisted with the delivery of the Father's Day celebrations, and a huge thanks to Dany, Kate and Mike for their support and organisation!

Father's Day Stall

- Re-location to the grassed area made for a calm set-up and running of the stall
- Thanks to the volunteers who arrived early so we could be set by 8.50am for the Choir students going off-site
- Almost 2,000 items were sold at the stall
- Takings for the stall were \$4,894.10

Father's Day BBQ

- The band once again turns a BBQ into a festival!
- The Hotspot machine for EFTPOS worked well and saved a lot of stress from using personal phones
- The coffee cart was pleased with business and made the event much easier to organise
- Our friendly Halal butcher at Asquith meat market gave a \$64 donation to the school. He is a former Waitara parent and a strong supporter! DF will add a thank you to the butcher into the next school newsletter.

Upcoming events

- Teacher's Appreciation Day Friday 25 October
- Halloween Disco Thursday 31 October
- Year 6 Mini Fete (date TBC)

Principal's Report (DF)

Father's Day BBQ and Stall

Thank you to everyone involved in organising and participating in the brilliantly run Father's Day BBQ and Stall. It was a wonderful opportunity for our school community to come together and celebrate the special bond between fathers and their children.

Music Soiree

Last week's Music Soiree was a fantastic showcase of the talent and hard work of our students. The performances were exceptional, and it was a joy to see our students shine on stage.

Kindergarten Transition

We have intensified our efforts in the kindergarten transition process. Deputy Principal Pam Chevalier and Assistant Principal Hayley Krahe have been actively engaging with local preschools, inviting them to visit our school. This week, we welcomed a group of preschoolers to our campus, and next Wednesday, we have a picnic planned on the playground to facilitate a smoother transition and foster stronger connections with the incoming students.

Police Band Visit

Today, we are excited to host the Police Band, who will be performing for the whole school. Following the performance, they will conduct a workshop with our senior band members. This experience will not only be entertaining but also educational for our students.

Stage Planning

Stage planning for upcoming events is set to take place next week. This is a crucial step in ensuring the successful execution of our school's various programs and activities.

Exhibition of Learning, Thursday 26th September 4.30-6.30pm

Our Exhibition of Learning is scheduled for Thursday 26th September. Students are not required to stay with their displays for the entire duration. Encouraging them to rotate group members will ensure that there is always someone available to present. Parents are reminded to remain on-site and supervise their children during the event. Students are not required to wear uniforms for this occasion.

Halloween Disco, Thursday 31st October

Save the date for our upcoming Halloween Disco on Thursday 31st October. It promises to be a spooktacular event for our students to enjoy and celebrate the Halloween festivities. We are keen to work collaboratively with the P&C.

Tea & Coffee

Can we please take up the offer, previously given, for the P&C to provide staff with tea, coffee and milk for the year? The DoE no longer allows us. Total cost \$2,200.

Carried (Moved by AH, 2nd by SD)

6. GENERAL BUSINESS

JT presented the P&C with a sample of the new school report format that will be utilised from Semester 2, 2024. Key changes include an assessment of effort by subject, simpler descriptions of learning areas, specific areas for improvement, student input, extracurricular involvement and partial days absent.

SD noted that parents have not received some of the school photos taken earlier in the year (e.g. music groups, SRC, school leaders).

Action: JT to follow up.

Next Meeting

❖ **Wednesday** **6th** **November** **2024,** **7pm,** **online**

Meeting Closed 10:35am

FY24 Treasury Report (11.09.2024 YTD)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the period 1 October 2023 to 11 September 2024

Prepared by UTA

Contents

3	Executive Summary
4	Profit and Loss
6	Balance Sheet
7	Statement of Cash Flows - Direct Method
8	Aged Payables Summary

Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 11 September 2024

Overview - 1 Oct 2023 to 11 Sept 2024 (FY24 YTD)ip

1. Uniform Shop Sales \$143,078 [*comparison period (cp \$127,776)*]
2. Uniform Shop Cost of Sales (\$87,960) [*cp \$98,178*]
3. Trading Profit \$55,118 [*cp \$29,597*]
4. Donations to Waitara Public School \$87,390
5. Bank Account Balance \$100,570 (*cp \$154,495*)
6. Inventory on Hand \$130,019 (*cp \$133,094*)
7. Accounts Payable \$2,659
8. Fundraising - see separate report -
9. Stocktake - coming up for end of financial year
10. Auditor Engagement
11. Membership Fees

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 11 September 2024

1 OCT 2023-11 SEPT 2024 1 OCT 2022-11 SEPT 2023

Income

Trading Profit

Uniform Shop Sales	143,078	127,776
Cost of Sales	(87,960)	(98,178)
Total Trading Profit	55,118	29,597

Fundraising Events

Fundraising & Events Income

EOL Fundraise Revenue	-	1,474
Father's Day Fundraise Revenue	5,623	6,001
General Fundraise Revenue	431	-
Harmony Day Fundraise Revenue	1,437	1,914
Mothers Day Fundraise Revenue	6,157	5,641
TOM Fundraise Revenue	-	1,693
Total Fundraising & Events Income	13,647	16,723

Fundraising & Events Expenses

EOL Fundraise Costs	-	(136)
Fundraising Costs	(325)	(3,080)
Father's Day Fundraise Costs	(7,226)	(7,325)
Mother's Day Fundraise Costs	(4,757)	(2,630)
School Functions (Mothers & Fathers Day, Kindi etc)	(952)	(89)
Teachers Day	(228)	-
TOM Fundraise Costs	-	(1,396)
Working bee/Welcome BBQ	-	(49)
Total Fundraising & Events Expenses	(13,487)	(14,705)

Total Fundraising Events	160	2,019
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Total Income	55,278	31,616
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Other Income

Membership Fees	25	27
Interest Income	379	346
Other Income	-	229
Total Other Income	404	602

Total Income	55,682	32,218
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Expenses

P&C Expenses

Audit Fees	985	985
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1 OCT 2023-11 SEPT 2024 1 OCT 2022-11 SEPT 2023

Bank Charges	-	6
Depreciation	1,076	2,054
Dues & Subscriptions	3,459	1,906
Gifts	-	103
Insurance	4,064	1,920
Miscellaneous Expenses	20	-
Vend Petty Cash Expense	-	100
Office Supplies	500	118
Street Library Expenses	-	879
Sundry expenses	-	185
Total P&C Expenses	10,103	8,256
Uniform Shop Expenses		
Admin Services - Uniform Shop	9,620	9,240
Bank and Merchant Fees	1,311	1,283
Staff Amenities	112	-
Stationery	-	123
Total Uniform Shop Expenses	11,043	10,646
Total Expenses	21,147	18,902
Profit/(Loss) before Taxation	34,536	13,316
Donations Paid Out		
Donation to Waitara PS	87,390	744
Total Donations Paid Out	87,390	744
Net Profit After Tax	34,536	13,316
Net Profit After Distributions/Dividends Paid	34,536	13,316

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC As at 11 September 2024

11 SEPT 2024

11 SEPT 2023

Assets

Current Assets

Bank Accounts

Business Cash Reserve #138	29,897	29,480
P&C Bank Ac#023	36,848	36,777
Uniform Bank Ac#103	33,825	88,238
Total Bank Accounts	100,570	154,495

Cash on Hand

Cash Drawer	400	400
Total Cash on Hand	400	400

Clearing Accounts	(28,422)	(18,177)
GST	845	4,597
Inventory on Hand	130,019	133,094
Prepayments	1,634	4,336
Trade Debtors	13,987	-
Stripe AUD	-	360
Total Current Assets	219,032	279,104

Non-Current Assets

Property, Plant and Equipment

Improvements	8,396	9,590
Total Property, Plant and Equipment	8,396	9,590

Total Non-Current Assets	8,396	9,590
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Total Assets	227,428	288,694
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Liabilities

Current Liabilities

Bank Overdraft	-	-
Credit Cards & Charge Accounts	-	86
Trade Creditors	2,659	12,784
Total Current Liabilities	2,659	12,870

Total Liabilities	2,659	12,870
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Net Assets	224,768	275,824
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Equity

Retained Earnings	224,768	275,824
Total Equity	224,768	275,824

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2023 to 11 September 2024

1 OCT 2023-11 SEPT
2024

Operating Activities

Receipts From Customers	149,580
Payments to Suppliers and Employees	(87,960)
Interest Received	379
Cash Receipts From Other Operating Activities	7,490
Cash Payments From Other Operating Activities	(120,677)
Net Cash Flows from Operating Activities	(51,187)

Investing Activities

Other Cash Items From Investing Activities	18,845
Net Cash Flows from Investing Activities	18,845

Other Activities

Other Activities	(10,112)
Net Cash Flows from Other Activities	(10,112)

Net Cash Flows

(42,454)

Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	143,424
Cash and cash equivalents at end of period	100,969
Net change in cash for period	(42,454)

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC
As at 11 September 2024

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Amy Hill	1,318	-	-	-	-	-	1,318
LW Reid	1,350	-	-	-	-	(9)	1,341
Total Aged Payables	2,668	-	-	-	-	(9)	2,659
Total	2,668	-	-	-	-	(9)	2,659