



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 General Meeting

Chaired by: Amy Hill (Vice President)

Attendance:

Attendees		Attendees	
Dany Fitzgerald	DF	Cassandra Patton	CP
Amy Hill	AH	Divya Raj	DR
Samantha Duque	SD	Sujan Amin	SA
Josh Quinn	JQ	Su-Anne Foo	SAF
Cynthia Tombs	CT	Swati Garg	SG
Madeleine Ho	MH	Robert Lu	RL
Mayur Gehi (Maxx)	MG	Yeru (Cecilia) Cai	YC
Tammy Lavis	TL	Neha Dasgupta	ND
Avani Mittal	AM	Amanda Cassie	AC
Eason Wang	EW	Ankita	Ank

Apologies: Ed Bury (EB)

Location: MS Teams (virtual)

Date and time: Wednesday 19th February 2025 (opened 7:01PM / closed at 8:02PM)

Minutes by: Su-Anne Foo

General Enquiries waitara-pca@outlook.com

Treasurer waitara-pca.treasurer@outlook.com

Uniform shop waitara-pca.uniformshop@outlook.com

1. Welcome

AH declared a quorum and welcomed members to the meeting.

2. Minutes from previous meeting

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

Carried (Moved by SAF, 2nd by CP)

3. Business arising

President position - vacant.

AH announced at the meeting that the position is vacant and an Expression Of Interest has been published in last week's newsletter.

It was also noted that the Treasurer and Assistant Treasurer positions were unclear during the AGM. After much discussion, it was agreed that Sujan will take up the Treasurer role and Josh will take on the Assistant Treasurer role instead. Both gentlemen agreed amicably.

Revision of position role - Fundraising Coordinator

As the school and the P&C are in good financial standing, the members felt that the P&C should shift our focus towards community engagement rather than fundraising. Therefore, it was agreed that the position role will be replaced with Community Engagement Coordinator.

Motion to revise the position role. Carried (Moved by SAF, 2nd by AH)

4. General Business

a. Proposed change on number of general meetings:

The P&C is aware and acknowledges that the parent community has a busy schedule, and sometimes it can be a challenge to attend 8 meetings in a year. Therefore, the committee has been proposed to reduce general meetings to once per term, as required by the P&C constitution. The dates as below:

GM#1 - T1, W4 - Wed 19 Feb at 7pm online

GM#2 - T2, W8 - Fri 20 June at 9.30am on site

GM#3 - T3, W4 - Wed 13 August at 7pm online

GM#4 - T4, W8 - Fri 5 Dec at 9.30am on site (followed by the AGM)

Motion to reduce the number of meetings.

Carried. (Moved by SAF, 2nd by AH)

b. Class Parents moderation

Based on previous years' experience, the P&C has noted that there are many willing parents who would organise themselves into class chats independently, and most announcements would be published on the Sentral Parent app or in Seesaw. Therefore, it has been agreed that the P&C would assist in coordinating for Kindy and helping new families to connect to the respective Year

cohort chat group or class chat group. A suggestion was made that parents can reach out to the class teacher and share the class chat group in Seesaw, so that parents can join in.

5. Correspondence - None.

6. Reports

Treasurer's Report – SA

Overview - 1 Oct 2024 to 31 Jan 2025 (FY25 YTD)

1. Uniform Shop Sales \$54,800 [comparison period (cp \$80,871]
2. Uniform Shop Cost of Sales (\$36,252) [cp \$32,644]
3. Trading Profit \$18,548 [cp \$18,227]
4. Donations to Waitara Public School \$
5. Bank Account Balance \$184,792 (cp \$93,975)
6. Inventory on Hand \$122,749 (cp \$120,141)
7. Accounts Payable \$2,668
8. Fundraising - see separate report -
9. Membership Fees - 19 Paid up members

Uniform Shop Report – CP

- Welcome Cynthia as the current Uniform Shop Coordinator
- Busy Start to the Year
- Year 6 Jackets Update
CP requested whether the P&C is able to gift the yr 6 teachers (and Stage 3 AP) a jacket each (7 teachers by \$44). The members were in agreement and a motion was carried to approve the gift.
Carried. (Moved by DR, 2nd by SD)
- Next steps. Looking into installing some shelving units to improve storage.
- Thank You to all our volunteers for giving their time each week. We now have a very diverse group of volunteers who are multilingual and able to provide enhanced service to the community.

Community Engagement Report – TL

- P&C run events will focus on heightening community involvement. Tentative list as follows:
T1 Kindy Morning Tea (completed)
T1 Harmony Day Food Festival - 19th March 2025 (Wednesday)

T2 Mother's Day Morning Tea
Another idea could be selling pre-packed gift bags for Mother's Day online.

T3 Father's Day BBQ

T4 Halloween disco / Movie night / Fun run

DF mentioned that Halloween disco may be a challenge to gain staff support as Term 4 is a busy term for the teachers.

- TL thanked the members' feedback and will look into it.

Principal's Report – DF

Student Enrolments & Staffing

As of Monday, our actual enrollment stands at 964 students. As outlined in P&C last year, we have allocated two additional teachers to maintain smaller class sizes and eliminate composite classes. This has been funded using school and community funds accumulated over previous years.

Upcoming Events:

- School Picnic – Friday, 28th February
 - Jenny Bell is coordinating musical performances.
 - Lisa Lloyd is working on securing an ice cream van.
 - Reminder: Some staff will be present, but all children must be supervised by parents.
- Leaders' Induction Assembly – Friday, 21st February
 - All parents of student leaders being inducted are invited to attend.

P&C QR Code & Parent Information Evening

If the P&C would like to provide an updated QR code for 2025, we can include it in our Parent Information Evening presentation on Tuesday, 25th February (Week 4).

Event Support

We appreciate the support for events that Sam emailed through – thank you!

2025 Student Invoices & Payments

Invoices will now be issued twice per year (early Term 1 and early Term 3) instead of multiple times throughout the year. Semester 1 invoices will be emailed to families next Monday, 12th February.

We have worked to reduce costs for parents where possible. For example, in sport, & subscriptions.

Families experiencing financial difficulty can book an appointment with Anna in the office at the start of each year for support.

NAPLAN Testing

The NAPLAN testing window runs from 13th March – 24th March.

Acknowledgements & General Updates

- Tea and Tissues: Thank you to everyone involved. Parents appreciated the opportunity to connect and chat.
- Behaviour Support & Management Plan: This is now available on our website under the Rules & Policies section.
- Swimming carnival Wed Feb 26th
- Great Aussie Bush Camp 3-6th March
- Harmony Day parade and morning tea Wednesday 19th March
- Pulse Alive March 20th

Looking forward to another great term!
Dany

Reports accepted as true and correct (Moved by AH, 2nd by SAF)

Next Meeting

❖ **Friday 20th June, 9:30AM at Staff Room**

Meeting Closed at 8:02PM

FY25 Treasury Report (16.02.25 YTD)

WAITARA PUBLIC SCHOOL PC ASSOC INC

ABN 88 887 884 129

For the period 1 October 2024 to 16 February 2025

Prepared by UTA

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Executive Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2024 to 16 February 2025

Overview - 1 Oct 2024 to 31 Jan 2025 (FY25 YTD)

1. Uniform Shop Sales \$54,800 [*comparison period (cp \$80,871)*]
2. Uniform Shop Cost of Sales (\$36,252) [*cp \$32,644*]
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8. Fundraising - see separate report -
9. Membership Fees - 19 Paid up members

Profit and Loss

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2024 to 16 February 2025

	1 OCT 2024-16 FEB 2025	1 OCT 2023-16 FEB 2024
Income		
Trading Profit		
Uniform Shop Sales	54,800	50,871
Cost of Sales	(36,252)	(32,644)
Total Trading Profit	18,548	18,227
Fundraising Events		
Fundraising & Events Income		
General Fundraise Revenue	-	431
Total Fundraising & Events Income	-	431
Fundraising & Events Expenses		
Fundraising Costs	-	(112)
School Functions (Mothers & Fathers Day, Kindi etc)	(300)	(278)
Teachers Day	(498)	-
Total Fundraising & Events Expenses	(797)	(390)
Total Fundraising Events	(797)	41
Total Income	17,750	18,268
Other Income		
Membership Fees	19	23
Interest Income	124	143
Grants	38,500	-
Total Other Income	38,643	166
Total Income	56,394	18,434
Expenses		
P&C Expenses		
Audit Fees	985	985
Depreciation	240	483
Dues & Subscriptions	-	779
Insurance	-	884
Office Supplies	118	295
Total P&C Expenses	1,343	3,426
Uniform Shop Expenses		
Admin Services - Uniform Shop	5,044	4,620
Bank and Merchant Fees	329	453
Store Supplies	295	-
Total Uniform Shop Expenses	5,668	5,073
Total Expenses	7,011	8,499

	1 OCT 2024-16 FEB 2025	1 OCT 2023-16 FEB 2024
Profit/(Loss) before Taxation	49,383	9,935
Donations Paid Out		
Donation to Waitara PS	(100)	87,390
Total Donations Paid Out	(100)	87,390
Net Profit After Tax	49,383	9,935
Net Profit After Distributions/Dividends Paid	49,383	9,935

Balance Sheet

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 16 February 2025

	16 FEB 2025	16 FEB 2024
Assets		
Current Assets		
Bank Accounts		
Business Cash Reserve #138	30,435	29,660
P&C Bank Ac#023	76,104	21,826
Uniform Bank Ac#103	78,253	42,488
Total Bank Accounts	184,792	93,975
Cash on Hand		
Cash Drawer	400	400
Total Cash on Hand	400	400
Clearing Accounts	(32,030)	(29,145)
GST	-	2,549
Inventory on Hand	122,749	120,141
Prepayments	1,634	2,673
Trade Debtors	13,987	-
Stripe AUD	-	578
Total Current Assets	291,532	191,170
Non-Current Assets		
Property, Plant and Equipment		
Improvements	7,794	8,988
Total Property, Plant and Equipment	7,794	8,988
Total Non-Current Assets	7,794	8,988
Total Assets	299,326	200,159
Liabilities		
Current Liabilities		
Bank Overdraft	-	-
GST	1,115	-
Trade Creditors	2,668	(9)
Total Current Liabilities	3,784	(9)
Total Liabilities	3,784	(9)
Net Assets	295,542	200,168
Equity		
Retained Earnings	295,542	200,168
Total Equity	295,542	200,168

Statement of Cash Flows - Direct Method

WAITARA PUBLIC SCHOOL PC ASSOC INC

For the period 1 October 2024 to 16 February 2025

1 OCT 2024-16 FEB
2025

Operating Activities

Receipts From Customers	60,299
Payments to Suppliers and Employees	(36,252)
Interest Received	124
Cash Receipts From Other Operating Activities	38,500
Cash Payments From Other Operating Activities	(7,341)
Net Cash Flows from Operating Activities	55,330

Investing Activities

Other Cash Items From Investing Activities	26,793
Net Cash Flows from Investing Activities	26,793

Other Activities

Other Activities	(2,116)
Net Cash Flows from Other Activities	(2,116)

Net Cash Flows	80,007
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	105,185
Cash and cash equivalents at end of period	185,192
Net change in cash for period	80,007

Aged Payables Summary

WAITARA PUBLIC SCHOOL PC ASSOC INC

As at 16 February 2025

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
ATO	1,688	-	-	-	-	-	1,688
LW Reid	689	-	-	-	-	(9)	680
Samantha Duque	300	-	-	-	-	-	300
Total Aged Payables	2,677	-	-	-	-	(9)	2,668
Total	2,677	-	-	-	-	(9)	2,668