

Fort Street High School School Parents & Citizens Association Minutes of General Meeting

Chair: Michael Easton

Date: 10th March 2021

Time: 7:30 pm

Venue: Online Meeting

Re: General Meeting Minutes (Motions, Actions and Outcomes)

Meeting declared open by Michael Easton – President

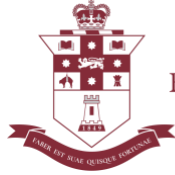
Attendance – 36

Alison Austin, Angelina Climent, Aysegul ??, Christina Wong, Cooper ??, Don Newby, Elizabeth Kenyon, Enrico Soriano, Fung Wong, HUILIN ??, Hung Ngo, Jaci Chen, James R??, Jennifer Burn, Joel Morrison, Juliette McMurray, Kalanie Prabhakar, Tasha Prabhakar, Kenny Chung, Kirrily Druery, Lai Tham, Manjula Suresh, Michael Easton, Nan Lee, Peter Bestel, Pol Selles Climent, Rebecca Cameron, Rochelle ??, Scott Tran, Shannon ??, Suzanne Trimmer, Teresa Matthews, Tracey Chen, Kevin Xu, Wenxia ??, Ziqin ??

Note that there are significant challenges with electronic meetings in gathering full names of attendees. As most are not members, there is no expected impact to voting.

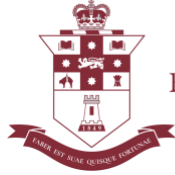
Apologies

Tania Koit, Robyn Elmslie, Jules Davis, Michael Mera



General Meeting Agenda

- 1 **President's welcome** – Michael Easton
- 2 **Student Representative Council Report** – Kalanie Prabhakar
- 3 **Secretary's Report** – Peter Bestel
 - 3.1 **Apologies**
 - 3.2 **Declaration of Interests**
 - 3.3 **Table minutes from last meeting**
 - 3.4 **Correspondence**
 - 3.5 **Action Item Updates from last meeting**
- 4 **Principal's Report** – Juliette McMurray
- 5 **Treasurer's Report** – Michael Easton
- 6 **General Business**
 - 6.1 **New Treasurers** – Michael Easton
Welcome Hung Ngo and Kenny Chung
 - 6.2 **School Funding Requests** – Michael Easton
See funding requests as motions on notice, below
 - 6.3 **SRC Funding Plan** – Michael Easton
See funding plan as motions on notice, below
 - 6.4 **Fundraising Report** – Elizabeth Kenyon
 - 6.5 **P&C Communications** – Kirrily Druery
Discussion of working group, current communications, strategies
 - 6.6 **P&C Meetings** – Michael Easton
How we shall arrange meetings for the rest of the year
 - 6.7 **Uniform Shop** – Teresa Matthews
Update on new Uniform Shop and fit-out
 - 6.8 **Second Hand Uniforms** – Sally McCausland
Update on stall, management and dates for rest of 2021
 - 6.9 **IMP Report** – Suzanne Trimmer



6.10 Year Based Parent Social Event – Elizabeth Kenyon
Planned year 7 parent social and proposed year 8 parent social

6.11 Bully Zero Program – Joel Morrison
See <https://www.bullyzero.org.au/>

6.12 Speakers for Upcoming Meetings – Michael Easton

6.13 Acknowledgement of Teacher Activities / Achievements

7 Membership Administration

8 Next Meeting – General Meeting – Wednesday 12th May, 2021 (Zoom meeting)



General Meeting Minutes

1. President's welcome – Michael Easton

- Michael welcomed all attendees and outlined the meeting.
- Welcome to Country “We acknowledge the Traditional Owners of the country on which we meet today, the Gadigal people of the Eora nation, and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.”

2. Student Representative Council Report – Kalande Prabhakar

- The SRC have been very active lately, with a lot of activities organised around the school.
- SRC year 11 recently attended an event for International Womens Day, sponsored by the United Nations on the 5th of March.
- The event was very enjoyable and very worthwhile, with strong programs on leadership and advocacy.
- The SRC set up a Women Who Inspire wall on Monday, which had messages, posters and petitions to read and sign.
- This Friday there is a cake stall for fun and fundraising for SRC programs.
- Last Friday was Feedback Friday, where the SRC take input from around the school and collate for input to new and updated events.
- This time around there was feedback on the Rose Drive for Valentine's Day, feedback on the current changes happening around the school with space and facilities, and feedback on post-lockdown support needs and gaps for the student body.
- There were a lot of great ideas in the feedback and the SRC are processing for future events planning.
- The key issue of support and whether there was enough thankfully was very positive, with most students feeling well supported and not needing additional help. There was some deviation from this in the older years, with more pressure due to exams and assessments, which the SRC will be working on with the school and student body.



3. Secretary's Report – Peter Bestel

3.1. Apologies

- As above.

3.2. Declaration of Interests

- No interests or conflicts raised.

3.3. Table minutes from last meeting

Motion	That the minutes from the previous general meeting, 2020-12-09, be accepted as a true record.
Mover	Peter Bestel
Seconder	Michael Easton
Result	Passed

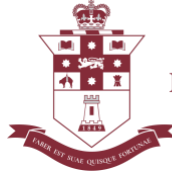
Motion	That the minutes from the previous general meeting, 2020-02-10, be accepted as a true record.
Mover	Peter Bestel
Seconder	Elizabeth Kenyon
Result	Passed

3.4. Correspondence

- No correspondence to declare.

3.5. Action Item Updates from last meeting

- Action items all currently complete or covered in general business below.



4. Principal's Report – Juliette McMurray

- The early opening for the Library will be starting in term 2.
- The card system for cashless ordering at the canteen has been ordered, but no ETA for installation.
- The canteen are using up the old stocks of packaging to make way for new, environmentally friendly packaging.
- Updated girls shorts will arrive in May for the uniform shop.
- The order for light weight jumpers is about to be placed (after some review to determine impact on overall uniform passed review).
- The jackets with removable liners have been reviewed and determined to be very expensive. More work is required here to make a decision.
- Speech day was a great success, with a video of all speeches available soon on the school web site.
- The school was very disappointed that so many year 11 and 12 students did not attend the speeches.
- There were some parent / teacher meetings just held over Zoom and these were again very successful and effective for keeping times.
- Year 11 parent / teacher meetings are coming up in 2 weeks and are also over Zoom.
- Year 7-10 parent / teacher meetings will be on-site next term, due to the easing of restrictions (shorter meetings, 5 min, rather than the 10 min for older years make it harder to work via Zoom).
- Note that all children still need to wear masks on public transport and all buses to school sports.
- All school sports, including inter-school and carnivals, are back on.
- Full school assemblies will be resuming next term, due to easing restrictions that require that they remain under 1 hour in duration.
- Singing activities are now allowed again, with the restriction of 5 metres between singers and any non-singing audience.
- Large events are now authorised, as long as they have a COVID safety plan.
- There will be a year 7 meet and greet next Wednesday on the school grounds from 6pm to 8pm, including tour and a BBQ.
- The flexible learning space is now complete, with 4 fixed and 1 movable screen being installed today.
- The covered outdoor area work space is now fenced off and works will be starting soon. Expected finish date is mid next term.
- The outdoor seating around the oval will be worked on these school holidays.
- The department is starting planning on the library foyer project but there is as yet no works start date.
- The school environment committee is setting up a temporary kitchen and garden whilst the building works are in progress.

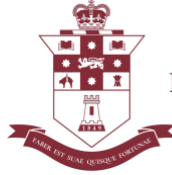
5. Treasurer's Report – Michael Easton

- Welcome to Hung and Kenny. Expecting to deliver their first report next meeting.

6. General Business

6.1. New Treasurers – Michael Easton

- Welcome to Hung and Kenny.
- They are currently reviewing the finances and expecting to deliver their first report next meeting.



6.2. School Funding Requests – Michael Easton

- The motion on notice to provide funds to the school for drama, visual art and well being was discussed.

Motion	That \$12800 be allocated to support the school drama, visual art and wellbeing programs, as per the motion on notice.
Mover	Michael Easton
Seconder	Peter Bestel
Result	Passed

6.3. SRC Funding Plan – Michael Easton

- Allocating funds to the SRC via the second hand uniform shop program was discussed.

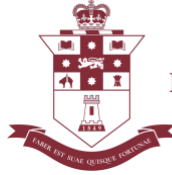
Motion	That the SRC should be allowed to run the second uniform shop sales and determine how to spend the funds, as per the motion on notice.
Mover	Michael Easton
Seconder	Suzanne Trimmer
Result	Passed

6.4. Fundraising Report – Elizabeth Kenyon

- Elizabeth presented on current fundraising.
- The meeting reviewed a poster provided by Kalanie.
- The meeting reviewed a poster from St. George Girls.

6.5. P&C Communications – Kirrily Druery

- The communications team are working on a meeting time.
- It has been great to see so many year 7 and 8 parents involved in the Facebook group.
- Currently setting up a sub-committee to review items and improve communications access across all school groups, as there are many issues to cover.
- Kirrily will head up this group, solicit members to assist and provide reports to the general meeting.



6.6. P&C Meetings – Michael Easton

- The format of P&C meetings was discussed.
- It was decided that a hybrid (online and in-person) meeting was to be held as the first meeting of each term, followed by two (2) Zoom meetings.
- Kirrily is happy to bring along equipment, but the P&C should consider whether they need to purchase their own for ongoing remote meetings.

6.7. Uniform Shop – Teresa Matthews

- The good news is that the uniform shop move is still being worked on.
- The old Fortian room has three times the space of the current uniform shop.
- Need to advise students and parents of the new shop location and ensure that it is easy to find.
- During preparatory works, have found a significant moisture problem within the room. The situation is bad enough to impact stock.
- The school are currently waiting for an assets assessor to attend to determine what is happening and how to fix.
- Lots of physical work is planned for the April school holidays.
- Need to review shorts prices with the new girls shorts coming in and provide descriptions to help parents understand why the much more complex shorts are more expensive than the other options.

6.8. Second Hand Uniforms – Sally McCausland

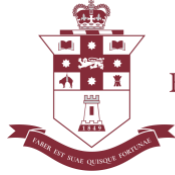
- The Friday 26th uniform shop was very successful.
- Congratulations to the SRC for doing a great job.
- Need to publish the dates for the upcoming stalls.

6.9. IMP Report – Suzanne Trimmer

- No formal meeting is scheduled until next term, as the IMP committee has one meeting per term.
- Rehearsals are all back to normal and normal rooms are being used for practice.
- IMP camp is coming up fast and there is a lot of planning going on.

6.10. Year Based Parent Social Event – Elizabeth Kenyon

- Parents are now allowed back on site as long as social distancing and COVID safe plan compliance is maintained.
- Therefore there could be a P&C event on-site for year 8, with a tour and BBQ.
- Kirrily is also considering setting up a year 8 event next term at the Petersham bowling club.
- Alison is considering planning a catch up for year 10 parents.
- Ensure that the school office is contacted to check for any clashes with other events before finalising.



6.11. Bully Zero Program – Joel Morrison

- There is a staff seminar next week on the National Day of Action Against Bullying.
- The teachers will be focusing, with input from this course, on what more they can be doing to address bullying within the school.
- The P&C can consider running a parent event but would first like to hear staff feedback post this course to see if there are specific gaps we can fill.

6.12. Speakers for Upcoming Meetings – Michael Easton

- The need for speakers to engage with the community was discussed.
- Ms Maddock and others will be presenting on Matilda at the start of the next meeting.
- Joel and Juliette have a list of other potential talks and shall arrange further with the P&C.

6.13. Acknowledgement of Teacher Activities / Achievements

- Thank you to Joel Morrison for supporting students who have been ill and struggling with keeping up on their progress.

6.14. Other Business

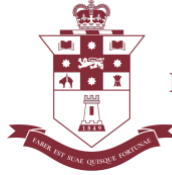
- Discussed the PDHPE program and consent, which has been in the news a lot lately. There is a lot of review and consideration going on within the school at the moment. There are links to the School TV program on the web site and in Mercurius and there is currently a good program on there, as well as a YouTube link to another useful program.
- Please visit the school TV program for issues of current import. This is a service for both students and parents.
- Year 10 watched this video - <https://www.youtube.com/watch?v=pZwvrXVavnQ> – which is very nicely done.

7. Membership Administration

- Welcome to all new parents and members for 2021.

8. Next Meeting – General Meeting – Wednesday 12th May, 2021 (Zoom meeting)

Meeting closed at 8:43pm



Motions on Notice

- 6.2 - That the P&C approve the expenditure of \$12800 to support the following requests from the school:

Program	Item Request	Amount
Drama	Additional Staging for the Hall (expected long term savings through reduced hiring costs, useful for productions and whole school assemblies)	\$5300
Visual Art	Adjustable Desks for K21	\$7000
Wellbeing	Year 7 Welcome BBQ for 2021	\$ 500
	Total	\$12800

- 6.3 - That the P&C adopt the following resolutions with regards the SRC, funding and the second hand uniform program:

(a) The P&C gratefully acknowledges that the SRC has agreed to facilitate the running of the second hand uniform stall on behalf of the P&C, subject to assistance and guidance from the school, the Uniform Shop manager and the P&C second hand uniform representative.

(b) In recognition of the SRC's contribution, the P&C agrees that the SRC may, in consultation with the Principal and with the approval of the P&C by resolution at any P&C meeting, from time to time be allocated P&C funds equivalent to those raised from the second hand uniform stall as proposed by the SRC for expenditure for the benefit of Fort St students and the school.


(c) Funds may be transferred to the school for administration, or may be expended by the P&C on behalf of the SRC.

(d) Examples of funding proposals which may be submitted to the P&C for approval by resolution include:

- contributions to SRC or year based activities or events;*
- improvements to school facilities used by students; and*
- needs based subsidies offered to students wishing to attend for-fee student functions such as year 12 formals.*



Tabled Documents – Fundraising Report

 <p>Fort Street High School Parents' & Citizens' Association ABN 59 424 414 672 E: fortstreethighschool@pandcaffiliate.org.au</p>	Fundraising	
	Fundraising Representative:	Elizabeth Kenyon
	Date of last meeting:	10th February 2021
	Date of this meeting:	10th March 2021

Action items/major activities since last report:

- Fundraising: a Year 10 parent has donated a week in a South Coast holiday house as a raffle prize. We will run an online raffle targeting Fortian alumni in Term 3. Need to source a couple more major prizes and decide which project we are raising money for – should appeal to the alumni. Maybe the oval seating?
- Grants: Elizabeth Kenyon, Alison Austin and Siva Nellai met with Juliette, Allison Woodley, Jenny Xu, Vivien Davies and the 2 Environment Club leaders to talk about the garden project and the Inner West Council grant.

Action items in progress/pending:

- Fundraising: Raffle running successfully – approx. \$5000 raised so far. Thanks to Bon Appetit Catering FSHS Canteen and other donating businesses for their support.
- Grants: Progress report for CBP grant is due by 15 July 2021
- Community: Year 7 engagement evening – Tracey Chen and Elizabeth Kenyon will attend and circulate P&C membership forms and parent group sign up info. Year 8s are possibly arranging a social event outside of school.

Announcements:

Both grant payments have been received – CBP (all \$25,300) and Inner West Council garden grant (year 1 - \$3426.50)

Additional notes, comments and/or suggestions:

Aims for 2021:

1. Apply for more grants
2. Target alumni for specific fundraising appeals eg. School Minibus, Oval seating
3. Find other ways of building community within COVID-19 restrictions eg. smaller year-based outdoor events



Tabled Documents – Financial – Michael Easton

Profit and Loss

Fort Street High School P&C Association For the month ended 31 December 2020

	DEC 2020	NOV 2020
Trading Income		
Fundraising - Other Revenue	5,223.00	-
Fundraising Income - P&C	-	239.32
Job Keeper subsidy	1,500.00	1,500.00
Uniform Shop - New Uniform Sales (GST)	43,788.91	6,500.03
Total Trading Income	50,511.91	8,239.35
Cost of Sales		
Freight	-	205.41
Purchases - Uniform shop	1,753.29	27,990.06
Total Cost of Sales	1,753.29	28,195.47
Gross Profit	48,758.62	(19,956.12)
Other Income		
Interest Income	4.31	9.42
Memberships subscriptions	-	20.93
Other Revenue	-	5,000.00
Total Other Income	4.31	5,030.35
Operating Expenses		
Audit Fee	340.00	-
Bank Fees	52.21	46.20
EFPOS and Card Fees	5.45	-
Fundraising Costs - Catering	1,464.55	-
Superannuation	117.28	64.71
Wages & Salaries	1,750.00	1,750.00
Xero Subscription	102.27	-
Total Operating Expenses	3,831.76	1,860.91
Net Profit	44,931.17	(16,786.68)



Profit and Loss

Fort Street High School P&C Association For the month ended 31 January 2021

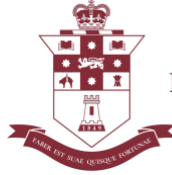
	JAN 2021	DEC 2020
Trading Income		
Fundraising - Concert Ticket Sales	6,646.67	-
Fundraising - Other Revenue	-	5,223.00
Job Keeper subsidy	2,250.00	1,500.00
Uniform Shop - New Uniform Sales (GST)	27,991.82	43,788.91
Total Trading Income	36,888.49	50,511.91
Cost of Sales		
Freight	129.90	-
Purchases - Uniform shop	12,100.77	1,753.29
Total Cost of Sales	12,230.67	1,753.29
Gross Profit	24,657.82	48,758.62
Other Income		
Interest Income	3.25	4.31
Memberships subscriptions	1.82	-
Total Other Income	5.07	4.31
Operating Expenses		
Accounting/Bookkeeping Fees	140.00	-
Audit Fee	-	340.00
Bank Fees	272.54	52.21
EFPOS and Card Fees	192.55	5.45
Fundraising Costs - Catering	-	1,464.55
Superannuation	59.31	117.28
Wages & Salaries	1,300.00	1,750.00
Xero Subscription	-	102.27
Total Operating Expenses	1,964.40	3,831.76
Net Profit	22,698.49	44,931.17



Profit and Loss

Fort Street High School P&C Association For the month ended 28 February 2021

	FEB 2021	JAN 2021
Trading Income		
Fundraising - Concert Ticket Sales	-	6,646.67
Job Keeper subsidy	1,300.00	2,250.00
Uniform Shop - 2nd Hand Sales (No GST)	450.00	-
Uniform Shop - New Uniform Sales (GST)	16,972.75	27,991.82
Total Trading Income	18,722.75	36,888.49
Cost of Sales		
Freight	112.45	129.90
Purchases - Uniform shop	10,726.64	12,100.77
Total Cost of Sales	10,839.09	12,230.67
Gross Profit	7,883.66	24,657.82
Other Income		
Interest Income	0.77	3.25
Memberships subscriptions	9.64	1.82
Total Other Income	10.41	5.07
Operating Expenses		
Accounting/Bookkeeping Fees	425.00	140.00
Bank Fees	-	272.54
EFPOS and Card Fees	328.28	192.55
Fundraising Costs - Catering	2,180.91	-
Superannuation	-	59.31
Wages & Salaries	-	1,300.00
Total Operating Expenses	2,934.19	1,964.40
Net Profit	4,959.88	22,698.49



Balance Sheet

Fort Street High School P&C Association As at 28 February 2021

	28 FEB 2021	31 JAN 2021
Assets		
Bank		
IMP SUB Cheque Acct 29-3216	73,869.82	73,869.82
P&C Cheque Account	13,976.22	16,365.22
P&C Investment Account	66,387.61	66,387.61
U Shop Westpac Invest- 24-4967	101,543.99	101,543.22
Uniform Shop Westpac - 24-4959	106,415.72	109,954.60
Total Bank	362,193.36	368,120.47
Current Assets		
Inventory	64,755.68	64,755.68
Petty Cash	98.70	98.70
Total Current Assets	64,854.38	64,854.38
Fixed Assets		
Furniture & Fixtures Accum Dep (12110)	(5,470.00)	(5,470.00)
Furniture & Fixtures at Cost (12100)	5,470.00	5,470.00
Plant & Equipment at Cost	4,545.46	4,545.46
Total Fixed Assets	4,545.46	4,545.46
Total Assets	431,593.20	437,520.31
Liabilities		
Current Liabilities		
ATO Integr Client Acct - Canteen	363.00	-
GST	1,544.18	1,223.93
PAYG Withholding Payable	(944.00)	(944.00)
Payroll Clearing Account	-	1,300.00
Rounding	0.12	0.08
Superannuation Clearing	59.31	59.31
Trade Creditors	9,233.47	19,503.75
Total Current Liabilities	10,256.08	21,143.07
Total Liabilities	10,256.08	21,143.07
Net Assets	421,337.12	416,377.24
Equity		
Current Year Earnings	32,959.87	27,999.99
Retained Earnings	388,377.25	388,377.25
Total Equity	421,337.12	416,377.24