

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

**Chair:** Michael Easton

**Date:** 12th May 2021

**Time:** 7:30 pm

**Venue:** Online Meeting

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

**Meeting declared open by Michael Easton – President**

**Attendance – 25**

Michael Easton, Elizabeth Kenyon, Kirrily Druery, Juliette McMurray, Rebecca Cameron, Joel Morrison, Jules Davies, Riva Burkett, Christina Bakker, Kalanie Prabhakar, Tasha Prabhakar, Kenny Chung, Suzanne Trimmer, Jessie Zhang, Hung Ngo, Jennifer Burn, Yieng Ly, Shawn Li, Nuryani Lay, Michael Mera, Zi Qin, Dennis Yeo, Peter Bestel, Don Newby, Robyn Elmslie, Jacqueline Roate, Poh Keng Goon, Apa ??, Colin ??, Bryan ??

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, Teresa Matthews, Alison Austin

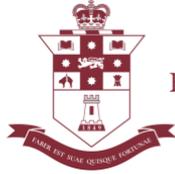


## Special Interest Item

From 7:00 to 7:30 there will be a special interest item presentation from the Fort Street drama team. The current production is *Matilda* and the team will present on what is planned and open discussion for how parents can get involved.

## 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** – Hung Ngo and Kenny Chee Chung
- 6 **General Business**
  - 6.1 **SRC Funding Plan** – Michael Easton  
*Report on spending the money to subsidise the Yr 10 Formal*
  - 6.2 **Fundraising Report** – Elizabeth Kenyon
  - 6.3 **P&C Communications** – Kirrily Druery  
*Discussion of working group, current communications, strategies*
  - 6.4 **Uniform Shop** – Teresa Matthews  
*Update on new Uniform Shop and fit-out*
  - 6.5 **Second Hand Uniforms** – Sally McCausland  
*Update on stall, management and dates for rest of 2021*
  - 6.6 **IMP Report** – Suzanne Trimmer



**6.7 Zoom Account Renewal – Peter Bestel**  
*Renew for another 12 months, request as motion on notice below*

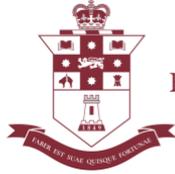
**6.8 School Outdoor Gym Funding – Michael Easton**  
*Funding for the school outdoor fitness gym, request as motion on notice below*

**6.9 Speakers for Upcoming Meetings – Michael Easton**

**6.10 Acknowledgement of Teacher Activities / Achievements**

**7 Membership Administration**

**8 Next Meeting – General Meeting – Wednesday 9<sup>th</sup> June, 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.”
- Thank you for the presentation on Matilda (see below).

### 2. Student Representative Council Report – Kalanie Prabhakar

- NAIDOC week assembly planning is underway.
- Currently planning the leadership conference for term 3.
- Looking for community leadership speakers for the event.
- Planning day for the SRC is coming up and the P&C could possibly participate.
- Requested the SRC to promote getting all students along to the musical and ensure that there is a lot of community coverage.



### 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

<b>Motion</b>	That the minutes from the previous general meeting, 2021-03-10, be accepted as a true record.
<b>Mover</b>	Peter Bestel
<b>Seconder</b>	Michael Easton
<b>Result</b>	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.

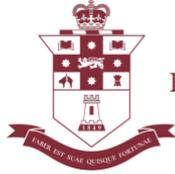


#### 4. Principal's Report – Juliette McMurray

- The P&C microwave is broken and needs to be removed and/or replaced.
- Open night is coming up Thursday 29/07 for Education Week.
- Earlier in the evening of the open night the school is planning to have an event for the alumni so that they can visit the newly opened school museum.
- The event is supposed to be a showcase of the school and open to everyone, assuming that COVID restrictions are not upgraded.
- See the parent portal for the new Sentral version 2 application for evaluation. Please provide feedback to the school.
- The NSW government recently gave a media release for a new school app, but the school knows nothing about it - there has been no information provided.
- The new school plan and report for last year are now on the school web site. Please provide feedback to the school.
- The main initiatives in the plan cover:
  - Whole of school literary improvements.
  - English as another language skills.
  - Well-being and mentoring.
  - Creation of a school merit system.
  - Student learning portfolios and goal setting.
  - Growing numeracy (as a later phase).
- The school has joined the 4Cs transformative learning program for improving teaching skills and setting success criteria for learning.
- The building programs happening around the school are all moving along well.
- The Library foyer has still not started, but the AMU has indicated that it will begin soon.
- The school has received a grant from the Metro Renewal program to upgrade one of the science labs and the prep rooms.
- The Hall staging and desks are currently being put into place, based on previous funds from the P&C.
- The second volleyball court will be finished this week.
- 60 sandstone seats in the outdoor seating area are nearly complete, with another 150 to come.
- The covered outdoor learning area in the Rowe quad is well underway and is expected to be used for year group meetings and a year 12 break area.
- The outdoor furniture previously discussed will be fixed and therefore the building fund can be used to purchase this.
- The school may still need funds for a yarnning circle and mural to go with this and integrate with the garden.
- The outdoor gym is the next project on the list.

#### 5. Treasurer's Report – Michael Easton

- Looking to rationalise the 5 bank accounts to allow for an investment account in order to get a better interest rate on funds.
- Discussion around our grant money and confirmed liabilities to the school being very clearly marked on the reports, as they are not funds available for other projects.
- See attached for current accounts.



## 6. General Business

### 6.1. SRC Funding Plan – Michael Easton

- Running the second hand uniform stall has been handed over to the SRC.

### 6.2. Fundraising Report – Elizabeth Kenyon

- Elizabeth presented on current fundraising.
- See attached report.

### 6.3. P&C Communications – Kirrily Druery

- Still working to finalise date for meeting.
- There has been a lot of FaceBook group activity, so that seems to have been a successful project.
- There was a year 8 social event a few weeks ago and 15 families turned up.

### 6.4. Uniform Shop – Teresa Matthews

- Amazing work from the community on the upgrade project to move the uniform shop and lots of wonderful helpers mentioned during the meeting. Thank you to everyone who has been involved.
- Planning to review the updated payments system at a later date.

### 6.5. Second Hand Uniforms – Sally McCausland

- The SRC seem well in control of managing this and we look forward to hearing about the next second hand uniform event at the school.
- The second hand uniform sale is planned for next Friday.

### 6.6. IMP Report – Susan Trimmer

- No updated report for this month.
- All IMP programs are moving along as expected and everyone is enjoying being back.

### 6.7. Zoom Account Renewal – Peter Bestel

- Discussed whether we would continue to use the Zoom service even after the pandemic is over and the consensus was yes.

<b>Motion</b>	That \$125 be allocated to renew the P&C Zoom licence.
<b>Mover</b>	Peter Bestel
<b>Seconder</b>	Michael Easton
<b>Result</b>	Passed



## 6.8. School Outdoor Gym Funding – Michael Easton

- The funding request from the school was discussed.

<b>Motion</b>	That \$37000 be allocated to fund the school request for gym equipment.
<b>Mover</b>	Michael Easton
<b>Seconder</b>	Elizabeth Kenyon
<b>Result</b>	Passed

## 6.9. Speakers for Upcoming Meetings – Michael Easton

- There is no updated information on this and the school will advise during the next meeting.
- The presentation this evening from Carol and Elizabeth was excellent.
- They outlined the musical, challenges and the wonderful expectations.
- Some of the costs were discussed and how planning was underway to cover them.
- There was discussion on how the P&C and community could assist with the musical

## 6.10. Acknowledgement of Teacher Activities / Achievements

- A very big thank you to Carol and Elizabeth on the work done so far on Matilda.
- Genevieve Flynn for the silver Duke of Edinburgh.
- Helen Thompson for support and the gold Duke of Edinburgh.
- Mark Backhouse for languages.
- Hugh O'Neil for gold Duke of Edinburgh.
- Tory Jenkins for organising the gold Duke of Edinburgh.

## 6.11. Other Business

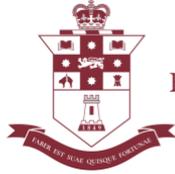
- The flexible learning space for student collaboration has received great feedback from staff.
- The school are looking to make presentations easier with an interactive presentation panel installation.
- Shall arrange a quote to the P&C, but expect it to be around \$12k to fund this and associated technology for network connectivity.
- Note discussion around this item indicated that the Foundation can probably cover this using the Library fund and the item needs to be put on notice for the next Foundation meeting.
- The P&C are happy to assist with anything that cannot be covered by the Foundation.

## 7. Membership Administration

- Welcome to all new parents and members for 2021.

## 8. Next Meeting – General Meeting – Wednesday 9<sup>th</sup> June, 2021 (Zoom meeting)

Meeting closed at 8:30pm



### Motions on Notice

- 6.7 - That the P&C approve the expenditure of \$125 to licence the Zoom account for another 12 months.

<b>Program</b>	<b>Item Request</b>	<b>Amount</b>
<b>P&amp;C Tools</b>	The P&C Federation have offered another discounted 12 months of Zoom for the P&C.	\$125
	<b>Total</b>	<b>\$125</b>

- 6.8 - That the P&C approve the expenditure of \$37000 to fund the school outdoor gym project, as per the below quote.

<b>Program</b>	<b>Item Request</b>	<b>Amount</b>
<b>Health and Wellbeing</b>	The P&C fund the provision of equipment for the school outdoor gym project.	\$37000
	<b>Total</b>	<b>\$37000</b>



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Not Controlled when Printed

# QUOTE



**From:** Kompan Playscape Pty Ltd  
PO Box 131, Geebung, QLD, 4034  
Ph: 07 3635 6200  
**ABN:** 22 010 572 335

**Quotation Date:** 23/11/20  
**Valid Until:** 21/2/21  
**Ex W/house:** Geebung, QLD, 4034  
**Quote #:** FBQ-180A

**CUSTOMER INFORMATION**

**To:** Fort Street High School  
Parramatta Rd,  
Petersham NSW 2049  
**Email:** [fortstreet-h.school@det.nsw.edu.au](mailto:fortstreet-h.school@det.nsw.edu.au)

**Phone:** (02) 8585 1600  
**Mobile:**  
**Attn:** Randev Uppal

**SITE INFORMATION**

**Site Name:** Fort Street High School  
**Post Code:** 2049  
**Suburb:** Petersham  
**Lead-time:** 12-14 Weeks  
**Lead-time:** COROCORD Weeks  
**Client Category:** Government Schools

Notes:  
Credit is based on KOMPAN's Credit Policy.  
All sales are subject to KOMPAN's T&Cs.

Qty	Product No.	Description	Unit Price	Disc Amt	Disc%	Total
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Fitness Equipment						
Qty	Product No.	Description	Unit Price	Disc Amt	Disc%	Total
2	FSW20100-0900	PARALLEL BARS GREY	2,130.00		15.0%	3,621.00
2	FSW21001-0900	TRIPLE PARALLEL BARS HIGH INGROUND GREY	3,080.00		15.0%	5,236.00
2	FSW20400-0900	BENCH DECLINE INGROUND GREY	2,090.00		15.0%	3,553.00
2	FSW21701-0900	HEXAGON PULL UP STATION PRO INGROUND GREY	5,010.00		15.0%	8,517.00
2	FSW21801-0900	SQUARE PULL UP STATION PRO INGROUND GREY	3,460.00		15.0%	5,882.00
2	FSW20200-0900	DIP BENCH GREY	1,990.00		15.0%	3,383.00
2	FAZ30101-0901	STEP 20 CM INGROUND GREY	1,840.00		15.0%	3,128.00
2	FAZ30201-0901	STEP 40 CM INGROUND GREY	1,880.00		20.0%	3,008.00
2	FAZ30301-0901	STEP 60 CM INGROUND GREY	1,930.00		20.0%	3,088.00
2	FAZ30401-0901	STEP 80 CM INGROUND GREY	1,950.00		20.0%	3,120.00

**Additional Notes / Instructions**

This quote is valid for 3 months and is not an invoice. Delivery date will be confirmed on receipt of order but please note lead times listed may vary depending on natural environmental conditions / events as well as management of Government Custom procedures.

The price quoted for installation is based on installation into virgin soil only. The presence of bedrock, underground services or other impediments would render this price null and void and a new price would have to be quoted on the basis of the existing conditions. The price quoted allows for spreading and/or stockpiling of any excess soil on site. It does not allow for removal / disposal of excess spoil from site unless stated. No claim for retention, contract security or bank guarantee will be accepted by KOMPAN. KOMPAN play equipment is independently certified to the Australian Standard AS4685-2014 and is covered by manufacturers warranty. The price quoted is based on the availability of suitable access for work vehicles and concrete truck. Unless stated, site temporary fencing is not included in this quote.

<b>Subtotal (1)</b>	35,520.00
<b>Less Discount</b>	-2,200.00
<b>Plus Freight</b>	
<b>Subtotal (2)</b>	33,320.00
<b>Plus GST</b>	3,332.00
<b>Total Inc. GST</b>	<b>36,652.00</b>

*Thank you for your support.  
We will happily supply additional information or documentation as needed.*

**Quote Prepared by:** Farrell Brocklebank  
**On Behalf of:** Play By Design



## Tabled Documents – Fundraising Report

 <p><b>Fort Street High School</b> Parents' &amp; Citizens' Association ABN 59 424 414 672 E: <a href="mailto:fortstreethighschool@pandcaffiliate.org.au">fortstreethighschool@pandcaffiliate.org.au</a></p>	<b>Fundraising</b>	
	<b>Fundraising Representative:</b>	<b>Elizabeth Kenyon</b>
	<b>Date of last meeting:</b>	<b>10<sup>th</sup> March 2021</b>
	<b>Date of this meeting:</b>	<b>12<sup>th</sup> May 2021</b>

### Action items/major activities since last report:

- Fundraising: Raffle ended on March 31st – \$8760.15 was raised to go towards sports equipment and the outdoor gym (the exact split tbc). Prizes have been distributed. Need to do a follow up of winners with photos for Mercurius. Thanks to Bon Appetit Catering FSHS Canteen and other donating businesses for their support.
- Grants: keeping an eye out for more opportunities. Elizabeth will attend the P&C Federation's grant application webinar on May 20<sup>th</sup>.
- Year 7 engagement evening – Tracey Chen and Elizabeth Kenyon circulated P&C membership forms and parent group sign up info. We now have 86 members on the Fb group and approx 100 families have shared contact info on a Google sheet. The WeChat group is also highly subscribed to.

### Action items in progress/pending:

- Grants: Progress report for CBP grant is due by 15 July 2021

### Announcements:

### 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 All Business Units 1 April 2021 to 30 April 2021

	IMP	P&C	Uniform Shop	Total
<b>Income</b>				
Fundraising - Raffle Ticket Sales	-	8,760	-	8,760
Job Keeper subsidy	-	-	1,300	1,300
Uniform Shop - New Uniform Sales (GST)	-	-	13,943	13,943
<b>Total Income</b>	<b>-</b>	<b>8,760</b>	<b>15,243</b>	<b>24,003</b>
<b>Less Cost of Sales</b>				
Freight	-	-	15	15
Purchases - Uniform shop	-	-	1,575	1,575
<b>Total Cost of Sales</b>	<b>-</b>	<b>-</b>	<b>1,590</b>	<b>1,590</b>
<b>Gross Profit</b>	<b>-</b>	<b>8,760</b>	<b>13,653</b>	<b>22,413</b>
<b>Plus Other Income</b>				
Interest Income	-	-	1	1
<b>Total Other Income</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>
<b>Less Operating Expenses</b>				
Cleaning (64500)	-	-	350	350
EFPOS and Card Fees	-	-	353	353
Travel & Entertainment	33	-	-	33
<b>Total Operating Expenses</b>	<b>33</b>	<b>-</b>	<b>703</b>	<b>736</b>
<b>Net Profit</b>	<b>(33)</b>	<b>8,760</b>	<b>12,951</b>	<b>21,678</b>



# Balance Sheet

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## Fort Street High School P&C Association As at 30 April 2021

30 Apr 2021

### Assets

<b>Bank</b>	
IMP SUB Cheque Acct 29-3216	73,837
P&C Cheque Account	50,496
P&C Investment Account	66,399
U Shop Westpac Invest- 24-4967	101,546
Uniform Shop Westpac - 24-4959	133,324
<b>Total Bank</b>	<b>425,600</b>
<b>Current Assets</b>	
Inventory	64,756
Petty Cash	99
<b>Total Current Assets</b>	<b>64,854</b>
<b>Fixed Assets</b>	
Furniture & Fixtures Accum Dep (12110)	(5,470)
Furniture & Fixtures at Cost (12100)	5,470
Plant & Equipment at Cost	4,545
<b>Total Fixed Assets</b>	<b>4,545</b>
<b>Total Assets</b>	<b>495,000</b>

### Liabilities

<b>Current Liabilities</b>	
GST	6,139
PAYG Withholding Payable	(1,014)
Rounding	-
Trade Creditors	7,799
<b>Total Current Liabilities</b>	<b>12,924</b>
<b>Total Liabilities</b>	<b>12,924</b>
<b>Net Assets</b>	<b>482,077</b>

### Equity

Current Year Earnings	93,699
Retained Earnings	388,377
<b>Total Equity</b>	<b>482,077</b>