

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

Chair: Michael Easton

Date: 14th July 2021

Time: 7:30 pm

Venue: Online Meeting

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

Meeting declared open by Michael Easton – President

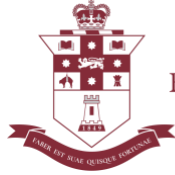
Attendance – 23

Kalanie Prabhakar, Tasha Prabhakar, Michael Easton, Neroli Butt, Archie Sun, Juliette McMurray, Robyn Elmslie, Malcolm Groves, Hung Ngo, Elizabeth Kenyon, Suzanne Trimmer, Michael Mera, Roslyn Mayled, Rebecca Cameron, Nuryani Lay, Kevin Xu, Samm Huynh, Shawn Li, Joel Morrison, Kirrily Druery, Selena Choo, Peter Bestel, Linda ???

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.

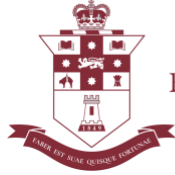
Apologies

None



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 **President's Report** – Michael Easton
- 6 **Treasurer's Report** – Hung Ngo and Kenny Chee Chung
- 7 **General Business**
 - 7.1 **Fundraising Report** – Elizabeth Kenyon
 - 7.2 **P&C Communications** – Kirrily Druery
Discussion of working group, current communications, strategies
 - 7.3 **Uniform Shop** – Suzanne Trimmer
Update on new Uniform Shop and fit-out
 - 7.4 **IMP Report** – Suzanne Trimmer
 - 7.5 **School Museum Opening** – Elizabeth Kenyon
 - 7.6 **School Musical Preparation** – Elizabeth Kenyon
 - 7.7 **Acknowledgement of Teacher Activities / Achievements**
- 8 **Membership Administration**
- 9 **Next Meeting** – General Meeting – Wednesday 11th August, 2021 (Zoom)



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

- Currently the SRC are focusing on student wellbeing, given lack of access to the school grounds.

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, 2021-06-09, be accepted as a true record.
Mover	Peter Bestel
Seconder	Michael Easton
Result	Passed

3.4. Correspondence

- There are various upcoming Teacher's Federation and P&C Federation meetings.

3.5. Action Item Updates from last meeting

- The P&C to publicise this (NEITA nomination) to the community via Facebook and Mercurius – not done.
- The P&C microwave is broken and needs to be removed and/or replaced – not done.
- Liabilities to the school need to be very clearly marked on the reports, as they are not funds available for other projects – not done.



4. Principal's Report – Juliette McMurray

- Juliette discussed plans for trial HSC exams, given the current lockdown.
- Noted that when students are back at school in term 3 that masks will be compulsory.
- SRE is not planned for term 3, so the student timetables will be changed for a late start on Tuesdays.
- Friday is planned for wellbeing for year groups, with staggered meetings.
- Given current lockdown, all assemblies, excursions and the musical are cancelled.
- Staff are well prepared for online learning and the school is monitoring attendance very carefully.
- The working bee for the kitchen garden is deferred until further notice.
- The staff are working very hard to manage the online learning program.

5. President's Report – Michael Easton

- Hope that everyone had a good holiday break.
- No ideas to float on P&C activities until the end of the lockdown.

6. Treasurer's Report – Hung Ngo

- See attached for current accounts.
- The square payments system, which was set up for the IMP concert, has proven very successful and easy to use.

7. General Business

7.1. Fundraising Report – Elizabeth Kenyon

- Elizabeth presented on current fundraising.
- See attached report.
- Library foyer is complete
- AA - JM to send photos for the grant progress report.
- P&C would like to invite Jenny Leong on site, when possible, to review the result.
- There was a recent on-site review of the Rowe Quad shelter and the end result is very impressive.
- Planning underway to install the garden shed into the learning garden.

7.2. P&C Communications – Kिरrily Druery

- The P&C are preparing to put more information on the P&C Facebook page to encourage participation and support the new parents.
- Looking to produce a video on what you should know when starting out at Fort Street.
- Would like to get at least 10 students to provide a small statement on video for this.
- Looking to get support from the SRC to get the right students involved.
- Action item - Kिरrily to coordinate and Kalanie to liase with the SRC.
- The WeChat and Facebook pages for the 2022 intake are ready, with links on the P&C Facebook page - Thanks Tracey.
- Information on the support groups will also be made available via handouts at the year 7 orientation.



7.3. Uniform Shop – Michael Easton

- Nothing to report given lockdown.

7.4. IMP Report – Susan Trimmer

- The June concert was very successful and greatly enjoyed by the community.

7.5. School Museum Opening – Elizabeth Kenyon

- Even though this is now likely deferred, we will continue with planning for a later date opening.

Motion	That the P&C to allocate \$500 towards catering for the school museum opening event.
Mover	Elizabeth Kenyon
Seconder	Peter Bestel
Result	Passed

7.6. School Musical Preparation – Elizabeth Kenyon

- Even though this is now likely deferred, we will continue with planning for a later date opening.

Motion	The P&C to allocate \$2000 towards catering for the school musical event.
Mover	Elizabeth Kenyon
Seconder	Suzanne Trimmer
Result	Passed

7.7. Acknowledgement of Teacher Activities / Achievements

- Thanks to Joel Morrison and all of the other teachers and staff for working during this difficult time.

7.8. Other Business

- Nominations for NEITA need to be followed up on.
- Selective school results for 2022 are out.
- All other P&C task are currently paused and looking to switch focus to supporting the teaching staff during the lockdown.
- The school will be reviewing device usage in term 4, with restrictions on devices in line with a recent report (to be re-circulated)

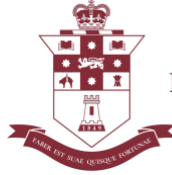


8. Membership Administration


- Welcome to all new members who have recently joined up.

9. Next Meeting – General Meeting – Wednesday 14th July, 2021 (Zoom and on-site)

Meeting closed at 8:11pm



Tabled Documents – Fundraising Report – Elizabeth Kenyon

 <p>Fort Street High School Parents' & Citizens' Association ABN 59 424 414 672 E: fortstreethighschool@dandcaffiliate.org.au</p>	Fundraising	
	Fundraising Representative:	Elizabeth Kenyon
	Date of last meeting:	9th June 2021
	Date of this meeting:	14th July 2021

Action items/major activities since last report:

- Grants: Progress report for CBP grant was due by 15 July 2021 and has been submitted – can we invite Jenny Leong to visit the completed works once lockdown ends?
- Elizabeth met with Juliette and Alison Woodley to view the Rowe Quad and kitchen garden area. Plans are being made to fit the kitchen garden around the new shelter and yarning circle. The council grant money needs to start being spent and the first purchase will be a tool shed.
- Incoming Year 7s – a Facebook group and WeChat group have been created for the 2022 intake. These links can be shared at the Orientation Day.

Action items in progress/pending:

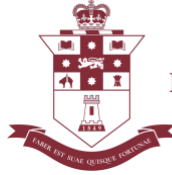
- Fort Street Open Day (Ron Horan Museum opening) – A new date is yet to be announced, but the P&C will run a Devonshire Tea Room between 4-6pm. Scones, cakes, tea and other refreshments available, no charge, but donations encouraged (Square reader and cash jar). We will need approval to spend up to \$500 on supplies in advance, but hopefully most costs will be covered by donations on the day.
- Matilda the Musical – The P&C will look after ticket sales and catering, with a view to raising enough money to cover the costs borne by the P&C in staging the production. Catering will be a 'Food Fair', carnival type stalls in the Rowe Common Room – noodles, sausage sizzle, popcorn, ice cream – open for 1 hour prior to the performances and during the interval. Calls for catering volunteers to go out this term, some volunteers have already signed up. TryBooking is set up with money to go to the P&C account. Tickets were due to go on sale on Tuesday 13th July, but this has been postponed while we see how the lockdown pans out. Need approval to spend up to \$2000 on supplies for the Catering.
- NEITA Awards - P&C to decide on which teacher to nominate for the NEITA Awards - nominations close 18 August 2021. Survey to be sent out on P&C Facebook page?

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 – Hung Ngo

Profit and Loss

Fort Street High School P&C Association
All Business Units
1 June 2021 to 30 June 2021

	IMP	P&C	Uniform Shop	Total
Income				
Fundraising - Cake Stall	898	-	-	898
Fundraising - Catering Income	2,675	-	-	2,675
Fundraising - Concert Ticket Sales	9,371	-	-	9,371
Fundraising - Hot Drinks	327	-	-	327
Fundraising - Other Revenue	9	-	-	9
Fundraising - Raffle Ticket Sales	1,300	-	-	1,300
Fundraising - Soft Drinks	280	-	-	280
General Donations	88	-	-	88
Uniform Shop - 2nd Hand Sales (No GST)	-	-	10	10
Uniform Shop - New Uniform Sales (GST)	-	-	7,820	7,820
Total Income	14,948	-	7,830	22,778
Less Cost of Sales				
Freight	-	-	15	15
Purchases - Uniform shop	-	-	432	432
Total Cost of Sales	-	-	447	447
Gross Profit	14,948	-	7,383	22,331
Plus Other Income				
Interest Income	-	-	-	-
Memberships subscriptions	-	1	-	1
Total Other Income	-	1	-	1
Less Operating Expenses				
EFPOS and Card Fees	1,200	-	189	1,389
Superannuation	-	-	65	65
Wages & Salaries	-	-	681	681
Total Operating Expenses	1,200	-	935	2,135
Net Profit	13,747	1	6,448	20,197



Balance Sheet

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

30 Jun 2021

Assets

Bank	
IMP SUB Cheque Acct 29-3216	87,825
P&C Cheque Account	144,444
P&C Investment Account	-
U Shop Westpac Invest- 24-4967	-
Uniform Shop Westpac - 24-4959	41,000
Total Bank	273,269
Current Assets	
Inventory	64,756
Petty Cash	99
Term Deposit - 673038	80,000
Term Deposit - 673046	80,000
Total Current Assets	224,854
Fixed Assets	
Furniture & Fixtures Accum Dep (12110)	(5,470)
Furniture & Fixtures at Cost (12100)	5,470
Plant & Equipment at Cost	4,545
Total Fixed Assets	4,545
Total Assets	502,669

Liabilities

Current Liabilities	
GST	1,739
Rounding	-
Superannuation Clearing	111
Trade Creditors	(436)
Total Current Liabilities	1,414
Total Liabilities	1,414
Net Assets	501,254

Equity

Current Year Earnings	112,877
Retained Earnings	388,377
Total Equity	501,254