

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

Chair: Michael Easton

Date: 11th August 2021

Time: 7:30 pm

Venue: Online Meeting

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

Meeting declared open by Michael Easton – President

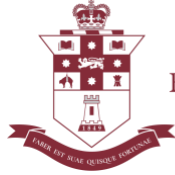
Attendance – 36

Angelina Pol, Poh Keng Goon, Hung Ngo, Don Newby, Frank Dong, Michael Easton, Kylie Salisbury, Malcolm Groves, Suzanne Trimmer, Kalanie Prabhakar, Tasha Prabhakar, Andrew Koit, Rebecca Cameron, Jane Williams, Kasi Kolla, Jenny Xu, Juliette McMurray, Gabriel Caus, Tania Koit, Robyn Elmslie, James Rayner, Neroli Butt, Jules Davies, Jennifer Burn, Tracey Chen, Elizabeth Kenyon, Kenny Chung, Shawn Li, Kirrily Druery, Nuryani Lay, Manjula Suresh, Catherine Phung, Agnieszka Bachfischer, Peter Bestel, Todd ???, Bill ???

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.

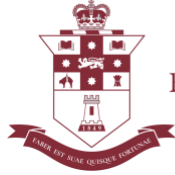
Apologies

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
Draft communications survey and invitation to participate in process
 - 7.3 **Uniform Shop** – Suzanne Trimmer
Feedback on potential new winter jacket (see photo below)
 - 7.4 **IMP Report** – Suzanne Trimmer
 - 7.5 **Gallop Inquiry into Valuing the Teaching Profession** – Michael Easton
 - 7.6 **P&C Association membership and insurance** – Peter Bestel
 - 7.7 **Draft Sports Strategy** – Michael Easton
 - 7.8 **Acknowledgement of Teacher Activities / Achievements**
- 8 **Membership Administration**
- 9 **Next Meeting** – General Meeting – Wednesday 8th September, 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 – Kalandie Prabhakar

- The SRC are currently focusing on student engagement and health.
- There is a lot of activity via Instagram and the SRC are making use of this as their communication platform.
- There was a bake-off activity last week which had plenty of participants.
- The SRC are planning on having interviews for the leadership day, recording them and passing on to the students
- The SRC have contact most of the speakers for the leadership day and are working on logistics.

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, 2021-07-14, be accepted as a true record.
Mover	Peter Bestel
Seconder	Michael Easton
Result	Passed

3.4. Correspondence

- None.

3.5. Action Item Updates from last meeting

- The P&C to publicise this (NEITA nomination) to the community via Facebook and Mercurius – done.
- The P&C microwave is broken and needs to be removed and/or replaced – 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

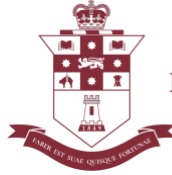
- There are normally 77-84 staff on the school premises each day.
- From week 3, there are only 5 allowed on site daily, which is very challenging.
- Generally there are no students and all meetings are via Zoom.
- Year 12 communications are taking a lot of effort due to the amount of re-organising going on.
- The school are working as best they can to support other years, where there is a lot of concern for wellbeing and learning continuity.
- The school are working hard to support all needs for online learning and what is needed for wellbeing.
- Planning on a day for wellbeing where classes will be suspended and there will be social interaction, competitions, etc.
- All programs are being resumed online due to the potential for long term lockdown.
- A full time student support officer has been appointed to the school.
- The school is looking for a new General Assistant.
- The school are now planning the timetable for next year.
- The garden shed for the new school kitchen garden has arrived.
- The final quote for the outdoor gym equipment has arrived (\$44k including installation).
- The final quote for the yarning circle has arrived (\$22k).
- The quote for the school audio upgrade has arrived (\$37k).
- The tender for the upgrade to the science labs is about to be sent out.
- The school are working on the new intakes for years 7-10 (open positions).
- The original report on personal device usage during school times is being reviewed, as there are concerns that the situation has changed significantly since lockdown one.
- There was some discussion around health information and the potential for a return to school this year,

5. President's Report – Michael Easton

- There is currently minimal activity due to the health situation.

6. Treasurer's Report – Hung Ngo

- Hung presented the current accounts.
- See attached report.



7. General Business

7.1. Fundraising Report – Elizabeth Kenyon

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

7.2. P&C Communications – Kirrily Druery

- The communications committee meeting has happened.
- There has been some work completed on a survey to parents and preparation for this survey is ongoing.
- The P&C are looking for volunteers to work on the welcome and wellbeing video.
- The video is aimed at new students and parents, and is coming from others in the community (parents, students, teachers?)
- There are lot of interesting questions that are being composed for the participants
- Thank you to all of the teachers for the enormous effort put into the online learning.

7.3. Uniform Shop – Suzanne Trimmer

- The planned new winter jacket was reviewed and discussed.

7.4. IMP Report – Susan Trimmer

- Due to the ongoing health situation, ensembles and tutoring continue online.
- There are no current plans for changes to the program.

7.5. Gallop Inquiry into Valuing the Teaching Profession – Michael Easton

- The P&C reviewed the [letter from Tempe High School P&C](#).
- Jenny Xu gave us an overview of what is happening and the pressures on teachers.
- Listened to some background on how workload and conditions have changed over recent years.
- There is now a lot more admin required as well as other duties taking away from teaching time and adding a significant pressure.
- Pay levels have not changed for a long time and Sydney in particular is an expensive city to live in.
- There need to be more permanent appointments, providing more certainty than the many current temporary positions.
- More information was provided by Kylie Salisbury.
- See further details on the Gallop enquiry on the [Teachers Federation web site](#).
- There was a lot of good discussion and the P&C resolved to support, as per Tempe High School P&C, with a letter

Motion	The P&C to write a letter in support of the teachers and findings in the recent Gallop enquiry.
Mover	Michael Easton
Seconder	Peter Bestel
Result	Passed



7.6. P&C Association membership and insurance – Peter Bestel

- The yearly P&C Federation membership fees are due, along with association insurance.

Motion	The P&C to allocate \$852 to cover the P&C Federation membership fees and insurance.
Mover	Peter Bestel
Seconder	Michael Easton
Result	Passed

7.7. Draft Sports Strategy – Michael Easton

- Discussion on the sports strategy deferred to a later meeting, as all focus is on getting students back into learning asap.

7.8. Acknowledgement of Teacher Activities / Achievements

- Thanks to all of the teachers and staff for working during this difficult time.
- Thank you to Genevieve Flynn for supporting wellbeing.
- Thank you to Rodney Carib for efforts supporting year 12 learning.

7.9. Other Business

- There was a long discussion on mental health in the school community.
- The SRC are on board to encourage the wellbeing program and think it's a great idea.
- Some discussion on sports participation.
- The Kudosboard service is being looked into to provide community messages of support to the teachers.

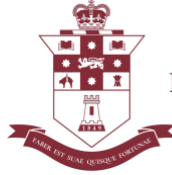
Motion	The P&C to allocate \$1000 for incentive prizes for the upcoming wellbeing day.
Mover	Elizabeth Kenyon
Seconder	Suzanne Trimmer
Result	Passed

8. Membership Administration


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

9. Next Meeting – General Meeting – Wednesday 8th September, 2021 (Zoom)

Meeting closed at 9:12pm



Tabled Documents – Fundraising Report – Elizabeth Kenyon

 <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:	14th July 2021
	Date of this meeting:	11th August 2021

Action items/major activities since last report:

- The garden tool shed for the school kitchen garden has been purchased (using some of the Inner West Council grant) and delivered to the school.
- P&C members and the SRC were asked which teachers they would like to nominate for the 2021 National Excellence in Teaching Awards. 5 names were put forward – Jenny Xu, Derek Patulny, Justyn Boyle, Michael Galvin and Joel Morrison. The initial nominations have been submitted and the nominees now have to complete a short application form of 5 or 6 questions.

Action items in progress/pending:

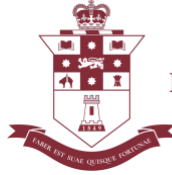
- **Pending** - Fort Street Open Day (Ron Horan Museum opening) – A new date is yet to be announced, but the P&C will run a Devonshire Tea Room between 4-6pm. Scones, cakes, tea and other refreshments available, no charge, but donations encouraged (Square reader and cash jar).
- **Pending** - Matilda 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. TryBooking is set up with money to go to the P&C account.
- Elizabeth to contact the Inner West Council and explain that the Kitchen Garden progress has been affected by the Rowe Quad construction and then the lockdown.

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, Recording studio
3. Find other ways of building community within COVID-19 restrictions eg. smaller year-based outdoor events

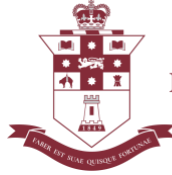


Tabled Documents – Financial – Hung Ngo

Profit and Loss

Fort Street High School P&C Association All Business Units 1 July 2021 to 31 July 2021

	IMP	P&C	Uniform Shop	Total
Income				
General Donations	120	-	-	120
Total Income	120	-	-	120
Less Cost of Sales				
Freight	-	-	10	10
Purchases - Uniform shop	-	-	106	106
Total Cost of Sales	-	-	116	116
Gross Profit	120	-	(116)	4
Plus Other Income				
Memberships subscriptions	-	2	-	2
Total Other Income	-	2	-	2
Less Operating Expenses				
Bank Fees	-	5	(5)	-
CLIENT TO ADVISE	-	659	-	659
EFPOS and Card Fees	-	-	44	44
Superannuation	-	-	58	58
Wages & Salaries	-	-	582	582
Total Operating Expenses	-	664	678	1,342
Net Profit	120	(662)	(794)	(1,336)



Balance Sheet

Fort Street High School P&C Association As at 31 July 2021

31 Jul 2021

Assets

Bank	
IMP SUB Cheque Acct 29-3216	87,945
P&C Cheque Account	141,240
Uniform Shop Westpac - 24-4959	40,132
Total Bank	269,317
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	498,717

Liabilities

Current Liabilities	
ATO Integr Client Account	(2,547)
GST	2,571
Rounding	-
Superannuation Clearing	58
Trade Creditors	(436)
Total Current Liabilities	(354)
Total Liabilities	(354)
Net Assets	499,070

Equity

Current Year Earnings	110,693
Retained Earnings	388,377
Total Equity	499,070