

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

Chair: Michael Easton

Date: 10th November 2021

Time: 7:30 pm

Venue: Online Meeting

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

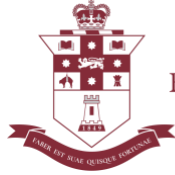
Meeting declared open by Michael Easton – President

Attendance – 26

Adnil Ramos, Alison Austin, Claire Bentley, Don Newby, Elizabeth Kenyon, Elizabeth Maddox, Gladys Ko, Hung Ngo, Jan Vaile, Joel Morrison, Jules Davies, Juliette McMurray, Nuryani Lay, Kalanie Prabhakar, Tasha Prabhakar, Malcolm Groves, Maree Perfremment, Maria Luise Ossimitz, Natasha Jacquot, Poh Keng Goon, Rebecca Cameron, Robyn Elmslie, Sally McCausland, Suzanne Trimmer, Tracy Pham, Peter Bestel.

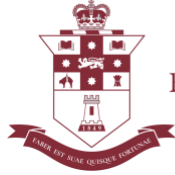
Apologies

Kirrily Druery.



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
- 6 **General Business**
 - 6.1 **P&C Communications** – Kirrily Druery
Update on communications survey
 - 6.2 **Year 12 End of Year Function Support** – Michael Easton
 - 6.3 **Air Purifier Update** – Michael Easton
 - 6.4 **School Audio Systems** – Michael Easton
 - 6.5 **Uniform Shop Update** – Suzanne Trimmer
 - 6.6 **Orientation Day Update** – Suzanne Trimmer
 - 6.7 **Acknowledgement of Teacher Activities / Achievements**
- 7 **Membership Administration**
- 8 **Next Meeting** – General Meeting – Wednesday 8th December, 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 very busy with the end of the year approaching.
- The executive and other positions have all been recently decided and everyone is working away.
- Great Halloween event at the school.
- Feedback Friday had a lot of interesting information this time around.
- One key bit of feedback was that a lot of students skip or do not have enough breakfast. There is a proposal coming from the SRC on funding some of this to help fill that gap. The P&C asked for further information on the situation and encouraged the SRC to communicate this information with the school in case there are indications of other family problems.
- The SRC want to be involved in the 175th anniversary event in 2024 and want to start brainstorming with the P&C on this.
- Confirming that the year 10 formal is coming up on the 21st of December. The SRC and year 10 recently ran the second hand uniform shop to support this.
- Sally McCausland offered a commendation on how well the year 10 team did in running the stall.

Motion	That the P&C allocate all funds received at the recent second hand uniform shop stall to the year 10 formal.
Mover	Michael Easton
Seconder	Peter Bestel
Result	Passed

- The SRC are interested in providing recycling bins around the school. Hopefully some of the funding from the garden grant will be available to assist the environment club and SRC to proceed with this.



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, 2021-10-13, be accepted as a true record.
Mover	Peter Bestel
Seconder	Suzanne Trimmer
Result	Passed

3.4. Correspondence

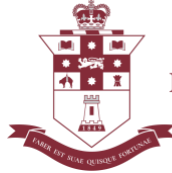
- None.

3.5. Action Item Updates from last meeting

- Ensure that survey is sent out via the school and Facebook – done.
- Rebecca Cameron to send year 7 parent questions to Kirrily Druery – done.
- P&C to get the Square payments system over to the office to enable student payments for masks – done.
- P&C to get the masks on the ordering portal for online payment and office delivery – done.
- School to ensure that there is a link from the school web site to the uniform shop portal – done.
- School to ensure that Mercurius and Facebook publish that the walk-in uniform store is not open this term – 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

- Thank you to the outgoing / incoming P&C exec.
- Thank you to the IMP for all of the work and all of the parents for the wonderful support for the program.
- Thanks to the P&C for the Lindt baskets and face masks for staff.
- The school grounds look fabulous and the school are looking forward to being able to show the community.
- Would like to organise this asap and will look to do this with the P&C for the next meeting.
- Restrictions due to COVID are now up to L3, which means:
 - Separate breaks for juniors and seniors up until the end of term - cohorting.
 - No whole of school assemblies.
 - Masks are to be worn indoors.
 - Parents and carers can only come on-site for for specific meetings.
 - No musical instruments that depend on breath can be used.
 - No singing or performances.
 - Can have the year 12 graduation on-site, as long as all guests are fully vaccinated and capacity limits are observed.



- The P&C can be on-site after hours, as long as everyone is fully vaccinated (must be verified).
- The school will consider the P&C meeting for the end of year to be on-site.
- The school is still considering how to run the year 7 orientation.
- The uniform shop can have parents visit, as long as they are fully vaccinated.
- The P&C will request for uniform shop volunteers.
- Presented the proposed bell time changes for 2022
 - 8:45am to 3:15pm most days.
 - Sports on Tuesday.
 - SRE and Ethics are not planned for for Thursday mornings.
 - For all students not participating, start time will be 9:40am.
 - There are 100 SRE and 50 SEE (year 7 and 8)
- Discussed the exit profile work and the objectives for well rounded young people for the future.
- Want all students to get the benefits of this profile and don't want anyone to drop through and be missed.
- Plan to integrate the exit profile work into school life and into student diaries / plans for next year.
- Described the new fortitude program, where mentoring is being strongly encouraged.
- Masks have been being handed out and over 50% are now to the students.

5. Treasurer's Report – Hung Ngo

- See attached for current accounts.

6. General Business

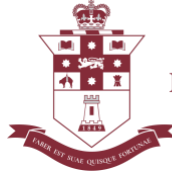
6.1. P&C Communications – Kirrily Druery

- 100 responses have been received to the survey so far, so coming along very well.

6.2. Year 12 End of Year Function Support – Michael Easton

- For the Friday night graduation, we cannot do shared food.
- Would the P&C like to support the event?
- Need to have a budget for individual portions for 450 people.

Motion	That the P&C allocate \$5000 to support the year 12 end of year event.
Mover	Elizabeth Kenyon
Seconder	Suzanne Trimmer
Result	Passed



6.3. Air Purifier Update – Michael Easton

- Thanks to Tasha and Sally for organising via Harvey Norman.
- Samsung model and spare filters \$13620.
- The delivery will be ready for term 1.
- There will be a number of air purifiers ready for the hall and library for the HSC exams.

6.4. School Audio Systems – Michael Easton

- The possibilities for a new audio system was discussed with Caroline Maddox.
- Explored equipment to support productions and other events in the hall.
- Michael knows a local acoustics engineer for follow up work.
- The next step is for the school to do a walkthrough of the hall and studio to check current state and review overall scope.

6.5. Uniform Shop Update – Suzanne Trimmer

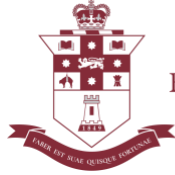
- The uniform shop plan may change with easing restrictions.
- Currently planning for 14/15/16 December and 21/28 January for the fitting days.
- Expecting some help from the SRC to run these days.
- Expecting to be able to have the tents set up near the uniform shop to ease / speed up the process of fittings.
- Action item for Suzanne to ask for volunteers to support the bookings.
- Action item to let parents know about the days soon.

6.6. Orientation Day Update – Suzanne Trimmer

- Action item for P&C (Suzanne) to get the communications ready for this event.

6.7. Acknowledgement of Teacher Activities / Achievements

- Thanks to all of the teachers and staff for working during this difficult time.
- Ms Truong has been taking on the debating program and has put a lot of energy into it.
- Joel Morrison has been working on the HSC plans with lots of help from the teachers and staff.
- Rebecca Cameron for fantastic work on timetables to suit restrictions.



6.8. Other Business

- Elizabeth Maddox has been working on the connected curriculum since 2015, sustainability and climate change, innovative solutions. Looking for support from the community to assist with the briefs. In 2019 there was a panel of many experts who assisted. This year the school is planning a climate change action game to simulate the POP 26 event and movie 2040. There are opportunities to approach the problems from many directions.
- Mentors will be reviewing video and providing assistance in week 9 (03/12). Looking for extra assistance via Facebook, Email, Mercuris and the Fortian Union.

Motion	That the P&C provide 150 masks to be handed out to year 7 students on the first day of school.
Mover	Michael Easton
Seconder	Peter Bestel
Result	Passed

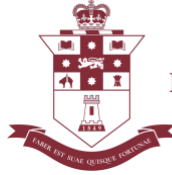
- Michael ran through the IMP budget items.

7. Membership Administration

- No actions.

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

Meeting closed at 9:10pm

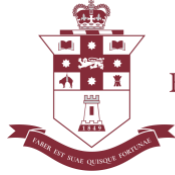


Tabled Documents – Financial – Hung Ngo

Profit and Loss

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

	P&C	Uniform Shop	Total
Income			
Fundraising Income - P&C	64	-	64
General Donations	70	-	70
Uniform Shop - New Uniform Sales (GST)	-	10,828	10,828
Total Income	134	10,828	10,962
Less Cost of Sales			
Freight	-	115	115
Purchases - Uniform shop	-	15,376	15,376
Total Cost of Sales	-	15,491	15,491
Gross Profit	134	(4,663)	(4,529)
Plus Other Income			
Interest Income	29	-	29
Total Other Income	29	-	29
Less Operating Expenses			
Accounting/Bookkeeping Fees	-	105	105
EFPOS and Card Fees	-	366	366
Insurance	1,452	-	1,452
Xero Subscription	323	-	323
Total Operating Expenses	1,775	471	2,246
Net Profit	(1,612)	(5,134)	(6,746)



Balance Sheet

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

31 Oct 2021

Assets

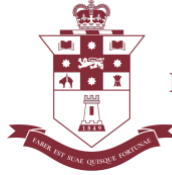
Bank	
IMP SUB Cheque Acct 29-3216	87,945
P&C Cheque Account	139,116
Uniform Shop Westpac - 24-4959	34,641
Total Bank	261,703
Current Assets	
Inventory	64,431
Petty Cash	99
Term Deposit - 673038	80,029
Term Deposit - 673046	80,000
Total Current Assets	224,559
Fixed Assets	
Furniture & Fixtures Accum Dep (12110)	(5,470)
Furniture & Fixtures at Cost (12100)	5,470
Plant & Equipment at Cost	4,545
Total Fixed Assets	4,545
Total Assets	490,807

Liabilities


Current Liabilities	
GST	(1,233)
Rounding	-
Trade Creditors	6,177
Total Current Liabilities	4,944
Total Liabilities	4,944
Net Assets	485,863

Equity

Current Year Earnings	(6,746)
Retained Earnings	492,609
Total Equity	485,863



Tabled Documents – Community – 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:	8th September 2021
	Date of this meeting:	13th October 2021

Action items/major activities since last report:

- 2021 National Excellence in Teaching Awards – Finalists to be notified mid-October. Nominated teachers – Jenny Xu, Derek Patulny, Justyn Boyle, Michael Galvin and Joel Morrison.
- Elizabeth contacted the Inner West Council and explained that the Kitchen Garden progress has been affected by the Rowe Quad construction and then the lockdown.
- Fort Street High school face masks sourced and ordered – 3 layer masks in maroon or navy with a small silver Fort logo. To be sold online through the Uniform Shop for \$8 per mask, collection from the school office when students return. Dates could be tight now the return to school has been brought forward by 2 weeks.

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.
- Thank you lunch for teachers – Group fundraising page to be set up in Term 4 for a lunch/gifts (Covid circumstances to determine) to thank teachers for their outstanding efforts during lockdown. Robyn to organise?

Announcements:

Additional notes, comments and/or suggestions:

Aims for 2022:

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
4. Some form of Fort Fest, maybe a smaller community open day or Food Festival. Term 3?
5. NB. 2024 – Fort Street is 175 years old!