

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

Chair: Michael Easton

Date: 8th December 2021

Time: 7:30 pm

Venue: On-Site Meeting

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

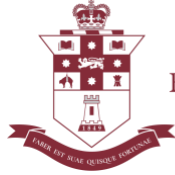
Meeting declared open by Michael Easton – President

Attendance – 20

Kirrily Druery, Elizabeth Kenyon, Michael Easton, Suzanne Trimmer, Sally McCausland, Juliette McMurray, Joel Morrison, Jan Vaile, Alan Khaw, Michelle Bartolo, Mark Bartolo, Don Newby, Maria Luise Ossimitz, Louisa Dimoska, Nuryani Lay, Hung Ngo, Lisa Meunier, Jenny Miao, Helen de Wolfe, Malcom Groves

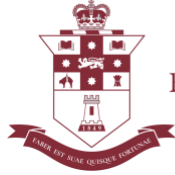
Apologies

Peter Bestel



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 Fundraising Report** – Elizabeth Kenyon
 - 6.2 Uniform Fittings** – Michael Easton
 - 6.3 P&C Spending** – Michael Easton
 - 6.4 Membership Drive and year 7 Intake** – Elizabeth Kenyon
 - 6.5 P&C Committee Ratification** – Michael Easton
 - 6.6 Industrial Technology Funding Request** – Michael Easton
 - 6.7 Acknowledgement of Teacher Activities / Achievements**
- 7 Membership Administration**
- 8 Next Meeting** – General Meeting – Wednesday 9th February, 2022 (Venue TBD)



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

- Although the SRC did not attend this meeting, a report was sent through for the meeting.
- See the attached document.

3. Secretary's Report – Michael Easton

3.1. Apologies

- As above.

3.2. Declaration of Interests

- No interests or conflicts raised.

3.3. Table minutes from last meeting

- Deferred until next meeting.

3.4. Correspondence

- No correspondence received.

3.5. Action Item Updates from last meeting

- None.



4. Principal's Report – Juliette McMurray

- Over the next 2 days a professional photographer will be at the school to take photos of student spaces and facilities for updates to the school website.
- Thanks to the P&C for the staff masks. Ten (10) staff are yet to receive masks, but are expected to be supplied next week.
- The new school website is expected to be finalised over the holidays. It will be more user friendly and have more information about the school and resources for parents. Input is welcome.
- Michael Kirby and David Kirby from the NSW Bar Association will visit the school next week to present the Kirby Cup prize for the UWS law moot "Kirby Cup" competition.
- Thanks in advance to the P&C for the catered lunch next week. Staff are very appreciative & looking forward to lunch. To be held in the Rowe Quad undercover area
- Projects that the P&C have agreed and approved funding for are the yarnning circle, landscaping in the Rowe Quad and the outdoor gym.
- Funding requests: upgrade the sound system in the hall, school PA system (to go out to tender), shade over basketball courts (to be quoted), table tennis netting in gym. More details to follow.

5. Treasurer's Report – Kenny Chee Chung

- See attached for current accounts.

6. General Business

6.1. Fundraising Report – Elizabeth Kenyon

- The Inner West Council Environmental Grant for Kitchen Garden Compost, Recycling. only spent \$659 on the shed, with the remainder of funds \$5,595 to be spent in 2022.
- Group Fundraising for the end of year lunch – thanks to Robyn Elmslie for organising
- Community – new year 7 2022 Facebook has 106 members. Tracey Chen has We Chat group for Mandarin speakers.
- First up action planned for 2022 is to promote Matilda the Musical in term 2.
- The Fort Street Museum has an opening planned in term 1 2022.
- Fort Fest 2022 is yet to be confirmed.
- The communications survey will be completed in 2022.

6.2. Uniform Fittings – Michael Easton

- The initial fitting days for new students are planned for next Tuesday, Wednesday and Thursday.
- Further days are allocated on the pupil-free days in January, but bookings are filling up fast.
- There are a few spots still available.

6.3. P&C Spending – Michael Easton

- There was discussion around spending and school needs.



6.4. Membership Drive and Year 7 Intake – Elizabeth Kenyon

- The P&C are interested in more participation from different year groups and particularly new year 7 parents.
- Please encourage new year 7 families to join the P&C.

6.5. P&C Committee Ratification – Michael Easton

- Welcome to Helen de Wolfe to the executive team.

6.6. Industrial Technology Funding Request – Michael Easton

- A request has been received from the school to upgrade the robotics teaching equipment.

Motion	That the P&C allocate \$12000 to refresh the equipment used for the robotics teaching lab.
Mover	Michael Easton
Seconder	Suzanne Trimmer
Result	Passed

6.7. Acknowledgement of Teacher Activities / Achievements

- Thanks to all of the teachers and staff for working during this difficult time.
- Thanks to Juliette, Joel and Rebecca for their leadership and especially for their commitment to the year 12 cohort.
- A gift hamper was presented from the P&C

6.8. Other Business

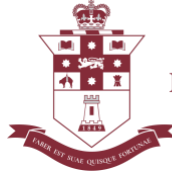
- The P&C are interested in re-introducing regular pre meeting topics of interest to the upcoming 2022 meeting schedule.
- The SRC are looking to run second hand uniforms stalls once per term. The next planning stall will be on Friday the 11th of February.

7. Membership Administration

- Welcome to Mark and Michelle Bartolo.

8. Next Meeting – General Meeting – Wednesday 9th February, 2022 (Zoom)

Meeting closed at 9:30pm

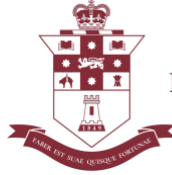


Tabled Documents – Financial – Hung Ngo

Profit and Loss

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

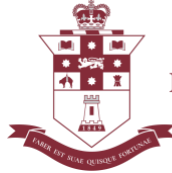
	P&C	Uniform Shop	Total
Income			
Uniform Shop - New Uniform Sales (GST)	-	26,967	26,967
Total Income	-	26,967	26,967
Less Cost of Sales			
Freight	-	219	219
Purchases - Uniform shop	-	33,182	33,182
Total Cost of Sales	-	33,401	33,401
Gross Profit	-	(6,434)	(6,434)
Plus Other Income			
Memberships subscriptions	13	-	13
Total Other Income	13	-	13
Less Operating Expenses			
Audit Fee	250	-	250
EFPOS and Card Fees	-	875	875
Other Expense	12,082	-	12,082
Superannuation	-	61	61
Wages & Salaries	-	606	606
Total Operating Expenses	12,332	1,541	13,873
Net Profit	(12,319)	(7,975)	(20,294)



Balance Sheet

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

	30 Nov 2021	30 Nov 2020
Assets		
Bank		
IMP SUB Cheque Acct 29-3216	87,945	66,558
P&C Cheque Account	125,565	13,655
P&C Investment Account	-	66,393
U Shop Westpac Invest- 24-4967	-	101,536
Uniform Shop Westpac - 24-4959	36,558	38,137
Total Bank	250,068	286,280
Current Assets		
Inventory	64,431	64,756
Inventory Uniform Shop	3,267	-
Petty Cash	99	99
Term Deposit - 673038	80,029	-
Term Deposit - 673046	80,000	-
Total Current Assets	227,826	64,854
Fixed Assets		
Furniture & Fixtures Accum Dep (12110)	(5,470)	(5,470)
Furniture & Fixtures at Cost (12100)	5,470	5,470
Plant & Equipment at Cost	4,545	4,545
Total Fixed Assets	4,545	4,545
Total Assets	482,440	355,680
Liabilities		
Current Liabilities		
ATO Integr Client Account	-	(1,014)
GST	(3,248)	(4,996)
PAYG Withholding Payable	-	35
Rounding	-	-
Superannuation Clearing	61	172
Trade Creditors	17,313	12,730
Total Current Liabilities	14,126	6,927
Total Liabilities	14,126	6,927
Net Assets	468,314	348,753
Equity		
Current Year Earnings	(24,295)	(39,624)
Retained Earnings	492,609	388,377
Total Equity	468,314	348,753



Tabled Documents – School – SRC Report

Meeting: 8/12/21

*SRC representatives will not be present

General

- Year 7 SRC members presented their project
 - Very successful slideshow and video presentation at the Year 7 2022 Orientation Day
 - All Year 7 SRC members worked on the presentation and video, however, credit is due to the presenters: Bhavnish Jain, Chinmay Dixit and Miranda Leighton
- The SRC helped out with the Year 12 Graduation, last Friday (03/12/21)
 - Volunteers assisted with the decorating of the hall during the day, food distribution, guiding parents, scanning QR codes and ensured the day ran smoothly - some members stayed until 10pm
- As a follow up to the breakfast club, the SRC are currently very busy, however, would still like to follow through with our plans.
- We will get feedback from the students ASAP and hopefully get the ball rolling next year!
- A few executive SRC members and students, Alyssa Khaw, Natalie Duong and Hugo Ceran-Jerusalem, have identified gender issues and inequalities within the school.
- Fort Street's gender ratio, 1 girl to every 2 boys, has resulted in an evident problematic culture within the school and this team of students would like to combat and address it.
- They are currently working with University students as part of a Future Leaders for gender equality mentoring program to come up with a plan in order to raise gender issues unique to our school.
- It is still in its developing stages; however, they plan on opening this up to all years to get involved with and have considered ideas such as discussion groups and inviting speakers to talk to year groups

Upcoming events

- Festivities week is during week 11. Events are as follows:
 - Monday - Handover BBQ,
 - Tuesday - Candy cane drive and Candy cane guessing jar winner announced
 - Wednesday - Talent Quest during P5 & 6 (in need of more submissions, would be great if parents could encourage participation)
- Next Wednesday, from 8:45am to 9:05am, the SRC will be hosting a breakfast/morning tea for the Cleaners to show our gratitude for their hard work during COVID
- We will provide tea, baked goods and other foods/drinks in the staff common room

Festivities Week

- The BBQ will be during Monday Week 11 (13/12/21), Senior Break 2 and Junior Break 2
- Food will be priced at \$3 a sausage, \$2 a drink and \$4 a combo to raise money for the SRC
- Throughout Week 10, students can purchase candy canes priced at \$1 for 1 or \$5 for 8, and are given message cards.
- Candy canes will be distributed on Tuesday week 11 (14/12/21)
- There is also a candy cane jar in which students can guess how many candy canes are in the jar, priced at \$1 for 1 guess.
- The winner will be announced Tuesday Week 11
- The Annual SRC talent quest is going to be online, with submissions and registration due by the end of this week
- Acts will be presented next Wednesday, Period 5 and 6 (15/12/21)

Other

- On behalf of the SRC, I'd like to thank the P&C for their support during such a tough year and post-lockdown. The execs are very excited for next year, especially the upcoming Fort Fest!