



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

Chair: Michael Easton

Date: 9th February 2022

Time: 7:30 pm

Venue: Off-Site Meeting (Zoom)

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

Meeting declared open by Michael Easton – President

Attendance – 85

Neha Goel, Cynthia Chan, Ravian Monteiro, Subrat Nargundkar, Juliette McMurray, Mia Gray, Scott Shimada, Suzanne Trimmer, Majella Murphy, Claire Bentley, Hung Ngo, Tania Koit, Malcolm Groves, Joyce Zhang, Rachel Kelly, Helen De Wolfe, Ethan Luu, Alexis Butler, Kalanie Prabhakar, Michael Easton, Margaret Wei, Zhoumi Zhang, Fredrick Meunier, Darryl Lloyd, Christina Yao, Fabio Menichetti, Arunraj Subramanian, Stella Shu, Alison Austin, Elizabeth Kenyon, Hari Varma, Andrew Tran, Colin Wong, Peta Joyce, Alyssa Khaw, Emma Pearce, Louisa Dimoska, Jessica Wu, Hema Kolla, Manjula Suresh, Tai Wai, goldenl, H B Varma, Jade Audes, Nuryani Lay, Wairua Shepherd, Tracey Chen, Jim Wilson, Alan Khaw, Angie Chen, Kirrily Druery, Rico Wang, Kaylene Hubbard, Ronnie Wang, Xueyun Zhao, Rosemary Shapiro-Liu, Rebecca Cameron, Amy Shan, Alex Liu, Agnieszka Bachfischer, Francis Liu, Puneet Singh, Emily Loi, Justin Liu, Joel Morrison, Peter Bestel, Henley ??, Yan ??, Ramya ??, Richie ??, Daisy ??, Lisa ??, Teren ??, Gareth ??, Anna ??, Justin ??, Lily ??, Tatjana ??, catherine ??, Samm H??, Sonia ??, Mike ??, Michelle ??, Keiko A??, Yanzhang C??

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 Treasurer's Report** – Hung Ngo
- 6 General Business**
 - 6.1 Welcome to Year 7 Parents** – Michael Easton
 - 6.2 Air Purifier Update** – Michael Easton
 - 6.3 Fundraising Report** – Elizabeth Kenyon
 - 6.4 Uniform Shop Updates** – Michael Easton
Vote of thanks to Suzanne Trimmer, looking for coordinator, second hand dates
 - 6.5 HSC Results Reporting** – Tracey Chen
 - 6.6 IMP Funding Request** – Michael Easton
 - 6.7 School Hall Acoustics** – Michael Easton
 - 6.8 School Electronic Devices Policy** – Michael Easton
 - 6.9 Acknowledgement of Teacher Activities / Achievements**
- 7 Membership Administration**
- 8 Next Meeting** – General Meeting – Wednesday 9th March, 2022 (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

- The Rose Drive event is planned for the 25th of February.
- Every year the SRC purchases 1800 roses for resale to the students as a fundraising event.
- The old uniform shop has now been taken over by the SRC for storage and setting up stalls.
- Last week the SRC held a clubs and committees day to provide information on what is available at the school to all new students.
- Information on all clubs and committees can be found on the school web site and will be in Mercurius (the school journal) next week.
- The SRC are seeking to help out with Fort Fest and any other events once a schedule has been set. The P&C will advise when these events are allowed to proceed.

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

- Note that current meeting Agenda and Minutes are not currently on the web site. Juliette advised that Jules Davis, who has kindly maintained the web site for some time, is moving to a new role.
- Action item for P&C secretary to send all updates through to Juliette for the short term.

Motion	That the minutes from the previous general meeting, 2021-11-10, be accepted as a true record.
Mover	Peter Bestel
Seconder	Michael Easton
Result	Passed

Motion	That the minutes from the previous general meeting, 2021-12-08, be accepted as a true record.
Mover	Peter Bestel
Seconder	Suzanne Trimmer
Result	Passed



3.4. Correspondence

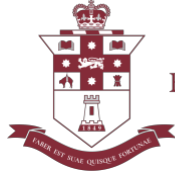
- Michael discussed the correspondence regarding student accident insurance, which has been declined by the P&C at this time.

3.5. Action Item Updates from last meeting

- None.

4. Principal's Report – Juliette McMurray

- The school is extremely busy with the start of the year, but everything is running smoothly.
- For more detailed information, refer to Mercurius which is coming out next week.
- Juliette provided a brief update on the COVID status. Major items are that surgical masks are required to be worn by all staff and students, with cloth masks no longer allowed. RAT packs have been successfully handed out to all families and thank you to parents for picking them up. The next two weeks worth of RAT have been sent home with the students this week.
- Cohorting is proving difficult but is currently mandatory to limit the risk of spreading the virus between year groups.
- The current situation is unfortunate for the students, as it imposes space and access restrictions in order to maintain the separation.
- The only event not happening at the moment is the all-years speech day, as the Sydney Town Hall booking has lapsed, the restrictions prevent getting the whole school together and parents are not allowed to be invited on-site.
- Speech day presentations will proceed, but by stage groups.
- On the evening of Wednesday 23 February there will be a presentation for the prize winners from last year's year 12 students. This event will include their guests.
- HSC results for the school were outstanding and congratulations to all students for their hard work. See the details in Mercurius and the school web site.
- There was a good turn out to the swimming carnival this week, but again the event was limited.
- SRE and Ethics classes start this week.
- Currently there are too many students signed up for Ethics and not enough providers. Some more people are getting trained up to hopefully resolve this.
- See Ms Truong for participating in the public speaking or debating programs.
- See Mercurius and the school web site for details on all of the other clubs and opportunities, or ask a year advisor.
- Years 7 to 10 have been supplied with the new Fort Street diaries, which provide well-being strategies, maps, policies and other useful information. Other year groups can purchase from the office if they want one.
- The school anti-bullying policy was revised at the end of last year. Staff updates and workshops happened at the start of this year.
- This Friday the lessons start around the well-being roadmap and exit profile for the school, in order to promote well rounded and confident students.
- The school is shortly to start running the new merit system, which supports the exit profile program. The details will be clearly available on the new school web site, which should be available in a couple of weeks. There are some details on the current web site.



5. Treasurer's Report – Hung Ngo

- Hung and Michael provided a background to the P&C accounts, spending and supporting the school on requests that we receive.
- Some of the previously funded projects were presented, as well as projects agreed to but not yet completed and paid for.
- See attached for current accounts.

6. General Business

6.1. Welcome to Year 7 Parents – Michael Easton

- Thank you to all of the new year 7 parents who have attended the meeting tonight and welcome to the school and from the P&C.
- Michael provided some detail on the school, how the P&C supports the school and students, and encouraged participation in the P&C program.
- See the the [P&C web site](#) for more details.

6.2. Air Purifier Update – Michael Easton

- The P&C arranged for 14 air purifying units to be purchased for the school last year.
- These units have still not arrived, but are due this month.

6.3. Fundraising Report – Elizabeth Kenyon

- Elizabeth give an overview of P&C fundraising, including the uniform shop, contributions from parents, grants and other events.
- All money received by the P&C goes to supporting the students with facilities and events.
- The P&C also supports events and causes which the students, via the SRC, nominate and/or organise.
- See attached for the most recent fundraising report.



6.4. Uniform Shop Updates – Michael Easton

- Thank you to Suzanne Trimmer for running the uniform fittings over the end of December and start of January.
- Suzanne thanked the 35 new volunteers who helped to make the process a success.
- The uniform shop has been very busy at the start of the year, with Gladys Ko (who runs the shop) having to process a back-log of new stock and orders.
- The P&C are looking for a new uniform shop coordinator, as Suzanne is leaving the school once the HSC is completed this year.
- Action item for Suzanne to update the job description for the uniform shop coordinator and provide for publishing in Mercurius and social media.
- The second hand uniform shop was mentioned along with the year 10 running of the stalls.
- The second hand uniform shop date for term 1 has been delayed until later in the term.

6.5. HSC Results Reporting – Tracey Chen

- Tracey requested more detail on some of the results and opportunities.
- There was an outline of some detail available on various school web sites:
 - [Fort Street](#)
 - [James Ruse](#)
 - [Normanhurst](#)
- Juliette indicated that results would be made available via the school web site, but have been delayed slightly this year.
- There was further discussion on what results are available, student privacy, other opportunities for students via extra-curricular programs, the school program for well rounded students.

6.6. IMP Funding Request – Michael Easton

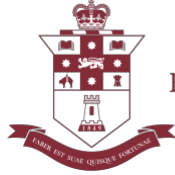
- Michael provided an outline of the IMP and how important it is to the school.
- There are currently 75 new families participating in the IMP and there are expected to be approximately 315 participants this year.
- The IMP proposal to purchase a new xylophone was discussed (see attached).

Motion	That the P&C approve the expenditure of \$5000 to purchase a new Yamaha or Adams Rosewood xylophone.
Mover	Tania Koit
Seconder	Michael Easton
Result	Passed

6.7. School Hall Acoustics – Michael Easton

- The school currently has quotes to replace the sound and data projection systems in the hall.
- Awaiting department approval to go ahead with this and expecting the works to proceed some time this calendar year.
- The P&C have funding available to support this project.

6.8. School Electronic Devices Policy – Michael Easton



- Discussed the electronic devices report from 2019.
- Discussed what has changed since then and that many year 7 students retreat into devices in the early stages of attending selective schools, being away from familiar friends and environments.
- Further discussion expected to happen over the course of the year.
- The report is available from the school web site.

6.9. Acknowledgement of Teacher Activities / Achievements

- Thanks to all of the teachers and staff for working during this difficult time.
- Thanks to Ms Truong for the continued energy put into the debating program.

6.10. Other Business

- Rebecca Cameron mentioned some of the problems with Sentral portal logins (new parents are not getting email verifications, with HotMail in particular affected) and that the vendor was working on the problem.
- The purchasing of food from the school canteen was discussed and the only methods known are via cash or standard debit/credit card.
- There were questions on students missing class due to being ill and who to contact for the information which was missed?
- Students should be engaging directly with the teacher to support their learning, especially if they are struggling or have missed any lessons.
- There should also be the Google classroom or email available for contacts.
- Discussed working with the teachers and treating learning as a partnership.
- The guide to school assessments will soon be available.
- Not all subjects use textbooks or Google classroom to deliver lesson content, but the school will look into what is being used for which subjects.
- The P&C is looking to work with the school on a pre-event to the next P&C meeting, hopefully from the English department.

7. Membership Administration

- There was some discussion and an outline provided of membership and participation in the P&C activities.
- Please see the [P&C web site](#) for more information on roles, contacts and joining.

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

Meeting closed at 9:30pm

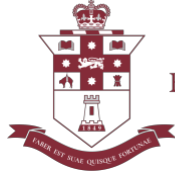


Tabled Documents – Financial – Hung Ngo

Profit and Loss

Fort St High School Parents & Citizens Association
All Business Units
1 December 2021 to 31 December 2021

	P&C	Uniform Shop	Total
Income			
General Donations	20,960	-	20,960
Uniform Shop - New Uniform Sales (GST)	-	35,362	35,362
Total Income	20,960	35,362	56,322
Less Cost of Sales			
Purchases - Uniform shop	-	11	11
Total Cost of Sales	-	11	11
Gross Profit	20,960	35,351	56,311
Plus Other Income			
Interest Income	77	-	77
Memberships subscriptions	8	-	8
Total Other Income	86	-	86
Less Operating Expenses			
EFPOS and Card Fees	-	240	240
Staff Amenities	-	35	35
Superannuation Expense	-	111	111
Wages & Salaries	-	1,111	1,111
Total Operating Expenses	-	1,497	1,497
Net Profit	21,046	33,854	54,900



Balance Sheet

Fort St High School Parents & Citizens Association As at 31 December 2021

	31 Dec 2021	31 Dec 2020
Assets		
Bank		
IMP SUB Cheque Acct 29-3216	87,945	66,558
P&C Cheque Account - 24-7674	153,117	16,517
P&C Investment Account	-	66,396
U Shop Westpac Invest- 24-4967	-	101,540
Uniform Shop Westpac - 24-4959	56,729	79,402
Total Bank	297,791	330,414
Current Assets		
Funds Held by P & C Committee	(6,583)	-
Inventory	64,431	64,756
Inventory Uniform Shop	3,256	-
Petty Cash	99	99
Provision Account	48	-
Term Deposit - 673038	80,029	-
Term Deposit - 673046	80,029	-
Total Current Assets	221,310	64,854
Fixed Assets		
Furniture & Fixtures Accum Dep (12110)	(5,470)	(5,470)
Furniture & Fixtures at Cost (12100)	5,470	5,470
Plant & Equipment Accum Deprn	(4,545)	-
Plant & Equipment at Cost	4,545	4,545
Total Fixed Assets	-	4,545
Total Assets	519,100	399,814
Liabilities		
Current Liabilities		
ATO Integr Client Account	-	(1,377)
GST	260	(551)
Payroll Clearing Account	-	1,715
Rounding	-	-
Superannuation Clearing	172	289
Trade Creditors	-	6,050
Total Current Liabilities	432	6,126
Total Liabilities	432	6,126
Net Assets	518,668	393,687
Equity		
Current Year Earnings	30,605	5,310
Retained Earnings	488,063	388,377
Total Equity	518,668	393,687



Profit and Loss

Fort St High School Parents & Citizens Association
All Business Units
1 January 2022 to 31 January 2022

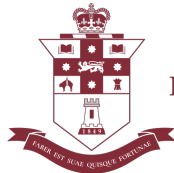
	P&C	Uniform Shop	Total
Income			
Fundraising Income - P&C	38	-	38
Uniform Shop - New Uniform Sales (GST)	-	20,124	20,124
Total Income	38	20,124	20,162
Less Cost of Sales			
Freight	-	166	166
Purchases - Uniform shop	-	19,186	19,186
Total Cost of Sales	-	19,352	19,352
Gross Profit	38	771	810
Less Operating Expenses			
EFPOS and Card Fees	-	279	279
Superannuation Expense	-	102	102
Wages & Salaries	-	1,025	1,025
Total Operating Expenses	-	1,406	1,406
Net Profit	38	(635)	(597)




Balance Sheet

Fort St High School Parents & Citizens Association As at 31 January 2022

	31 Jan 2022	31 Jan 2021
Assets		
Bank		
IMP SUB Cheque Acct 29-3216	87,945	73,870
P&C Cheque Account - 24-7674	152,899	19,350
P&C Investment Account	-	66,398
U Shop Westpac Invest- 24-4967	-	101,543
Uniform Shop Westpac - 24-4959	77,361	109,955
Total Bank	318,205	371,115
Current Assets		
Funds Held by P & C Committee	(6,583)	-
Inventory	64,431	64,756
Inventory Uniform Shop	3,256	-
Petty Cash	99	99
Provision Account	48	-
Term Deposit - 673038	80,029	-
Term Deposit - 673046	80,029	-
Total Current Assets	221,310	64,854
Fixed Assets		
Furniture & Fixtures Accum Dep (12110)	(5,470)	(5,470)
Furniture & Fixtures at Cost (12100)	5,470	5,470
Plant & Equipment Accum Depn	(4,545)	-
Plant & Equipment at Cost	4,545	4,545
Total Fixed Assets	-	4,545
Total Assets	539,515	440,515
Liabilities		
Current Liabilities		
ATO Integr Client Account	-	(1,377)
GST	(59)	1,251
Payroll Clearing Account	-	1,300
Rounding	-	-
Superannuation Clearing	102	59
Trade Creditors	22,525	19,504
Total Current Liabilities	22,568	20,737
Total Liabilities	22,568	20,737
Net Assets	516,946	419,778
Equity		
Current Year Earnings	28,883	31,401
Retained Earnings	488,063	388,377
Total Equity	516,946	419,778



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:	8th December 2021
	Date of this meeting:	9th February 2022

Action items/major activities since last report:

- Inner West Council Environment Grant acquittal was submitted. We have to apply for this year's funds soon.
- New Year 7 (2022) Facebook group – need to find a couple of Year 7 moderators.
- Matilda the Musical – this event has been cancelled

Action items in progress/pending:

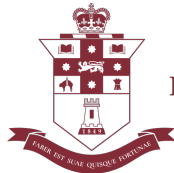
- **Library Foyer refurbishment** – mural? - invite Jenny Leong to visit? - Completion and Acquittal Form required to be completed by 31 March 2022 and Completion Report submitted by 30 April 2022 (need photos and invoices)
- **Pending** - Fort Street Open Day (Ron Horan Museum opening) – A new date 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** - Kitchen Garden working bee. Need to work with SRC and environment club to determine goals and plan.
- **2022 Term 3** - Some form of Fort Fest/Community Open Day. Need to speak to Matt Manchester about IMP/local bands involvement.

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
5. NB. 2024 – Fort Street is 175 years old!



FORT STREET HIGH SCHOOL
INSTRUMENTAL MUSIC PROGRAM

16 December 2021

IMP Funding Request to Fort Street High School P&C

Dear P&C Committee,

I am writing to request 2020 funding assistance for IMP instrument/infrastructure spending. I would like to begin by acknowledging and thanking the P&C for your grants in previous years. The instruments purchased in 2020 allowed us to preempt the ban on shared instruments such as Baritone Saxophones, Euphoniums, and Tubas due to COVID.

I apologise that the continuing COVID situation, and the massive workload that has spawned, has prevented me from making this request until the last moments of the 2022 school year.

Currently the old xylophone owned by the IMP is wheeled 4 times each between the Cottage and R2, so that it can be used by both the Percussion Ensembles, and the Bands. This instrument is showing its age, and the wear and tear associated with constant rolling between these rooms. In addition, 2022 will see stonework commence on the front of the school, and we will no longer be able to roll the xylophone up past the front of the school. Instead, this heavy instrument will need to be lifted up and down two large flights of stairs each time it moves. This is becoming a health and safety issue as much as a musical issue.

We would therefore like to request \$5000 from the P&C to purchase a new Yamaha or Adams Rosewood Xylophone (the brand will depend on stock availability). These are amazing instruments, and the new one will likely outlive the current generation of staff, providing our percussion students a quality instrument to learn and perform on, based in the Cottage. The current older xylophone will remain in R2 as a 'workhorse' mallets instrument for the bands.

If you have any further questions about this request, please contact me at fortstreetimp@gmail.com, or 0429 440 361. If you could please let me know as soon as possible if this funding request will be possible for the P&C, we will be able to get the instrument to school before the commencement of 2022 rehearsals. Thank you in advance for any support you are able to give to the IMP.

Yours sincerely,

Matthew Manchester
IMP Coordinator & Director of Bands



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