

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

Chair: Michael Easton

Date: 9th March 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

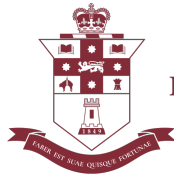
Attendance – 101

Agnieszka Bachfischer, Alexis Butler, Ali Razzaghi, Amy Liu, Andrew Lee, Arunraj, Subramanian, Caroline Aow, Chris Lumbewe, Christina Yao, Claire Bentley, Derek Xue, Don NEWBY, Elizabeth Kenyon, Emily Loi, Emily TSE, Emily Zhu, Emma Pearce, FEI RONG, Fredrick Meunier, Helen De Wolfe, Herman Gao, Holly Alestair, Hung Ngo, Isabella Zhu, Jaci Chen, Jane Williams, Janet Yang, Jenessa Lu, Jessica Wu, Jie Wilson, Jill Butler, Joel Morrison, Juliette McMurray, Justin Liu, Kalande Prabhakar, Kasi Kolla, Kitty Hauser, Lon Guglielmino, Lu Zhu, Malcolm Groves, Maree Perfrement, Mark Bartolo, Mia Gray, Michael Easton, Michelle Bartolo, Neha Goel, Nicola Wong, Nuryani Lay, Pak Lee, Peta Joyce, Peter Bestel, Peter Moran, Poh Keng Goon, Rebecca Cameron, Richard Jin, Ruslane Singatouline, Sarah Sen, Scott Shimada, Shirley Parkes, Stella Shu, Stephen Lao, Subrat Nargundkar, Suriya Foran, Suvath Lee, Suzanne Trimmer, Tai Wai, Tasha Prabhakar, Troy Beer, Vigneshwari Chandramohan, Zi Qin, Amit ???, Angelina ???, Chris ???, Cindy ???, Colin ???, Daniel ???, Hari ???, Heidi ???, Henry ???, Jaci ???, James ???, Judy ???, Kevin ???, Louisa ???, Margaret ???, Meilin ???, Melody ???, Narmadha ???, Nelson ???, Phi ???, Rajesh ???, Ram ???, Ramesh ???, Richie ???, Rochelle ???, Ruihua ???, Rupert ???, Sonia ???, Sophia ???, Xiang ???, Xueyun ???

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.

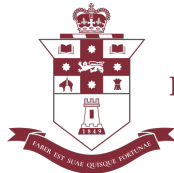
Apologies

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 Fundraising Report – Elizabeth Kenyon**
 - 6.2 Kitchen Garden and Working Bee – Elizabeth Kenyon**
 - 6.3 Term 3 Community Event – Elizabeth Kenyon**
 - 6.4 Update to Westpac merchant contacts – Michael Easton**
 - 6.5 Acknowledgement of Teacher Activities / Achievements**
- 7 Membership Administration**
- 8 Next Meeting – General Meeting – Wednesday 11th May, 2022 (School Library)**



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.”
- Thank you to Mr Ali Razzaghi for the presentation on the maths program.

2. Student Representative Council Report – Kalande Prabhakar

- The SRC had a very successful Rose Drive for Valentines day.
- Fresh roses are very expensive!
- New SRC members were recently elected.
- The SRC exec attended a UN International Women's Day luncheon last week.
- The SRC recently raised over \$1000 at the BBQ and mufti day, of which 41365 was donated to the United Nations Women's Fund.
- Currently planning to contribute to the UNICEF fundraiser for Ukraine.
- Requested an update on the new lighter winter jacket (see uniform shop notes below).

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

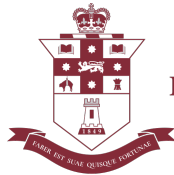
Motion	That the minutes from the previous general meeting, 2022-02-09, be accepted as a true record.
Mover	Peter Bestel
Seconder	Michael Easton
Result	Passed

3.4. Correspondence

- None.

3.5. Action Item Updates from last meeting

- None.



4. Principal's Report – Juliette McMurray

- Merit selection is currently in progress for a new permanent maths teacher.
- There is one other appointment coming from the department.
- Outcome of appointments is expected in 3 to 4 weeks.
- The P&C web page is not easy to find on the new school web site - it's part of the community landing page.
- New school houses have recently been launched and will meet next week (see the school web site).
- The houses will compete for the Kennedy Cup. Kennedy was a Fortian from 1929.
- Five of the houses have been named after Fortians.
- Unfortunately there have been many COVID cases reported during / after the year 7 camp concluded.
- IMP camp is a big risk for COVID, but there are no plans to stop this at the moment.
- Representative from the school recently attended the UN International Women's Day lunch. A donation was matched by a corporate sponsor.
- Building progress is very slow around the school, due to delays from the department. The ventilation project has had a large flow-on effect here. There are more large delays expected due to the floods, with approvals and paperwork bottlenecks in the department.
- Over 300 schools have been wiped out by the floods, but no significant damage at Fort Street.
- The roof on the library is being replaced.

5. Treasurer's Report – Hung Ngo

- See attached for current accounts.

6. General Business

6.1. Fundraising Report – Elizabeth Kenyon

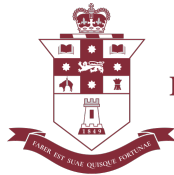
- Elizabeth gave an overview of P&C fundraising, including the uniform shop, contributions from parents, grants and other events.
- All money received by the P&C goes to supporting the students with facilities and events.
- The P&C also supports events and causes which the students, via the SRC, nominate and/or organise.
- See attached for the most recent fundraising report.
- Left over funds from the library foyer upgrade are to be allocated to the Librarian and Rebecca Cameron to spend on any required additional items.
- Action item - ask Matt about a musical element to fundraising plans.
- Action item - check with local schools about other bands attending.

6.2. Kitchen Garden and Working Bee – Elizabeth Kenyon

- As per fundraising report above.

6.3. Term 3 Community Event – Elizabeth Kenyon

- As per fundraising report above.



6.4. Update to Westpac merchant contacts – Michael Easton

- A motion is required to be recorded to update the contacts on the P&C merchant bank account.

Motion	That the P&C approve the removal of previous and addition of current contacts to the Westpac merchant account.
Mover	Michael Easton
Seconder	Elizabeth Kenyon
Result	Passed

6.5. Acknowledgement of Teacher Activities / Achievements

- Thanks to Ms Starr for the fantastic work around art.
- Thanks to Ms Liu and Hauser for the year 7 camp response and support.
- Thanks to all of the teachers and staff for working during this difficult time.

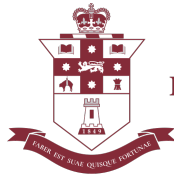
6.6. Other Business

- Note that the air purifiers approved previously have finally arrived and are being deployed.
- A number of fundraising requests have been received.

Motion	That the P&C approve the expenditure of \$3500 to purchase new shirts for basketball and soccer teams.
Mover	Michael Easton
Seconder	Peter Bestel
Result	Passed

Motion	That the P&C approve the expenditure of \$2370 to purchase prizes for the speech day.
Mover	Michael Easton
Seconder	Peter Bestel
Result	Passed

Motion	That the P&C approve the expenditure of \$1100 to purchase netting to keep table tennis balls out of the gym.
Mover	Michael Easton
Seconder	Elizabeth Kenyon
Result	Passed



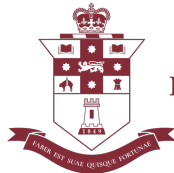
- There are some updates from the uniform shop:
 - There have been lots of delays on products due to shipping issues.
 - The new lighter winter jacket is caught up in these delays and unfortunately has not yet arrived.
 - Big clearance in second hand uniforms planned in April (Friday April 1).
 - Expect that parents and students will be allowed, due to the relaxation of restrictions.
 - Just about everything second hand will be \$5 to clear ; winter jackets and blazers will be \$30.
 - We have the marques available for any wet weather.
 - The P&C are looking for a replacement coordinator for second hand uniforms.

7. Membership Administration

- Welcome to new member Puneet Singh.
- Please see the [P&C web site](#) for more information on roles, contacts and joining.

8. Next Meeting – General Meeting – Wednesday 11th May, 2022 (Zoom)

Meeting closed at 7:45pm

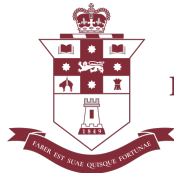


Tabled Documents – Financial – Hung Ngo

Profit and Loss

Fort St High School Parents & Citizens Association
All Business Units
1 February 2022 to 28 February 2022

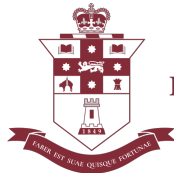
	P&C	Uniform Shop	Total
Income			
Uniform Shop - New Uniform Sales (GST)	-	23,356	23,356
Total Income	-	23,356	23,356
Less Cost of Sales			
Freight	-	23	23
Purchases - Uniform shop	-	6,730	6,730
Total Cost of Sales	-	6,753	6,753
Gross Profit	-	16,603	16,603
Plus Other Income			
Interest Income	19	-	19
Total Other Income	19	-	19
Less Operating Expenses			
EFPOS and Card Fees	-	788	788
Printing & Stationery	-	21	21
Repairs and Maintenance	37	-	37
Wages & Salaries	-	447	447
Total Operating Expenses	37	1,256	1,293
Net Profit	(18)	15,347	15,328




Balance Sheet

Fort St High School Parents & Citizens Association As at 28 February 2022

	28 Feb 2022	28 Feb 2021
Assets		
Bank		
IMP SUB Cheque Acct 29-3216	87,945	73,870
P&C Cheque Account - 24-7674	128,260	16,430
P&C Investment Account	-	66,399
U Shop Westpac Invest- 24-4967	-	101,544
Uniform Shop Westpac - 24-4959	77,740	110,038
Total Bank	293,945	368,280
Current Assets		
Funds Held by P & C Committee	(8,543)	-
Inventory	64,431	64,756
Inventory Uniform Shop	3,245	-
Petty Cash	99	99
Provision Account	48	-
Term Deposit - 673038	80,048	-
Term Deposit - 673046	80,056	-
Total Current Assets	219,384	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	513,329	437,679
Liabilities		
Current Liabilities		
ATO Integr Client Account	-	(1,014)
GST	1,811	1,542
Rounding	-	-
Superannuation Clearing	102	59
Trade Creditors	2,722	9,233
Total Current Liabilities	4,636	9,821
Total Liabilities	4,636	9,821
Net Assets	508,693	427,859
Equity		
Current Year Earnings	20,630	39,481
Retained Earnings	488,063	388,377
Total Equity	508,693	427,859



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:	9th February 2022
	Date of this meeting:	9th March 2022

Action items/major activities since last report:

- Communication from Inner West Council re Environment Grant: They will extend the delivery of year 1 activities and funds (\$3,115 ex GST) to end of May 2022. Once completed, they can release Year 2 funding (\$2,580 ex GST).
- 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:

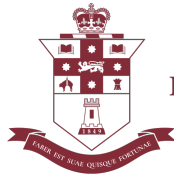
- **Library Foyer refurbishment** – mural? - invite Jenny Leong to visit? - Completion Report due to be submitted by 30 April 2022 - photos and invoices have been supplied by the school and this is 90% finished.
- **Pending** - Fort Street Open Day (Ron Horan Museum opening) – A new date is yet to be 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).
- **Term 2** - Kitchen Garden working bee. Need to work with SRC and environment club to determine goals and plan. Deadline to spend most of Year 1 funds is end of May.
- **2022 Term 3** - Some form of Fort Fest/Community Open Day. Focus on community. Need to speak to Matt Manchester about IMP/local bands involvement. SRC to collaborate on stalls and have say on where funds raised are spent. House competitions? Local businesses donate prizes, real estate agent to sponsor?

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!



Email - Janette Levy - Outlook

P&C prizes Speech Day 2021 (Feb 2022)

Peter Scudds <PETER.SCUDDS@det.nsw.edu.au>

Mon 07/03/2022 15:38

To: Janette Levy <JANETTE.LEVY@det.nsw.edu.au>

Hi Janette,

Here are the totals of the P&C Prizes for 2021 distributed at Speech Days, February 2022:

Year 7: 5 x 30 = 150

Year 8: 5 x 30 = 150

Year 9: 21 x 30 = 630

Year 10: 20 x 30 = 600

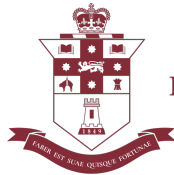
Year 11: 28 x 30 = 840

TOTAL = 2370

Many thanks for all the help you and the Office team gave me in preparing for this year's three ceremonies.

Peter

<https://outlook.office.com/mail/inbox/id/AAQkADg1ZWFmMjMwLTZyODgtNGMyMC04ZDIlLW15ZDE3ODZmMjdmMAAQABuSuZK%2BKJIFoWyg...> 1/1



Fort Street High School P & C Current Projects – Funds Allocated
As at 28th February 2022

	<u>Project</u>	<u>Due Date</u>	<u>Funds</u>	<u>Allocated</u>	<u>Balance</u>
1	Outdoor Gym	18/02/2022	\$37,000.00		\$37,000.00
2	New Xylophone	18/02/2022	\$5,000.00		\$5,000.00
3	Thank You Campaign	15/12/2021	\$13,322.19	\$4,779.07	\$8,543.12
4	Community Building P'Ship 2020	30/04/2022	\$25,300.00	\$23,776.09	\$1,523.91
3	Juliette McMurray Reimbursement			\$771.37	
	Golden Roast			<u>\$4,007.70</u>	
				\$4,779.07	
4	Ozzy Box Trade			\$13,881.60	
	Durabuilt - Garden Shed			\$599.09	
	Ozzy Box Trade			\$9,254.40	
	Jenny Yun Li Xu Reimbursement			<u>\$41.00</u>	
				\$23,776.09	

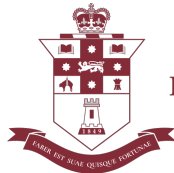
Treasurer's Report
As of 28th February 2022

I can report that in the General P&C Account and Term Deposits as of as of 28th February 2022 we are holding total funds of \$ 454,050

Our current funding commitments are:

<u>Project</u>	<u>Due Date</u>	<u>Funds</u>
Outdoor Gym	18/02/2022	\$37,000.00
New Xylophone	18/02/2022	\$5,000.00
Thank You Campaign	15/12/2021	\$8,543.12
Community Building P'Ship 2020	30/04/2022	\$25,300.00

This leaves a balance available for future expending is \$378,206.




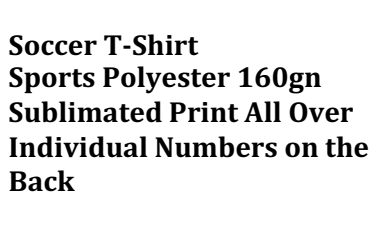




1st March 2022

Attn: Tali Ezekiel
C/O: Fort Street High School
0422 034 071
tali.ezekiel1@det.nsw.edu.au

Dear Tali,

Thank you for giving Hyper-Active the opportunity to submit the following quotation.

DESCRIPTION	LOGO	QTY	PRICE
		<p>Basketball Singlet Sports Polyester 160gn Sublimated Print All Over Individual Numbers on the Back</p>	<p>25-50 @ \$32.50 51-100 @ \$29.75</p>
		<p>Soccer T-Shirt Sports Polyester 160gn Sublimated Print All Over Individual Numbers on the Back</p>	<p>25-50 @ \$34.50 51-100 @ \$31.75</p>
		<p>Polo Shirt Sports Polyester 160gn Sublimated Print All Over</p>	<p>25-50 @ \$36.50 51-100 @ \$34.75</p>

- The above unit price includes all set-up charges
- The above price does not include freight charges from Marrickville, Sydney.
- The above quote does not include GST please add 10% to total invoice costs
- Production time: 5-6 weeks from approval of artwork.
- The quote is valid for 30 days.

The staff shirts are included in the quote attached to the email

So confirming we are looking at around \$3000 for 15 staff shirts, 51 soccer shirts and 20 basketball shirts.

+ \$1100 for netting to stop the table tennis balls flying down into the gym