

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

**Chair:** Michael Easton

**Date:** 14th September 2022

**Time:** 7:45 pm

**Venue:** Zoom Meeting

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

**Meeting declared open by Michael Easton – President**

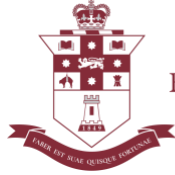
**Attendance – 50**

Kirrily Druery, Juliette McMurray, Margaret Turner, Emma Pearce, Michael Easton, Kitty Hauser, Kasi Kolla, Stephanie Tran, Malcolm Groves, Hung Ngo, Jessica Wu, Peta Joyce, Christina Wong, Katie Mann, Fredrick Meunier, Jens Olscher, Pak Lee, Elizabeth Kenyon, Suzanne Trimmer, Phi Pitzing, Jenny Lu, Melody Martin, Emily TSE, Xueyun Zhao, Poh Keng Goon, Lon Guglielmino, Tai Wai, Changjie Song, Arunraj S, Vicky S, Suvath Lee, Tessie Phan, Zen Koan, Natalie Sousa, Manjula Suresh, Rebecca Cameron, Jade A, Tasha Prabhakar, Kalanie Prabhakar, Yanzhang C, Neha Goel, Peter Bestel, Neelam ???, Rochelle ???, Ruihua ???, Nancy ???, Xiang ???, ESSA Family ???, Helen ???, Cindy ???

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.

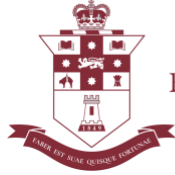
### Apologies

Caroline Aow, Gladys Ko



## 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 **Fort Fair Planning** – Elizabeth Kenyon
  - 6.2 **Fort Fair Purchases** – Michael Easton
  - 6.3 **Maths Department Purchases** – Michael Easton
  - 6.4 **Ashford Sisters Tertiary Bursary** – Michael Easton
  - 6.5 **Phone Policy Discussion** – Michael Easton
  - 6.6 **Acknowledgement of Teacher Activities / Achievements**
- 7 **Membership Administration**
- 8 **Next Meeting** – General Meeting – Wednesday 12<sup>th</sup> October, 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.”
- Thank you to Ms Katie Mann, our Student Support Officer, for the presentation on managing stress and anxiety.

### 2. Student Representative Council Report – Kalande Prabhakar

- SRC elections are coming up next Tuesday. Students have been emailed forms by Mr Galvin and will need to do a 1 minute speech.
- There will be an SRC Camp in Term 1 Week 4 for some team bonding and planning for the year.
- The SRC has been focussed on Fort Fair planning and are very excited for the event.

### 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

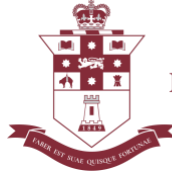
<b>Motion</b>	That the minutes from the previous general meeting, 2022-08-10, be accepted as a true record.
<b>Mover</b>	Peter Bestel
<b>Seconder</b>	Michael Easton
<b>Result</b>	Passed

#### 3.4. Correspondence

- None.

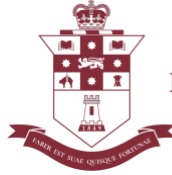
#### 3.5. Action Item Updates from last meeting

- None (Fort Fair items all managed)



#### 4. Principal's Report – Juliette McMurray

- Juliette and some of the office staff attended the memorial for Alistair Bidmead, the stone mason who died on site. Juliette did discuss with his family that the P&C community would like to start a GoFundMe but the family were not interested. Juliette advised that we would be planting a tree and adding a plaque on site for Alistair and the family agreed that was a lovely commemoration of Alistair who loved the outdoors.
- Juliette attended the Ministers and Secretaries Awards two students Peter Tran and Emma Richard. Both students were presented with a Minister's Award for Excellence in Student Achievement Congratulations. Fort St also provided ushers to attend the awards and assist. All of the visitors and guests were extremely complimentary of the students.
- New SSO Rose Dooley has started and will work 5 days a week in a permanent position.
- The Fort St Foundation has been given a substantial bequest from two Fortian sisters graduated in 1956 and 1958 and recently passed away. They have bequested Student bursary for Tertiary education. The information will be added to the school website and will be available for Year 12 students to apply each year if they need financial support for tertiary education.
- We had a SASS morning tea last week to celebrate SASS week. Janette Levy, our School Administration Manager, will be going on indefinite Long Service Leave after week 2 next term. We appreciate everything that Janette has done for the school.
- The school are busy working on timetabling for next year. It's a complicated process and potentially may effect chosen electives.
- A big shout out to the parents who came to help clean out the kitchen under the hall, Elizabeth, Tracy and Helen.
- Year 9 students returned from Duke of Ed Camp today, after no rain and no mishaps.
- Next weekend we have students attending the National RoboCup Championships in Adelaide.
- The last Wednesday of term September 21 is Year 12 celebration day all other years will start late at 9.40am. Year 12 start early for breakfast with the teachers. Period 3 and 4 will be a whole school farewell assembly to year 12.
- Next term does not start with a staff development day. We all return on Monday 10 October.
- Library ceiling and air conditioning has been fixed.
- New bell and speaker system will be finished during the holidays.
- The new sound system in the hall will be happening after graduation in the school holidays.
- Some classrooms are being painted.
- There is new lighting at the entrance to the school.
- Repairs taking place in the canteen.
- The outdoor gym has been approved and order place. We are just waiting on the equipment to arrive.
- Term 4 is when we do next years budgets for all faculties. So we will bring to the P&C some requests for funding next term.
- We have trialled a new Head Teacher position for Languages which has been incredibly successful. It is now a Head Teacher of Teaching and Learning. The role is evolving. The role looks at improving the learning for our students. Working with the year 7 induction program, knowing who they are and what their needs are. Being involved in ATAR interviews, looking at their aspirations and what courses they would like to get into. What they need to do to get there. NAPLAN testing.
- Supporting ongoing improvement of teacher pedagogy across the school. Team Learning. Programming. Specific Teacher induction. Working with other head teachers. Supporting Starter teachers, prac teachers.
- Looking to make it a permanent position next year. Will need a community and parent representative on the panel.



## 5. Treasurer’s Report – Hung Ngo

- We have about \$330k available funds. Has been steady for the last year or so.
- See attached for current accounts.

## 6. General Business

### 6.1. Fort Fair Planning – Elizabeth Kenyon

- Lots of wonderful help to organise Fort Fair - thank you to all the helpers.
- Thank you to Hung for all of the work approving invoices and reimbursement.
- So far the token sale has received \$3250 in pre-sales, which are being banked.
- Costs so far are low, due to uncovering existing supplies and assistance from local schools via borrowing games, bunting, power cables, catering equipment.
- Not planning on a large money maker from this event, as it is for community involvement, but there will be some profit for the SRC to vote on using.
- Very big thankyou to all of the office staff and Neil the GA for tireless effort.
- Would like to purchase some gifts for the staff who have been very helpful.

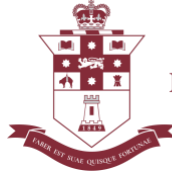
<b>Motion</b>	That the P&C approve the expenditure of \$200 to pay for gifts for specific helpers on the organising of Fort Fair.
<b>Mover</b>	Elizabeth Kenyon
<b>Seconder</b>	Michael Easton
<b>Result</b>	Passed

- There are some concerns around token use and cash. Need to ensure that tokens are not re-used. Need to keep cash conversion to a single location to reduce risk and handling problems.
- Question around do we have enough food? There is lots of interest in providing.
- Still pending electrical help around the school to get all of the lighting and cooking set up.
- Need to ensure that we have plenty of help for packing up.
- The first lot of volunteers and the SRC have been great so far.
- Thank you to Elizabeth from everyone around doing an amazing job getting this event happening.

### 6.2. Fort Fair Purchases – Michael Easton

- There have been some purchases at Bunnings around Fort Fair essentials.

<b>Motion</b>	That the P&C approve the expenditure of \$1475 to pay for Fort Fair items at Bunnings.
<b>Mover</b>	Elizabeth Kenyon
<b>Seconder</b>	Michael Easton
<b>Result</b>	Passed



### 6.3. Maths Department Purchases – Michael Easton

- As per the attached information, the Maths department requires some miscellaneous items to assist with exams.
- After discussion on possible extra items, the original amount projected was increased.

<b>Motion</b>	That the P&C approve the allocation of \$600 to pay for the Maths department exam box items.
<b>Mover</b>	Michael Easton
<b>Seconder</b>	Peter Bestel
<b>Result</b>	Passed

### 6.4. Ashford Sisters Tertiary Bursary – Michael Easton

- See Principal's report.

### 6.5. Phone Policy Discussion – Michael Easton

- The current policy has been made available to community members for review – see attached.
- Policy decisions may be changing due to the possible change of government.
- There was brief discussion, but this is an information item only.

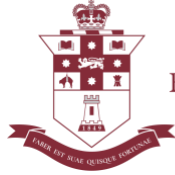
### 6.6. Acknowledgement of Teacher Activities / Achievements

- Thank you to Juliette and Rebecca for assisting with all of the cleaning required for Fort Fair.

### 6.7. Other Business

- There has been a request from the SRC to allocate \$150 to costs for their social in October. This is covered by the funds that have been raised through the 2nd Hand Uniform Stall which they assist with. See attached.

<b>Motion</b>	That the P&C approve allocation of \$150 to cover SRC costs for their social in October.
<b>Mover</b>	Michael Easton
<b>Seconder</b>	Elizabeth Kenyon
<b>Result</b>	Passed



## 7. Membership Administration

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

## 8. Next Meeting – General Meeting – Wednesday 12<sup>th</sup> October, 2022 (Zoom)

Meeting closed at 9:05 pm



## Tabled Documents – Financial – Hung Ngo

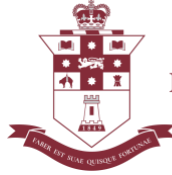
### Profit and Loss

#### Fort St High School Parents & Citizens Association For the month ended 31 August 2022

AUG 2022

<b>Trading Income</b>	
Fundraising Income - P&C	719.02
Uniform Shop - 2nd Hand Sales (No GST)	5.00
Uniform Shop - New Uniform Sales (GST)	5,185.46
<b>Total Trading Income</b>	<b>5,909.48</b>
<b>Cost of Sales</b>	
Freight	25.00
Purchases - Uniform shop	8,514.99
<b>Total Cost of Sales</b>	<b>8,539.99</b>
<b>Gross Profit</b>	<b>(2,630.51)</b>
<b>Other Income</b>	
Memberships subscriptions	0.91
<b>Total Other Income</b>	<b>0.91</b>
<b>Operating Expenses</b>	
Donations and Distributions to School	340.82
EFPOS and Card Fees	100.90
Entertainment & Meetings Expenses	214.33
Fundraising Costs - Catering	400.00
Fundraising Costs - Other	169.49
Meeting Expenses	181.03
Superannuation Expense	39.00
Wages & Salaries	371.40
<b>Total Operating Expenses</b>	<b>1,816.97</b>
<b>Net Profit</b>	<b>(4,446.57)</b>

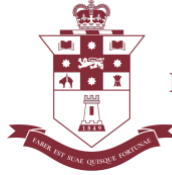





# Balance Sheet

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

	31 AUG 2022	31 AUG 2021
<b>Assets</b>		
<b>Bank</b>		
IMP SUB Cheque Acct 29-3216	94,714.36	87,944.98
P&C Cheque Account - 24-7674	91,261.55	141,044.26
Uniform Shop Westpac - 24-4959	77,265.17	40,086.00
<b>Total Bank</b>	<b>263,241.08</b>	<b>269,075.24</b>
<b>Current Assets</b>		
Funds Held by P & C Committee	(8,543.12)	-
Inventory	72,515.22	64,755.68
Inventory Uniform Shop	3,245.00	-
Petty Cash	98.70	98.70
Provision Account	48.00	-
Term Deposit - 673038	80,048.36	80,000.00
Term Deposit - 673046	80,056.28	80,000.00
<b>Total Current Assets</b>	<b>227,468.44</b>	<b>224,854.38</b>
<b>Fixed Assets</b>		
Furniture & Fixtures Accum Dep (12110)	(5,470.00)	(5,470.00)
Furniture & Fixtures at Cost (12100)	5,470.00	5,470.00
Plant & Equipment Accum Depn	(4,545.46)	-
Plant & Equipment at Cost	4,545.46	4,545.46
<b>Total Fixed Assets</b>	<b>-</b>	<b>4,545.46</b>
<b>Total Assets</b>	<b>490,709.52</b>	<b>498,475.08</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
ATO Integr Client Account	(864.00)	-
GST	214.79	(88.42)
Payroll Clearing Account	-	57.72
Rounding	0.62	0.16
Superannuation Clearing	134.87	58.18
Trade Creditors	419.26	(73.04)
<b>Total Current Liabilities</b>	<b>(94.46)</b>	<b>(45.40)</b>
<b>Total Liabilities</b>	<b>(94.46)</b>	<b>(45.40)</b>
<b>Net Assets</b>	<b>490,803.98</b>	<b>498,520.48</b>
<b>Equity</b>		
Current Year Earnings	2,740.60	110,143.23
Retained Earnings	488,063.38	388,377.25
<b>Total Equity</b>	<b>490,803.98</b>	<b>498,520.48</b>



## Tabled Documents – Fundraising Report – Elizabeth Kenyon

 <p><b>Fort Street High School</b> Parents' &amp; Citizens' Association ABN 59 424 414 672 E: <a href="mailto:fortstreethighschool@pandcaffiliate.org.au">fortstreethighschool@pandcaffiliate.org.au</a></p>	<b>Fundraising</b>	
	<b>Fundraising Representative:</b>	<b>Elizabeth Kenyon</b>
	<b>Date of last meeting:</b>	<b>June 2022</b>
	<b>Date of this meeting:</b>	<b>10<sup>th</sup> August 2022</b>

### Action items/major activities since last report:

- Inner West Council Kitchen Garden Environment Grant: acquitted for last year and invoice for this year sent

### Action items in progress/pending:

- **Term 3** - Kitchen Garden working bee – need to set a new date
- Need to set up incoming Year 7 Facebook page
- **2022 Term 3** Fort Fair Friday 16<sup>th</sup> September
  - Volunteer WhatsApp group setup
  - Core organisers group meeting fortnightly (met this week)
  - 2 meetings with SRC
  - Stall list growing
  - Local dignitaries committed to attending
- Questions -
  - when can volunteers access the school to set up the event?
  - Can stall holders use a Google Form to submit reimbursement requests – can Hung track these (Forms generates a spreadsheet) and manage the payments?
  - Do volunteers need a WWCC?

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

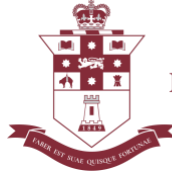


## Tabled Documents – Project Commitments Report – Hung Ngo

Fort Street High School P & C Current Projects – Funds Allocated  
As at 31<sup>st</sup> August, 2022

	Project	Due Date	Funds	Allocated	Balance
1	Outdoor Gym	18/02/2022	\$37,000.00		\$37,000.00
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
6	Library Foyer	28/04/2022	\$15,000.00		\$15,000.00
7	Basketball Hoops Padding	28/04/2022	\$3,882.00		\$3,882.00
9	Gym Netting	10/03/2022	\$1,100.00		\$1,100.00
10	Year 10 Formal	30/08/2022	\$1,200.00	\$340.18	\$859.82
					\$67,908.85

3	Juliette McMurray Reimbursement			\$771.37	
	Golden Roast			\$4,007.70	
				\$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			\$41.00	
				\$23,776.09	
10	Sydney Photo Booth			\$181.18	
	The Sash Company			\$159.00	
				\$340.18	



## **P&C Purchasing for Maths Department**

The school has an “exam box” of stationery for students use if they forget equipment during an exam. The school currently only has 2 (old) spare NESA approved calculators for loan to students during an exam if they forget their calculator.

I propose that the P&C fund the purchase of 10 NESA approved calculators for loan to students during an exam. This will cost approximately \$400.00 (per Officeworks).

I understand that the Casio is the preferred calculator for majority of the students, but the calculator purchase could be guided by the Maths, Science & TAS staff for the best option.

Janice Eastment, Head Teacher Administration, would label the calculators “property of FSHS” & the exam invigilators would be responsible for loaning the calculators to students & ensuring their return.

Additionally, if the ‘exam box’ is short of other spare stationery eg. pens, pencils, rulers, erasers, protractors etc that an additional \$50.00 is approved for this purpose.

## **P&C Purchasing for Fort Fair**

I propose the P&C spends \$1,400.00 on:

- 6 rechargeable floodlights
- And for other equipment (urns, fairy floss machine, BBQ truck etc.)
- 2 x 25m heavy duty power cables
- 2 x 10m heavy duty cables with double sockets
- 2 x power boards
- 8 x rubber floor cable covers
- 2 x rolls gaffer tape

This will set us up for future events and improve the safety.

They can be stored with the other lights and electrical equipment if there is room and can be shared resources with the school and IMP.



## P & C SECONDHAND UNIFORM STALL SPENDING PROPOSAL

### OVERVIEW

For 2022, the P & C secondhand uniform stall has been organised and coordinated by the Year 10 SRC. As voted on by the SRC in early 2021, the SRC would like to use the profits of the uniform stall to help fund the 2022 Fort Street Year 11 Social. The proposal will detail the particulars of the request.

Remaining P & C Secondhand Uniform Stall Profits (from 2022): \$1825

Total Request: Approx. \$150\*

\* We are expecting to receive an invoice by Friday 16th September 2022.

### FSHS YEAR 11 SOCIAL 2022 DETAILS

<b>When</b>	Thursday 6th October 2022, 7pm - 11pm
<b>Where</b>	Sydney Harbour Cruise (King Street Wharf)
<b>Cost</b>	Ticket ( <i>Party Like A Star School Social Gold - Sydney Harbour Cruise Package + Add-ons</i> ): \$78  Sydney Constellation Cruise Package (Available Monday to Thursday evenings) (Minimum 100 guests) Includes: <ul style="list-style-type: none"><li>• 4-hour private Sydney Harbour Cruise</li><li>• Standing buffet</li><li>• 4-hour soft drinks package</li><li>• DJ</li><li>• Professional photographer</li><li>• Event security</li></ul> Add-ons <ul style="list-style-type: none"><li>• Photo Booth</li><li>• Laser lights</li></ul>
<b>Expected n.o of guests</b>	At least 100

### METHOD OF PAYMENT

We'd like to send an invoice to the P&C, which can then directly be paid via EFT.