

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

Chair: Michael Easton

Date: 11th May 2022

Time: 8:30 pm

Venue: Off-Site Meeting (Zoom)

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

Meeting declared open by Michael Easton – President

Attendance – 95

Kirrily Druery, Rebecca Cameron, Hung Ngo, Joel Morrison, Michael Easton, Juliette McMurray, Suzanne Trimmer, Ed McMahon, Helen De Wolfe, Caroline Aow, Subrat Nargundkar, Lisa Mevnier, Agnieszka Bachfischer, Alison Austin, Amy Truong, Angel Li, Chloe DIXON, Chunhua Liang, Claire Bentley, Colin Wong, Desmond Zhong, Emily Loi, Emily TSE, Emily Wong, Emily Zhu, Frank Dong, Fredrick Meunier, Gi Gi Chen, HB Varma, Hema Kolla, Holly Yao, Jaci Chen, Jade Do, Jane Williams, Janet Zhang, Jessica J Wu, Joel Morrison, Joyce Zhang, Kalande Prabhakar, Kitty Hauser, Manjula Suresh, Maree Perfrement, Maria Moran, Mark Bartolo, May Chen, Melody Martin, Michelle Bartolo, Mike Chen, Nan Lee, Natalie Sousa, Neha Goel, Nuryani Lay, Pak Lee, Peter Moran, Poh Keng Goon, Stephanie Tran, Stephen Lao, Suzy Small, Tasha Prabhakar, Tessie Phan, Ting Wu, Tracey Chen, Venkat Chanduri, Vigneshwari Chandramohan, Wen Zhang, Xi Xi, Xueyun Zhao, Yan Wei, Zi Qin, Peter Bestel, Adhvay ???, Cindy ???, Ethan ???, Heidi ???, Henley ???, Holly ???, Jade A???, Jessie ???, Judy ???, Justin ???, Keiko A???, Lana ???, Lily ???, Lin ???, Lucas ???, Melanie K???, Monica ???, Redmi ???, Richie ???, Rochelle ???, Sonia ???, Tommy ???, Wendy ???, Xiang ???, Xiaomi ???, Ying ???

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.

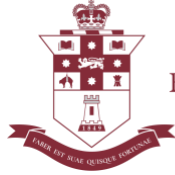
Apologies

Elizabeth Kenyon,



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 Shop Coordination** – Suzanne Trimmer
 - 6.3 **Term 3 Community Event** – Elizabeth Kenyon
 - 6.4 **Acknowledgement of Teacher Activities / Achievements**
- 7 **Membership Administration**
- 8 **Next Meeting** – General Meeting – Wednesday 8th June, 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 Ed McMahon for the presentation on the English program.

2. Student Representative Council Report – Kalande Prabhakar

- The SRC hosted recent races which improved everyone's spirits, reinforced new house captains, major plan is for the school spirit week (lots of fun, events every day).
- Question 1 - outdoor movie night, but equip hire is very expensive - can we apply for funds - yes.
- Question 2 - would like any community events to not be in weeks 8 or 9, due to exams, as everyone wants to be involved in the events.
- Weeks 8 and 9 are 09-11 and 16-18 of Sept - would like to be involved (but can hand over to others to do the work)
- Friday 03/06 is the World's Greatest Shave.

Motion	That the P&C approve the expenditure of \$300 to support the SRC BBQ at the World's Greatest Shave event.
Mover	Michael Easton
Seconder	Peter Bestel
Result	Passed

- Kirrily will share anything that the SRC wants to push out for the day.
- Suggest the Event Theatre hire or indoors at the school, due to the cold and wet weather.



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

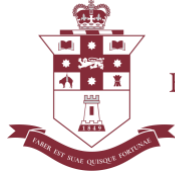
Motion	That the minutes from the previous general meeting, 2022-03-09, be accepted as a true record.
Mover	Peter Bestel
Seconder	Suzanne Trimmer
Result	Passed

3.4. Correspondence

- None.

3.5. Action Item Updates from last meeting

- None.

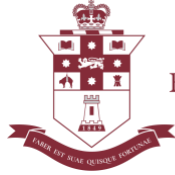


4. Principal's Report – Juliette McMurray

- Staff development day will be the start of the term. Staff will be working on work health and safety, formal assessments, cognitive load theory.
- Year 12 geography is sending 17 students to the reef for study.
- Recent assembly had some great presenters.
- The official museum opening went very well and included some wonderful speeches.
- The careers advisor is currently doing year 12 presentations.
- The upcoming year 7-9 NAPLAN compulsory online testing is causing some problems with lots of maintenance required for software.
- The year 10/11 study skills night had 6 attending onsite and 40 online
- There is an upcoming year 7/8 study skills night which will be onsite only in week 5.
- The year 10 commerce team will be running food stalls at the school next Friday.
- The athletics carnival is planned for the 25th of May at Olympic Park.
- Year 10 subject selection process is starting on the 30th of May.
- Year 11 camp is coming up at the start of June.
- The refurbishment of the science lab is nearly complete and will include a ramp to improve the safety of chemical transport.
- There is some sandstone restoration happening around the school, managed by Heritage NSW, planned to be complete by the end of July.
- The library roof is still not completely repaired due to various contractor delays and this is holding up repair of the library ceiling.
- The Rowe quad sewage problem is now fixed.
- Once landscaping work is completed in work areas the working bee can be scheduled.
- The boundary fencing will be extended around the school staff carpark to improve safety of the grounds.
- The hall sound system is being replaced and the school will be sending the invoice to the P&C.
- The school PA system is being replaced and extended into new areas with no current coverage.
- The outdoor gym is still not started.

5. Treasurer's Report – Hung Ngo

- The exec team have been working to improve accounting systems and processes.
- Commitments are now properly highlighted to the community.
- There are currently 5 P&C accounts: IMP, Uniform Shop, Cheque Account, Term Deposit x 2
- See attached for current accounts.



6. General Business

6.1. Fundraising Report – Michael Easton

- See attached for the most recent fundraising report.

6.2. Uniform Shop Coordination – Suzanne Trimmer

- Carolyn Aow has taken over from Suzanne Trimmer – Welcome Carolyn!
- Still looking for a coordinator for the second hand uniform side.
- \$2400 was received from the second hand sale 01/04/2022.
- 24/06/2022 is the next second hand uniform sale.
- There is currently no phone working in the uniform shop and we need this fixed or one of the school's temporary mobiles allocated.
- Action item for principal to look into phone issues.

6.3. Term 3 Community Event – Elizabeth Kenyon

- Discussed the term 3 event and the main goal of fundraising vs. community involvement.
- Week 9 is the preferred date, which is after the year 11 assessments (using the hall).

6.4. Acknowledgement of Teacher Activities / Achievements

- Thanks to Joel Morrison, Paul Pagani, Anna Sandstrom for wonderful feedback and learning support.

6.5. Other Business

- None.

7. Membership Administration

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

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

Meeting closed at 9:40 pm



Tabled Documents – Financial – Hung Ngo

Profit and Loss

Fort St High School Parents & Citizens Association For the month ended 30 April 2022

	APR 2022	YEAR TO DATE
Trading Income		
Fundraising Income - P&C	-	101.82
General Donations	-	21,030.00
Uniform Shop - 2nd Hand Sales (No GST)	2,420.00	2,420.00
Uniform Shop - New Uniform Sales (GST)	7,801.81	134,372.86
Total Trading Income	10,221.81	157,924.68
Cost of Sales		
Freight	25.00	614.25
Purchases - Uniform shop	5,137.00	81,724.61
Total Cost of Sales	5,162.00	82,338.86
Gross Profit	5,059.81	75,585.82
Other Income		
Interest Income	-	152.64
Memberships subscriptions	-	20.93
Total Other Income	-	173.57
Operating Expenses		
Accounting/Bookkeeping Fees	492.73	1,090.46
Audit Fee	-	250.00
Donations	6,730.00	31,328.04
Donations - 2nd Hand Uniform Shop Fund	-	1,345.00
EFPOS and Card Fees	258.08	3,122.42
Insurance	-	1,451.82
Meeting Expenses	-	614.95
Other Expense	-	14,236.55
Printing & Stationery	-	20.53
Repairs and Maintenance	-	37.27
Staff Amenities	-	35.45
Superannuation Expense	75.04	445.89
Wages & Salaries	750.36	4,906.20
Xero Subscription	-	323.19
Total Operating Expenses	8,306.21	59,207.77
Net Profit	(3,246.40)	16,551.62



Balance Sheet

Fort St High School Parents & Citizens Association As at 30 April 2022

30 APR 2022

Assets

Bank

IMP SUB Cheque Acct 29-3216	87,944.98
P&C Cheque Account - 24-7674	122,398.18
Uniform Shop Westpac - 24-4959	87,170.11
Total Bank	297,513.27

Current Assets

Funds Held by P & C Committee	(8,543.12)
Inventory	64,431.04
Inventory Uniform Shop	3,245.00
Petty Cash	98.70
Provision Account	48.00
Term Deposit - 673038	80,048.36
Term Deposit - 673046	80,056.28
Total Current Assets	219,384.26

Fixed Assets

Furniture & Fixtures Accum Dep (12110)	(5,470.00)
Furniture & Fixtures at Cost (12100)	5,470.00
Plant & Equipment Accum Depn	(4,545.46)
Plant & Equipment at Cost	4,545.46
Total Fixed Assets	-

Total Assets

516,897.53

Liabilities

Current Liabilities

GST	(385.33)
Rounding	0.61
Superannuation Clearing	75.04
Trade Creditors	12,592.21
Total Current Liabilities	12,282.53

Total Liabilities

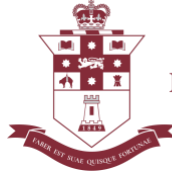
12,282.53

Net Assets


504,615.00

Equity

Current Year Earnings	16,551.62
Retained Earnings	488,063.38
Total Equity	504,615.00



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 March 2022
	Date of this meeting:	11th April 2022

Action items/major activities since last report:

- Communication from Inner West Council re the Kitchen Garden Environment Grant: emailed to ask about progress of the project and if we can submit receipts by the end of May. An order has been placed with Bunnings for \$1,169.53 worth of composting and food waste collection equipment and gardening tools. This still leaves about \$1000 which we can hopefully roll over to the 2022 period of the grant.
- The Entertainment Book is available, we will be posting on the Fb pages and emailing the school community to encourage sales.

Action items in progress/pending:

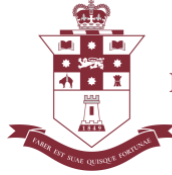
- **Library Foyer refurbishment** – Completion Report has been submitted.
- **Term 2** - Kitchen Garden working bee. Need to work with SRC and environment club to determine goals and plan then set a date.
- **2022 Term 3** - Some form of mini Fort Fest/Community Open Evening with a focus on the immediate school community rather than fundraising or the wider community. Spoke to Matt Manchester and the IMP ensembles are keen to be involved. The P&C is inviting the SRC to collaborate on food and game stalls and have a say on where funds raised are spent. A chance for some House competitions? Possible dates for this to be held are Friday 9th or Friday 16th September (the IMP have commitments at the end of August).

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 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			\$4,007.70	
				<u>\$4,779.07</u>	
4	Ozzy Box Trade			\$13,881.60	
	Durabuilt - Garden Shed			\$599.09	
	Ozzy Box Trade			\$9,254.40	
	Jenny Yun Li Xi Reimbursement			\$41.00	
				<u>\$23,776.09</u>	

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.