

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

Chair: Michael Easton

Date: 8th June 2022

Time: 7:45 pm

Venue: Off-Site Meeting (Zoom)

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

Meeting declared open by Michael Easton – President

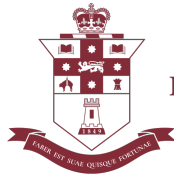
Attendance – 52

Neha Goel, Janet Zhang, Kitty Hauser, Caroline Aow, Linda Lin, Subrat Nargundkar, Michael Easton, Suzanne Trimmer, Elizabeth Kenyon, May Chen, Angelina Climent, Emily Tse, Shannon O'Keeffe, Lon Guglielmino, Juliette McMurray, Kirrily Druery, Fredrick Meunier, Ramya Arun, Huifen Duan, Vigneshwari Chandramohan, Paul Pagani, Pak Lee, Agnieszka Bachfischer, Jade A, Stella Shu, Tracey Chen, Claire Bentley, Manjula Suresh, Nancy Ha LEE, Xufeng Ding, Alan Khaw, Amita Singla, Malcolm Groves, Trinks Wang, Xi Xi, Emily Loi, Jichen Wang, Kalanie Prabhakar, Tasha Prabhakar, Alice Chen, Brandon Wang, Poh Keng Goon, Peter Bestel, Judy ???, Helen ???, Emma ???, Sonia ???, Lily ???, Dan ???, Chau ???, Rochelle ???, Xiaomi ???

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.

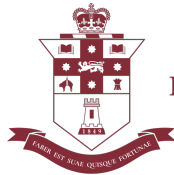
Apologies

Hung Ngo.



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 Year 12 Raffle** – Michael Easton
 - 6.3 Uniform Shop Update** – Suzanne Trimmer
 - 6.4 Uniform Shop Pricing** – Michael Easton
 - 6.5 Term 3 Community Event** – Elizabeth Kenyon
 - 6.6 Banking Update** – Michael Easton
 - 6.7 Acknowledgement of Teacher Activities / Achievements**
- 7 Membership Administration**
- 8 Next Meeting** – General Meeting – Wednesday 10th August, 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 Paul Pagani for the presentation on the Teaching and Learning program.

2. Student Representative Council Report – Kalande Prabhakar

- School spirit week is coming up in week 9.
- Key objectives are to promote student wellbeing and interests.
- The house captains will be running various competitions, such as mixed netball and chess - out of the mainstream of sports.
- There will be many other activities running - competitions, clothing days, walks, a movie, etc.
- The target for fundraising is a charity for young First Nations children and associated teaching programs that reinforce identity and wellbeing.
- The year 11 SRC recently hosted a prefects afternoon tea for a large number of attendees from other schools. This went very well and had some good discussions. Thank you to the staff who assisted in making this happen.

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

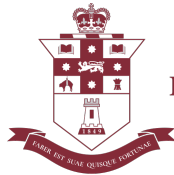
- Deferred.

3.4. Correspondence

- None.

3.5. Action Item Updates from last meeting

- The phone in the uniform shop needs to be fixed – completed thank you.

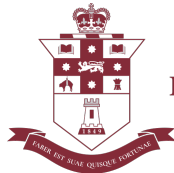


4. Principal's Report – Juliette McMurray

- There has been some small progress for the proposed crossing on Palace Street. However, the school have been told that a crossing cannot be approved where there are no commercial premises (ie. only residential).
- Action item to come up with examples where this is not the case around the inner west, as it seems to defy logic where safety is concerned.
- Praise for the actions of the year 11 school exec council, who have shown amazing leadership skills during their time in the positions.
- School photos have finally been delivered after a very long wait. The school are disappointed how long this has taken and are moving to another company in an attempt to improve service next year.
- The recent athletics carnival was very successful and the new house system contributed to the mood.
- Year 10 subject selection night went very well.
- The year 11 cohort are currently off on a camp.
- Parent teacher night is coming up soon and the school are looking at the onsite/offsite/mix format of the event.
- Thank you for the sponsorship on the CEO Sleepout event. See <https://www.ceosleepout.org.au/fundraisers/juliettemcmurray/nsw>
- The year 8 cohort are sleeping out later on in the year on the school oval. This is a social experience event.
- There have been many updates to the various building projects around the school - most positive.
- The new path next to the oval is complete.
- The updates to the driveway are complete.
- The roof of the library is finally repaired, so the ceiling repair can now proceed.
- The science lab upgrade is complete.
- The hall sound system, public address system, landscaping and learning circle are all scheduled to be completed during the school holidays.
- The outdoor gym is finally starting, but there is a very long wait for equipment to arrive, despite the order being in place many months ago.

5. Treasurer's Report – Hung Ngo

- See attached for current accounts.



6. General Business

6.1. Fundraising Report – Elizabeth Kenyon

- See attached for the most recent fundraising report.

6.2. Year 12 Raffle – Michael Easton

- The year 12 raffle program for the Worlds Greatest Shave cost \$39 to set up the event.
- The P&C would like to pay for this.

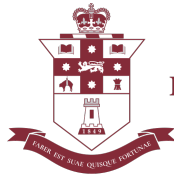
Motion	That the P&C approve the expenditure of \$39 to pay for the World's Greatest Shave raffle event.
Mover	Michael Easton
Seconder	Peter Bestel
Result	Passed

6.3. Uniform Shop Update – Suzanne Trimmer

- There have been some recent accessibility issues with the uniform shop - too many kids picking up too many orders in a small window of time.
- Sally has handed over the organising of the 2nd hand shop to Emma Pearce - thank you Sally and Emma.
- Looking at how often and what time the second hand shop should be open, in order to be more accessible to students and parents. Want to reduce any competition with the main uniform shop, but have stock out there being used.
- Unlike the main shop, there is a lot of setup to run the second hand shop, then pack away time.
- The SRC advertising for the last shop was fantastic and we look forward to more innovative events.
- Action item for P&C to make sure that the payment squares normally used by the IMP (we have 4) can be used by the shops to speed things up.
- Discussed whether the shop should be open more than one day a week and whether another person should be engaged to learn from Gladys, as we have a single point of failure at the moment. This extra day could be for order pick up, or just to process, sort and prepare orders to free up time for Gladys.

6.4. Uniform Shop Pricing – Michael Easton

- Looking to adjust prices up due to changes in wholesale prices for stock.
- There was some discussion on charter, circumstances, formulae to use for pricing, etc.
- Action item for Carolyn and Gladys from the P&C to review the current mark up on the existing items and document as the start of the mark up management process.



6.5. Term 3 Community Event – Elizabeth Kenyon

- The term 3 event is now scheduled for Friday the 16th of September, from 4pm to 8pm.
- The SRC are to be involved and bring along food, games and parents to assist where necessary.
- Action item for the P&C to meet with the SRC to further planning.
- Action item for the P&C to notify the IMP and Matt Manchester in order to arrange music.
- Year 10 is expected to be planning most of the activities, as the year 11 cohort will be working on exams up to the day before the event.
- Action item for the P&C to add a blurb to the school web site.

6.6. Banking Update – Michael Easton

- The P&C 6 month term deposit is to be rolled over to a 12 month.

6.7. Acknowledgement of Teacher Activities / Achievements

- Thanks to Mr Boyle for his Modern History and Year 11 Philosophy classes. They are very sought after and well known to a number of people.

6.8. Other Business

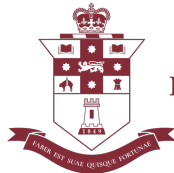
- There is a year 7 get together coming up in the school hall, with 140 people booked in. A local pizza outlet is supplying food and drink for the event.

7. Membership Administration

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

8. Next Meeting – General Meeting – Wednesday 10th August, 2022 (Zoom)

Meeting closed at 9:05 pm

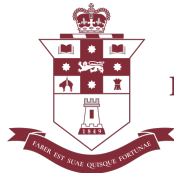


Tabled Documents – Financial – Hung Ngo

Profit and Loss

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

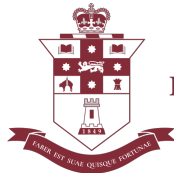
	IMP	P&C	Uniform Shop	Total
Income				
Uniform Shop - 2nd Hand Sales (No GST)	-	-	125	125
Uniform Shop - New Uniform Sales (GST)	-	-	10,896	10,896
Total Income	-	-	11,021	11,021
Less Cost of Sales				
Freight	-	-	36	36
Purchases - Uniform shop	-	-	5,634	5,634
Total Cost of Sales	-	-	5,670	5,670
Gross Profit	-	-	5,351	5,351
Less Operating Expenses				
Donations and Distributions to School	-	24,057	-	24,057
EFPOS and Card Fees	-	-	283	283
Fundraising Costs - Other	-	35	-	35
Meeting Expenses	-	20	-	20
Printing & Stationery	34	-	-	34
Wages & Salaries	-	-	361	361
Total Operating Expenses	34	24,112	643	24,789
Net Profit	(34)	(24,112)	4,708	(19,438)




Balance Sheet

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

	31 May 2022	31 May 2021
Assets		
Bank		
IMP SUB Cheque Acct 29-3216	81,178	73,644
P&C Cheque Account - 24-7674	97,920	50,496
P&C Investment Account	-	66,400
U Shop Westpac Invest- 24-4967	-	101,547
Uniform Shop Westpac - 24-4959	83,710	126,953
Total Bank	262,808	419,039
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	482,192	488,439
Liabilities		
Current Liabilities		
GST	(490)	587
Rounding	1	-
Superannuation Clearing	75	47
Trade Creditors	3,332	6,748
Total Current Liabilities	2,918	7,382
Total Liabilities	2,918	7,382
Net Assets	479,274	481,057
Equity		
Current Year Earnings	(8,789)	92,680
Retained Earnings	488,063	388,377
Total Equity	479,274	481,057



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:	May 2022
	Date of this meeting:	9th June 2022

Action items/major activities since last report:

- Inner West Council Kitchen Garden Environment Grant: Bunnings orders coming in
- **Library Foyer refurbishment** – Completion Report has been accepted and grant has been closed.
- Date set for Term 3 event – Friday 16th September
- Ashfield Club Community BBQ trailer booked for Term 3 event

Action items in progress/pending:

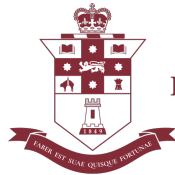
- **Term 2** - Kitchen Garden working bee. Need to work with SRC and environment club to determine goals and plan then set a date.
- **2022 Term 3** Fundraising/Community event- Some form of mini Fort Fest/Community Open Evening with a focus on the immediate school community rather than fundraising or 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? 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!



Tabled Documents – Project Commitments Report – Hung Ngo

Fort Street High School P & C Current Projects – Funds Allocated
As at 31st May, 2022

	Project	Due Date	Funds	Allocated	Balance
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
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
8	Sports Shirts	9/04/2022	\$3,332.18		\$3,332.18
9	Gym Netting	24/03/2022	\$1,100.00		\$1,100.00
					\$75,381.21

Note to Projects:-

- 2 New Xylophone – Paid 1st June, 2022
- 3 Juliette McMurray Reimbursement
Golden Roast
 - \$ 771.37
 - \$ 4,007.70
 - \$ 4,779.07
- 4 Ozzy Box Trade
Durabilt Garden Shed
Ozzy Box Trade
Jenny Yun Li Xu Reimbursement
 - \$13,881.60
 - \$ 599.09
 - \$ 9,254.40
 - \$ 41.00
 - \$23,776.09
- 8 Sports Shirts final amount of \$3,332.18 on invoice from Hyper-Active Merchandising currently awaiting payment.