

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

Chair: Michael Easton

Date: 19th October 2022

Time: 7:45 pm

Venue: Zoom Meeting

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

Meeting declared open by Michael Easton – President

Attendance – 34

Malcolm Groves, Juliette McMurray, Emma Pearce, Suzanne Trimmer, May Chen, Michael Easton, Maria Moran, Tali Ezekiel, Joel Morrison, Mia Gray, Fredrick Meunier, Jade A, Agnieszka Bachfischer, Elizabeth Kenyon, Rebecca Cameron, Wendy Ding, Jessica Wu, Manjula Suresh, Kasi Kolla, Helen De Wolfe, Alison Austin, Dante Diaz, Caroline Aow, Claire Bentley, Kmin Kang, Poh Keng Goon, Mike Chen, Neha Goel, Shee Reen, Peter Bestel, Janet ???, Xueyun ???, Joanna ???, Rochelle ???

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.

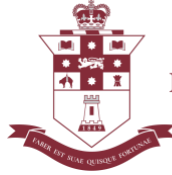
Apologies

Kirrily Druery, Hung Ngo



General Meeting Agenda

- 1 **President's welcome** – Michael Easton
- 2 **Student Representative Council Report** – Claire Bentley, Dante Diaz
- 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 Results** – Elizabeth Kenyon
 - 6.2 **Uniform Shop Updates** – Michael Easton
Current status, review of prices.
 - 6.3 **New Sound System in Hall** – Michael Easton
 - 6.4 **AGM Preparation** – Michael Easton
 - 6.5 **Secretary Position for AGM** – Michael Easton
 - 6.6 **Data Privacy and Protection** – Jens Olscher
 - 6.7 **Acknowledgement of Teacher Activities / Achievements**
- 7 **Membership Administration**
- 8 **Next Meeting** – Annual General Meeting – Wednesday 9th November, 2022 (On-Site)



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 Tali Ezekial, for the presentation and discussion on sports at Fort Street.
- Welcome to the new new SRC representatives to the P&C, Claire Bentley and Dante Diaz.

2. Student Representative Council Report – Kalandie Prabhakar

- The SRC have been very busy with the Fort Fair, elections and the camp for the exec.
- The camp was on last Thursday/Friday. All of the SRC had great fun and it was a good opportunity for lots of discussion.
- The team reviewed the last 12 months in order to plan for improvements over the next 12 months.
- Congratulations to new president Kalandie and VP Savanah.
- The first event to be run will be a Halloween concept, which the SRC are currently working on.

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

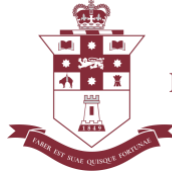
Motion	That the minutes from the previous general meeting, 2022-09-14, be accepted as a true record.
Mover	Peter Bestel
Seconder	Suzanne Trimmer
Result	Passed

3.4. Correspondence

- None.

3.5. Action Item Updates from last meeting

- None (Fort Fair items all managed)



4. Principal's Report – Juliette McMurray

- The HSC has started and appears to be going very well for Fort Street students.
- There are positive reports coming back so far on the exam questions and student confidence.
- Lots of parents have volunteered to assist with exams, which has been greatly appreciated.
- The school are currently working on staffing and timetables for next year.
- Merit selection panels are up and running for the open positions on the staff team.
- Congratulations to the new SRC committee members.
- Once the HSC is finished Tali Ezekial is planning to trial a breakfast club at the school.
- The house cup shall be awarded at the end of the term, with a weekday outing and food the surprise reward for the winning house.
- The outdoor gym equipment has been ordered but is still stuck in transit.
- Heritage works have resumed on the Wilkins building and are due to complete during the school holidays.
- There are lots of other works pending for the school holidays - path and toilet maintenance, painting, etc.
- Need to work on costings for some projects to fit into the budget for next year. Some initial thoughts are to upgrade the common room kitchen to make event catering easier, a new dark room to replace the current tiny one, upgrade work on the canteen.
- Note that there is a uniform review coming for students attending classes and excursions. Standards of compliance are to be raised due to staff and community feedback. Detentions are being considered for breaches of policy.

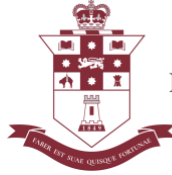
5. Treasurer's Report – Hung Ngo

- Apologies from Hung for tonight.
- Michael has flagged that the current projects list needs to be revised and commitments updated.
- See attached for current accounts.

6. General Business

6.1. Fort Fair Results – Elizabeth Kenyon

- The Fort Fair event was very, very successful and everyone had a great time.
- There was a recent round of thanks in Mercurius to all of the helpers.
- The weather for the event was excellent, which was probably one of the factors which lead to the much bigger turn-out than expected.
- So many people helped out from the community - staff, students and parents - that the event ran very smoothly and was a lot of fun.
- The SRC leaders made a very special contribution – thank you.
- Approximately \$15k in funds was collected during the event.
- The meeting discussed the SRC involvement in spending the takings.
- There is a debriefing with staff and volunteers via a survey to look at improvements for next time.
- Some of the items raised via feedback are:
 - Start the event earlier in the evening so that students can attend straight from school.
 - Need more volunteers for the event.
 - Communications was difficult and needs to be improved.
 - It was great to get new people involved.
- As we got great benefit from loaning equipment from other schools, we should make sure that all of our P&C equipment is available to other schools for their events.



6.2. Uniform Shop Updates – Michael Easton

- Prices have recently been reviewed and there are various proposals on mark ups of uniform items.
- One proposal is that all items are marked up by \$1, excluding blazers and bags.
- Prices have not changed for some years and the prices for stock and shipping have increased quite a bit.
- Action item for the P&C to publicise that all funds taken from uniform sales are used on projects that improve the school. Add this information to the store front and the uniform web site.
- Changes in future are to be reviewed based on any new costs, but current proposed prices increases are still being discussed.
- Year 7 fittings are coming up later in the year and the uniform shop has some volunteers but needs more.
- Fitting days correspond with year 7 orientation days and some additional days in December and January.

6.3. New Sound System in Hall – Michael Easton

- The sound coming out of the new sound system in the hall is very good.
- There is some work to be completed on minor items in order to reduce echo and make all components fully functional.

6.4. AGM Preparation – Michael Easton

- Peter described how the AGM process works.
- Juliette will be away so the P&C are looking for assistance from Rebecca/Joel to run the voting.
- Further discussion occurred around positions and running.

6.5. Secretary Position for AGM – Michael Easton

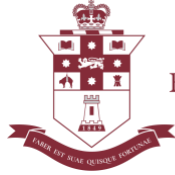
- As per the above item, the current secretary incumbent has reached maximum consecutive term, as per the P&C constitution (3 years). The P&C are looking for candidates to take over the role.

6.6. Data Privacy and Protection – Jens Olscher

- The meeting discussed data privacy briefly. The school fits in with department policy and follows instructions, so any change is at state government / state member level.

6.7. Acknowledgement of Teacher Activities / Achievements

- Thanks to Ms Salisbury for helping year 11 with planning for year 12 and career.
- Thanks to Mr Petain and the robotics team around a great excursion to Adelaide.
- Thanks to Rebecca, James, Jenny and all of the rest of the staff for a great year 12 graduation.
- Thank you again to Neil the GA for all of the help with the Fort Fair.

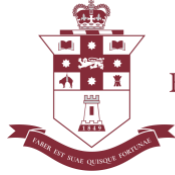


7. Membership Administration

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

8. Next Meeting – Annual General Meeting – Wednesday 9th November, 2022 (On-Site)

Meeting closed at 8:40 pm



Tabled Documents – Financial – Hung Ngo

Profit and Loss

Fort St High School Parents & Citizens Association
All Business Units
1 September 2022 to 30 September 2022

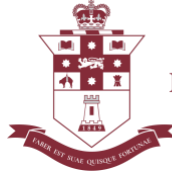
	P&C	Uniform Shop	Total
Income			
Fundraising - Other Revenue	21,237	-	21,237
Uniform Shop - New Uniform Sales (GST)	-	3,181	3,181
Total Income	21,237	3,181	24,418
Less Cost of Sales			
Purchases - Uniform shop	-	3,245	3,245
Closing Stock	-	(5,500)	(5,500)
Total Cost of Sales	-	(2,255)	(2,255)
Gross Profit	21,237	5,436	26,673
Less Operating Expenses			
Client & Staff Gifts	75	-	75
EFPOS and Card Fees	-	121	121
Entertainment & Meetings Expenses	25	-	25
Fundraising Costs - Catering	2,103	-	2,103
Fundraising Costs - Other	4,439	-	4,439
Printing & Stationery	5	-	5
Superannuation Expense	-	89	89
Wages & Salaries	-	851	851
Total Operating Expenses	6,646	1,062	7,707
Net Profit	14,591	4,374	18,965



Balance Sheet

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

	30 Sep 2022	30 Sep 2021
Assets		
Bank		
IMP SUB Cheque Acct 29-3216	93,107	87,945
P&C Cheque Account - 24-7674	107,119	141,044
Uniform Shop Westpac - 24-4959	79,780	39,982
Total Bank	280,006	268,971
Current Assets		
Funds Held by P & C Committee	(8,543)	-
Inventory	78,015	64,431
Petty Cash	99	99
Provision Account	48	-
Term Deposit - 673038	80,048	80,000
Term Deposit - 673046	80,056	80,000
Total Current Assets	229,723	224,530
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	509,729	498,047
Liabilities		
Current Liabilities		
ATO Integr Client Account	-	(99)
GST	(840)	(548)
Rounding	1	-
Superannuation Clearing	224	58
Trade Creditors	575	6,026
Total Current Liabilities	(40)	5,438
Total Liabilities	(40)	5,438
Net Assets	509,769	492,609
Equity		
Current Year Earnings	21,706	104,232
Retained Earnings	488,063	388,377
Total Equity	509,769	492,609



Tabled Documents – Fundraising Report – Elizabeth Kenyon



Fort Street High School

Parents & Citizens' Association

ABN: 59 424 414 672

Email: fortstreethighschool@pandcaffiliate.org.au

REPORT:	Fundraising
REPRESENTATIVE:	Elizabeth Kenyon
MEETING DATE:	19/10/2022

Action items/major activities since last report:

1) FORT FAIR 2022 was a huge success!

Balmy spring weather and a big turnout, we couldn't have asked for more. The music was beautiful, the food delicious and the games were popular. It was particularly lovely to see some of the incoming Year 7 families in attendance.

A big thank you to all the volunteers for the hard work that you put in on Friday night, we couldn't have done it without you.

Thank you to everyone who donated prizes, goods and money.

Thank you to all the food and drink stall holders for feeding all the visitors.

Thank you to all the games and market stall holders for keeping everyone entertained and stocked up on prizes, lollies, books, puzzles and second hand uniforms.

Thank you to Mr Manchester and the IMP ensembles for the wonderful performances.

Thank you to Ms McMurray and the student tour guides for showing people around the school with such enthusiasm.

Thank you to our Welcome Desk/Token Seller/ Fort Street Merchandise sellers who navigated through the ups and downs of the technological glitches.

A big thank you to the volunteers who helped set up and pack up and to our amazing team of volunteers who kept the rubbish under control on bin patrol.

And thank you to the teachers, office staff and GA who worked behind the scenes in the lead-up and on the night.

We'd also like to give a special acknowledgment to the SRC and Year 10 SRC leaders who contributed so much - ideas, energy, hard work and time.

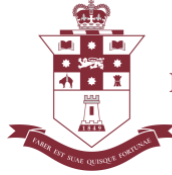
Together we created a great community-building event.

2) Incoming Year 7 Facebook page and WeChat groups have been set up and have over 100 members already. (Thank you, Tracey and Kirrily)

Action items in progress/pending:

1) Fort Fair debrief - the organisers and staff have met and made notes. We also have 24 feedback surveys from volunteers to assess. This information will help us make the 2024 175th Birthday event even bigger and better.

2) Spending the Fort Fair takings. It would be good if some items are purchased this term, so people see the immediate benefit of the fundraising. Decisions to be made on how the SRC decides on worthy projects and how the P&C/school approves them. Can all the school clubs/societies be given a chance to put forward a request for funds? Eg. Robotics



Tabled Documents – Project Commitments Report – Hung Ngo

Fort Street High School P & C Current Projects – Funds Allocated
As at 30th September, 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	\$863.55	\$336.45
					\$67,385.48

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	
	Sydney Photo Booth			\$181.82	
10	Sydney Photo Booth			\$522.73	
	The Sash Company			\$159.00	
				\$863.55	