

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

**Chair:** Michael Easton

**Date:** 9th November 2022

**Time:** 7:30 pm

**Venue:** School Library Meeting

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

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

**Attendance – 14**

Kirrily Druery, Hung Ngo, Malcolm Groves, Emma Pearce, Suzanne Trimmer, Michael Easton, Joel Morrison, Elizabeth Kenyon, Dante Diaz, Caroline Aow, Claire Bentley, Silvana Prestia, Nigel Fisher, Peter Bestel

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.

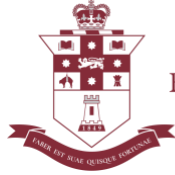
**Apologies**

Juliette McMurray, Rebecca Cameron



## 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 **Sport at the Fort Communications** – Michael Easton
  - 6.2 **Uniform Shop Updates** – Michael Easton  
*Planned fitting days for 2023.*
  - 6.3 **Uniform General Updates** – Michael Easton
  - 6.4 **Speaker for December meeting** – Michael Easton
  - 6.5 **Acknowledgement of Teacher Activities / Achievements**
- 7 **Membership Administration**
- 8 **Next Meeting** – General Meeting – Wednesday 14<sup>th</sup> December, 2022 (Off-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.”

### 2. Student Representative Council Report – Claire Bentley and Dante Diaz

- Last Monday was the Halloween event, which went very well and had a lot of participation.
- Currently planning events for the FIFA World Cup - scores contests. Looking to again get a lot of participation and excitement.
- 23/11 there is a 6am event at the school for the Australia vs. France World Cup game.
- Thursday of week 8 is teacher appreciation day
- Week 10 is the target for the end of year party.
- Coming up this Friday is the talent quest, which can be in person or via video.
- The SRC are currently surveying for and considering possibilities for the spending of the \$14K from Fort Fair.

### 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, 2022-10-19, be accepted as a true record.
<b>Mover</b>	Peter Bestel
<b>Seconder</b>	Kirrily Druery
<b>Result</b>	Passed

#### 3.4. Correspondence

- None.

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

- 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. - Done



#### 4. Principal's Report – Joel Morrison

- Uniform policy re-enforcement post COVID is ongoing and needs some tuning.
- The changes have been mostly well received.
- On the first day there were 180 warnings issued, day 2 there were 7.
- There is some flexibility on individuality - socks, earrings, etc.
- Office staff are finding it easier to identify students from contractors on site for repairs.
- Some further discussion is occurring on shoes - leather vs. sneakers. The main concern is that feet are covered for basic protection when in certain classes.
- SRC noted that sneakers promote sporting activities.
- The merit and house systems appear to be going very well, with a lot of participation and genuine engagement.
- The winning house will be announced next Friday.
- There was some discussion around the systems and a pointer to the Fort Street web site and parent portals for more information.
- The school exec are currently looking at options on the professional learning program for next year. There are 3 areas currently highlighted:
- Formative assessments, in order to encourage further development by understanding the learning process.
- Class room engagement, promoting more collaboration and cooperation.
- Literacy and academic writing skills.
- The budget for the faculties is currently being prepared.
- The school will continue working with the 20/10 wellbeing provider, who provide LGBTQI education for students and staff. Focus is on respectful language for the younger years and this year they are working on appropriate 'older' content for year 10 and up.
- For year 7 and 8 a new provider has been engaged - Elephant Ed - who address the elephant in the room - sex education. There is a perceived gap in the PDHP program around addressing pornography use, in order to complement the intimacy and consent content for older years.

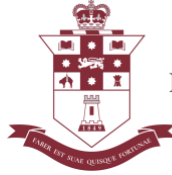
#### 5. Treasurer's Report – Hung Ngo

- See attached.

#### 6. General Business

##### 6.1. Sport at the Fort Communications – Michael Easton

- The P&C would like to see the Friday sports email also sent to all parents, so they can be more aware of what is happening and possible options for the students.
- Action item for Joel Morrison to discuss this with Tali Ezekial and organise.



## 6.2. Uniform Shop Updates – Michael Easton

- Still need more volunteers for the year 7 uniform fitting days.
- Email and Facebook recruitment messages have been sent out.
- Fittings are starting around year 7 orientation day and it is acknowledged that they are a significant effort.
- The SRC indicated that they may be able to assist with this.
- All other tasks for the day are complete (bookings, marquees, etc.)

## 6.3. Uniform General Updates – Michael Easton

- There was some discussion around uniform pricing, with the following areas covered.
- Profit to fund works vs. lowest cost possible.
- No apparent complaints on prices.
- To be reviewed annually in October.
- There are many other factors which the P&C are reviewing.
- All sizes should be the same price and buffering will ensure this.
- There will be various exceptions for items which are to be cleared.
- Publishing that all profits are used for school programs has been done (at the shop and via the web site).

## 6.4. Speaker for December meeting – Michael Easton

- There will be no speaker for the December meeting. It has been suggested that Joel Morrison bring photos from his sabbatical.

## 6.5. Acknowledgement of Teacher Activities / Achievements

- Thanks to Ms Walker for lovely communications around French.
- Thank you to Ms Maddock for doing a wonderful job around the musical.

## 6.6. Other Business

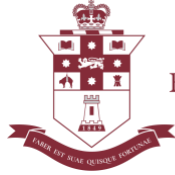
- This years year 7 parents will probably be hosting the welcome for the new year 7 parents in the school hall next year.
- The P&C will look at funding the event - possibly get in Rocket Boy pizza or some equivalent again instead of running a BBQ. This made the event this year easy and involved less cleanup.
- Action item for the P&C to notify the school on the day for using the hall.

## 7. Membership Administration

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

## 8. Next Meeting –General Meeting – Wednesday 14<sup>th</sup> December, 2022 (Off-Site)

Meeting closed at 9:00 pm



## Tabled Documents – Financial – Hung Ngo

### Profit and Loss

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

	Uniform Shop	Total
<b>Income</b>		
Uniform Shop - New Uniform Sales (GST)	5,652	5,652
<b>Total Income</b>	<b>5,652</b>	<b>5,652</b>
<b>Less Cost of Sales</b>		
Freight	92	92
Purchases - Uniform shop	24,262	24,262
<b>Total Cost of Sales</b>	<b>24,354</b>	<b>24,354</b>
<b>Gross Profit</b>	<b>(18,702)</b>	<b>(18,702)</b>
<b>Less Operating Expenses</b>		
EFPOS and Card Fees	154	154
Superannuation Expense	52	52
Wages & Salaries	495	495
<b>Total Operating Expenses</b>	<b>702</b>	<b>702</b>
<b>Net Profit</b>	<b>(19,404)</b>	<b>(19,404)</b>



- Please note the incorrect title on the balance sheet – this is for October.

## Balance Sheet

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

30 Nov 2022

#### Assets

<b>Bank</b>	
IMP SUB Cheque Acct 29-3216	94,714
P&C Cheque Account - 24-7674	104,937
Uniform Shop Westpac - 24-4959	74,017
<b>Total Bank</b>	<b>273,668</b>
<b>Current Assets</b>	
Funds Held by P & C Committee	(8,543)
Inventory	78,015
Petty Cash	99
Provision Account	48
Term Deposit - 673038	80,048
Term Deposit - 673046	80,056
<b>Total Current Assets</b>	<b>229,723</b>
<b>Fixed Assets</b>	
Furniture & Fixtures Accum Dep (12110)	(5,470)
Furniture & Fixtures at Cost (12100)	5,470
Plant & Equipment Accum Depn	(4,760)
Plant & Equipment at Cost	4,760
<b>Total Fixed Assets</b>	<b>-</b>
<b>Total Assets</b>	<b>503,392</b>

#### Liabilities

<b>Current Liabilities</b>	
GST	(3,344)
Rounding	-
Superannuation Clearing	52
Trade Creditors	31,132
Unpaid ATO Liability	(784)
<b>Total Current Liabilities</b>	<b>27,056</b>
<b>Total Liabilities</b>	<b>27,056</b>
<b>Net Assets</b>	<b>476,336</b>

#### Equity

Current Year Earnings	(21,624)
Retained Earnings	497,960
<b>Total Equity</b>	<b>476,336</b>



## Tabled Documents – Project Commitments Report – Hung Ngo

Fort Street High School P & C Current Projects - Funds Allocated  
As at 31<sup>st</sup> October, 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
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	
10	Sydney Photo Booth			\$181.82	
	Sydney Photo Booth			\$522.73	
	The Sash Company			\$159.00	
				\$863.55	