

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

Chair: Michael Easton

Date: 8th November 2023

Time: 7:00 pm

Venue: On-Site Meeting

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

Meeting declared open by Michael Easton – President

Attendance –

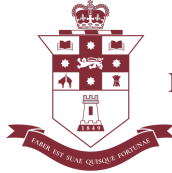
Elizabeth Kenyon, Hung Ngo, Kirrily Druery, Malcolm Groves, Michael Easton, Caroline Aow, Emma Pearce, Peter Bestel, Helen De Wolfe, Rebecca Cameron, David Hetherington,

Apologies

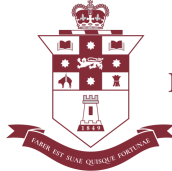


Annual General Meeting Agenda

Item	Description	Responsible	Time
1	Opening and welcome by the President	President	1 min
2	Present and apologies	Secretary	1 min
3	Declaration of interests: Disclose any conflicts of interest relevant to the agenda	President	1 min
4	Review of actions from previous annual general meeting	President	2 min
5	Confirmation of minutes of the previous annual general meeting <i>Proposed resolution: That the minutes of the 2021 Annual General Meeting be accepted.</i>	President	2 min
6	President's annual report	President	5 min
7	Treasurer's/Auditor's annual report	Treasurer	5 min
8	Reports (order to be agreed on the night) <ul style="list-style-type: none"> • Secretary • IMP • SRC • Uniform Shop • Sports • Fundraising 	Representatives	10 min
9	Questions to Executive Committee and P&C Representatives		5 min
10	Acceptance of financial statements <i>Proposed resolution: That the financial statements tabled at the annual general meeting be accepted.</i>	President	5 min
11	Acceptance of annual reports <i>Proposed resolution: That the annual reports tabled at the annual general meeting be accepted.</i>	President	5 min
12	Appointment of and questions to the auditor <i>Proposed resolution: That [auditor name – to be decided on the night] be appointed as the Fort Street High School P&C's auditor for the next reporting period.</i>	Treasurer	5 min
		Returning Officer	20 min



Item	Description	Responsible	Time
13	Election of Executive Committee, Sub-Committees & Representatives Executive Committee: <ul style="list-style-type: none">● President● 2 x Vice President● Secretary● Treasurer● Up to 6 ordinary members. Representatives: <ul style="list-style-type: none">● Foundation● School Finance Committee● Sports		
14	Confirmation of IMP Subcommittee Roles <ul style="list-style-type: none">● Convenor● Treasurer	President	1 min
15	Meeting close	President	1 min



Annual 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. Present and Apologies

- As above.

3. Declaration of Interests

- No interests or conflicts raised.

4. Review of Actions from Previous Annual General Meeting (2022)

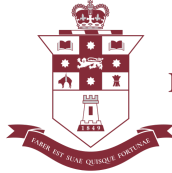
- None.

5. Table minutes from last meeting

Motion	That the minutes from the previous annual general meeting, 2022-11-09, be accepted as a true record.
Mover	Michael Easton
Seconder	Elizabeth Kenyon
Result	Passed

6. President's Annual Report

- Michael presented his report to the meeting.
- See tabled reports at the end of this document.



7. Treasurer's/ Auditor's Annual Report

- Hung and Michael presented the financial reports to the meeting.
- See tabled reports at the end of this document.

8. Other Reports

- No other reports were presented for 2023.

9. Questions to Executive Committee and P&C Representatives

- There were no questions regarding the reports or the business from the 2023 year.

10. Acceptance of Financial Statements

- The financial statements were reviewed and there were no questions.

Motion	That the financial statements tabled at the annual general meeting be accepted.
Mover	Michael Easton
Seconder	Kirrily Druery
Result	Passed

11. Acceptance of Annual Reports

Motion	That the annual reports tabled at the annual general meeting be accepted.
Mover	Michael Easton
Seconder	Malcolm Groves
Result	Passed



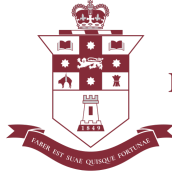
12. Appointment of and Questions to the Auditor

- There were no questions regarding the auditor.

Motion	That Sara Wickert be appointed as the Fort Street High School P&C's auditor for the next reporting period.
Mover	Michael Easton
Seconder	Malcolm Groves
Result	Passed

13. Election of Executive Committee, Sub-Committees and Representatives

- Rebecca Cameron agreed to be the returning officer.
- Rebecca thanked the present committee for their effort during the past year and their dedication to the school.
- Rebecca thanked the overall P&C community for support for the school over the course of the year.
- **Nominations and Election of P&C Association Office Bearers**
 - o Rebecca Cameron, as returning Officer for the AGM, declared all positions vacant and called for nominations.
 - o President Position:
 - Caroline Aow accepted a nomination by Elizabeth Kenyon and Kirrily Druery, seconded by all.
 - Resolved that Caroline Aow be elected as President unopposed.
 - o Treasurer Position:
 - Hung Ngo accepted a nomination by Michael Easton, seconded by all.
 - Resolved that Hung Ngo be elected as Treasurer unopposed.
 - o Vice President Position:
 - Elizabeth Kenyon accepted a nomination by Michael Easton and Peter Bestel, seconded by all.
 - Resolved that Elizabeth Kenyon be elected as Vice President unopposed.
 - o Vice President Position:
 - Emma Pearce accepted a nomination by Kirrily Druery, seconded by all.
 - Resolved that Emma Pearce be elected as Vice President unopposed.
 - o Secretary Position:
 - Malcolm Groves accepted a nomination by Kirrily Druery, seconded by all.
 - Resolved that Malcolm Groves be elected as Secretary unopposed.



o Executive Positions:

- The following members were proposed as part of the executive committee to advise the P&C:
 - Helen De Wolfe, David Hetherington, Kirrily Druery, Peter Bestel
- All were seconded and appointed unopposed.

● **Announcement of Election Results**

o Rebecca Cameron announced the final election results:

President:	Caroline Aow
Vice President:	Elizabeth Kenyon
Vice President:	Emma Pearce
Treasurer:	Hung Ngo
Secretary:	Malcolm Groves
Executive:	Kirrily Druery
	Helen De Wolfe

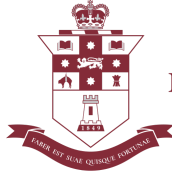
David Hetherington
Peter Bestel

14. Confirmation of IMP Sub-Committee Roles

- The meeting had no information on the IMP sub-committee and so confirmation is deferred to a later general meeting.

15. Next Meeting – AGM – Wednesday 13th November, 2024 (TBD – Zoom or On-Site)

Meeting closed at 7:20pm



P&C President's 2023 Annual Report

Well, that's it – after 8 years as a parent at Fort St, seeing my daughter Ella and son Tom make it through from Yr 7 twinkiedom to finishing the HSC - and three years serving as P&C President – I am done.



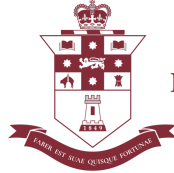
I look back at my time at Fort Street with a lot of positive memories, and much gratitude for all the different ways the school has helped my kids grow and flourish.

There is the rich and unique culture that has developed over Fort Steet's long history. As you know, next year, Fort St celebrates its 175th anniversary. My father attended this school, as did various uncles and grandparents. The school has produced high court judges, Antarctic explorers, professors of mathematics, renowned artists, and to balance things out, at least one Sydney underworld figure, the creator of beloved children's character Mr Squiggle, and a [Rear Admiral of the Chinese People's Liberation Navy](#).

This vibrant school culture is highlighted in all the rituals that attend the culmination of year 12 – the flop video, obligatory rap parody featuring Mr Morrison, Yr 12 picnic, colour run, dawn swim at Coogee, Yr 12 Formal, Final Assembly, Graduation and the last Speech Day. Having been to a few speech days now, I am always struck by the contrast between the nervous Yr 7s, a little awkward in their slightly too-big school uniforms, and the confident, poised young adults stepping forward to receive their final prizes.

Culture is, of course, all about people, and in this regard I am particularly grateful. My kids have made wonderful friends during their time here. One thing that can definitely be said about Fort St is that allows each student space to develop their own character. It is a very welcoming place, where all perspectives are accommodated – from school-strike activists to Trump supporters. I've met them all here – though being the inner-west, more of the former to be sure. I find Fort St students smart, of course, but also curious, questioning and always up to something interesting.

It is a school with rigorous academic standards, which expects a lot from its students - who are



self-motivated, and know how to work hard. But, importantly, Fort St is not an ATAR factory. While we do look at the tables to see how the school fared – and are usually gratified to see Fort St putting in a strong performance – the Fort St culture emphasises that ATAR is not everything.

There are amazing opportunities afforded to students at Fort St. We have a top class instrumental music program with multiple ensembles for all levels – orchestras, choirs, jazz ensembles – and with band camps and tours which my kids loved. It's worth noting that almost a one-third of students participate in this program, and it is open to kids who have no experience and may have never played a note of music before they come here.

The P&C and the school have also been building up the sports program and facilities, and there is scope for your child to participate and compete at any level they like. And there are multiple clubs for everything from chess to robotics, to activism and creative arts – and recently the school musical which will hopefully become a new tradition.

Fort St is one of the only schools I know of, that requires all Yr 9 students to participate in the Duke of Edinburgh Bronze program – for many kids it might be the first time they have spent a night in the bush, under a tent, and often (it seemed) in pouring rain.

Thankfully, it seems that we are putting the era of Covid behind us now, although the effects it has had on young people of all ages will continue to reverberate. It was an era that really tested our schools, and one memory I will take with me is how impressively Ms McMurray and her team handled this challenge – how seamlessly they swung into online learning mode, and all the activities and initiatives they came up with to ensure student well being and maintain school spirit. Notably for my daughter, Fort St was one of the few schools that were able to offer departing Yr 12 students in 2021 in-school, face to face events to celebrate their last weeks, and I can't tell you how much that meant.

One of the benefits of being involved with the P&C is that I have had the chance to work with, and get to know the teachers and staff on a different level. They work hard to create a warm and inclusive environment, that also encourages and provokes students to push themselves, both academically and more broadly.

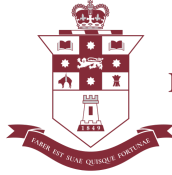
For example – the issue of how to deal with phones and other digital devices has been a perennial concern especially for Yr 7 & 8 parents. After extensive discussions at P&C meetings, last year the school adopted a ban on devices during lunch and recess breaks. As part of the implementation policy, the P&C funded the acquisition of new sports and other equipment for the kids to use instead - and the take-up has been incredible – staff report a major increase in noise levels during these breaks.

For the P&C, 2023 has been a relatively quiet year compared to previous years.

We've inaugurated the Yr7 Welcome as an official event at the start of the school year, and held a well-attended working bee in August to prepare the grounds for a mass tree and shrub planting. The Kitchen Garden has been established, and we have implemented the use of NSW *Back to School* vouchers in the Uniform Shop.

During my time as president, I have focused on the need to spend the funds which had accumulated in our accounts. A repeating theme of my discussions with Ms McMurray and other school staff has been that the P&C actively solicits requests for funding. We collect money for the purpose of spending it, and it is my belief that the parents who are donating and helping to raise funds should see the benefit of their work

So it has been gratifying that this year we have finally been able to fund many projects and requests. Overall, in 2023 the Fort St High School P&C has donated \$133,741 to the school and



made further funding pledges, including:

- Outdoor gym (\$30,000)
- New sound system for school hall (\$30,000, nice to be able to hear what people are saying now!)
- Outdoor seating picnic tables for the Valley area (\$14,574)
- Yarning Circle (\$25,000)
- Sound production for the school musical *25th Annual Putnam Spelling Bee* (\$8990)
- Funding for SRC Future Leaders Conference (\$4831)
- New xylophone for IMP
- Lego kits (\$2632)
- Printed blinds for classrooms
- New lighting for drama rehearsal rooms
- Grand piano trolleys (\$4510)
- New BBQ (\$3062)
- New dishwasher, microwave and refrigerator for Fortian kitchen (\$5663)
- Chess boards and clocks (\$2646)
- Basketball and soccer shirts
- End-of-year staff thank you lunch
- Environmental Monitoring equipment for Geography students
- Speech day prizes
- Volleyball equipment
- Robotics competition (\$5000)
- Purchase of 2 Rowing machines for 24 hour Row, and general gym use (\$3343)
- English new syllabus implementation (\$4000)



Our finances remain strong. Based upon our audited accounts dated as at 30 September, 2023 our Balance Sheet shows that we have net assets in the value of \$491,284.98.

The P&C maintains 5 bank accounts, with the following balances (as at 16/11/23):

- General Account – \$23,964.31
- Term Deposit 1 – \$80,512.37 earning interest at a rate of 3.85% maturing 10 December, 2023
- Term Deposit 2 – \$81,918.77 earning interest at a rate of 3.95% maturing 10 June, 2024 •
- Uniform Shop – \$46,062.55

- IMP – \$116,008.25

I would like to thank our Treasurer Hung Ngo, as well as our bookkeeper Donna Cornford, and auditor Sara Wickert.

Our Vice-Presidents, Elizabeth Kenyon and Kirrily Druery have made their usual enormous contributions over this year, across all P&C activities. Elizabeth in overseeing grants and fundraising activities, catering for our on-site P&C meetings, and generally always being there to do what needs to be done. And Kirrily in assisting with our various communication platforms and helping to develop a system to track P&C income, funding resolutions and expenditures, which I think is going to be incredibly useful going forward.

Special thanks to Peter Bestel, who has been P&C secretary for well over the statutory three years, performing invaluable service in ensuring our administration ran smoothly, meetings were organised in a timely fashion, and that we complied with our various legal requirements. I am very grateful for Malcolm Groves who volunteered to take on this role in the middle of the year, and has already been busy moving the P&C onto a new email system.

I would like to thank our Uniform Shop manager Gladys Ko for yet another year of exemplary service, and co-ordinator Caroline Aow who has been working with Gladys to ensure that everything has run smoothly.

The Second Hand Uniform Stall goes from strength to strength, having raised \$3590 over 4 sales this year. So a big thank you to Emma Pearce, who has done a great job as co-ordinator.

IMP President Tania Koit, co-ordinator Matthew Manchester, treasurer Emily Tse and the IMP Committee have done a fantastic job, running the massive Fort St IMP program and organising the concerts and live events.

And thank you to our other committee members Helen de Wolfe, Tracey Chen, Zhoumi Zhang, Mike Chen and Neha Goel for their assistance and input.

Claire Bentley & Dante Diaz from the Student Representative Council attended every P&C meeting this year and did a fantastic job connecting the P&C and the SRC, keeping us updated about their activities and helping us to provide support. We now welcome the new representatives Yr 8 students Beatrice Shimada and Divyan Gnanasivam.

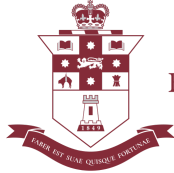
This year we have continued our program of presentations from Fort St staff, each of 45 minutes or so, preceding our regular general meetings. Each presentation explains a subject area or other area of school activity, and these have proved very popular with P&C members. I would like to thank the following staff members for participating:

- Juliette McMurray – Year Ahead / New Devices Policy
- Garth Chapman - Head of Social Sciences
- Justyn Boyle - Head of History and Languages

In particular, I would like to thank Principal Juliette McMurray, Deputy Principals Rebecca Cameron, Joel Morrison and Carolyn Mattock, Fort St Office staff, and the rest of the team for their fabulous work. I suppose in some ways we have become used to it over the last few years – but we never take it for granted!

We held our AGM on Wednesday 8 November, and I would like to welcome the new team for 2024:

- President: Caroline Aow

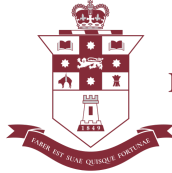


- Secretary: Malcolm Groves
- Treasurer: Hung Ngo
- Vice-Presidents: Elizabeth Kenyon and Emma Pearce
- Committee: Peter Bestel, Tracey Chen, David Hetherington, Helen de Wolfe, Kirrily Druery

I feel that the P&C is in great shape to take on the challenges of 2024, including building up the school community, enhancing and developing all aspects of sport and increasing participation in both formal and informal sport especially in younger years, and the massive 175th Fort Fest anniversary. And maybe even the introduction of the school dog?

Best wishes to everyone!

Signed:	
Name:	Michael Easton, P&C President
Date:	8/11/2023



Tabled Documents – Financial – Hung Ngo



Sara Wickert

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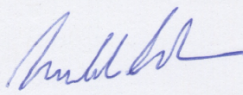
Independent Audit Report

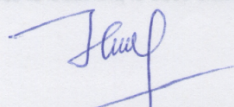
Prepared for: Fort Street High School P&C Association

Period: 1st October 2022 to 30th September 2023

Prepared by: Sara Wickert – BooksWorm Pty Ltd

Date Prepared: 9th October 2023


President

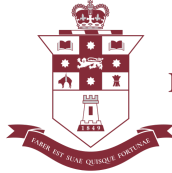

Treasurer



BAS agent
87199003



Sara Wickert
Member



Balance Sheet

Fort St High School Parents & Citizens Association
As at 30 September 2023

30 SEP 2023

Assets

Bank	116,963.25
IMP SUB Cheque Acct 29-3216	55,494.43
P&C Cheque Account - 24-7674	74,064.82
Uniform Shop Westpac - 24-4959	246,522.50
Total Bank	

Current Assets

Funds Held by P & C Committee	(7,514.10)
Inventory	88,885.23
Petty Cash	98.70
Provision Account	48.00
Term Deposit - 673038	80,512.37
Term Deposit - 673046	81,918.77
Total Current Assets	243,948.97

Fixed Assets

Furniture & Fixtures Accum Dep (12110)	(5,470.00)
Furniture & Fixtures at Cost (12100)	5,470.00
Plant & Equipment Accum Depn	(4,760.14)
Plant & Equipment at Cost	4,867.41
Total Fixed Assets	107.27

Total Assets

490,578.74

Liabilities

Current Liabilities

GST	(857.08)
Rounding	0.53
Superannuation Clearing	222.31
Voluntary Withholdings Payable	(72.00)
Total Current Liabilities	(706.24)

Total Liabilities

(706.24)

Net Assets

491,284.98

Equity

Current Year Earnings	(6,675.49)
Retained Earnings	497,960.47
Total Equity	491,284.98