

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

Chair: Michael Easton

Date: 8th February 2023

Time: 7:00 pm

Venue: On-Site Meeting

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

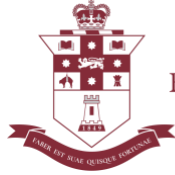
Meeting declared open by Michael Easton – President

Attendance – ??

Michael Easton, Helen De Wolfe, Malcolm Groves, Elizabeth Kenyon, Juliette McMurray,
Claire Bentley, Dante Diaz
(Attendance not fully recorded)

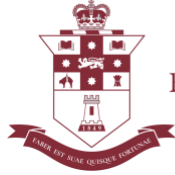
Apologies

Tracy Unwin, Tania Koit, Peter Bestel



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 **Welcome to 2023** – Michael Easton
 - 6.2 **Uniform Shop Updates** – Michael Easton
Review of Uniform fittings, implementation of back to school vouchers.
 - 6.3 **Secretary Role** – Michael Easton
 - 6.4 **New Devices Policy** – Michael Easton
 - 6.5 **Update on 2022 HSC** – Michael Easton
 - 6.6 **Speech Day 2023** – Michael Easton
Review format and prizes for the 17th of February.
 - 6.7 **P&C Finances** – Michael Easton
Tracking of commitments, revenue and spending plans.
 - 6.8 **Acknowledgement of Teacher Activities / Achievements**
- 7 **Membership Administration**
- 8 **Next Meeting** – General Meeting – Wednesday 8th March, 2023 (Zoom)



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

- The Rose Drive is currently being planned.
- There are many projects being discussed for 2023.
- The SRC look forward to working with the P&C in 2023.

3. Secretary's Report – Peter Bestel

3.1. Apologies

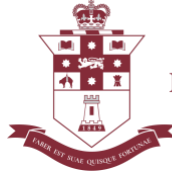
- As above.

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

- None

4. Principal's Report – Juliette McMurray

- Welcome back to everyone in 2023.
- Some funding priorities were presented for 2023, which the meeting agreed to.
- Juliette presented on the year ahead and the new devices policy.
- Juliette presented on HSC 2022 results.

5. Treasurer's Report – Hung Ngo

- See attached.
- The following projects are ready to be paid for by the P&C:
- Hall sound upgrade (P&C contributing \$30 000) \$35 300 was paid to SI NSW as DoE is managing contract.
- Yarning circle (P&C contributing \$25 000) \$40 300 was paid to SI NSW as DoE managed contract.
- Outdoor gym (P&C contributing \$30 000) \$60 500 was paid to SI NSW as DoE managed contract.
- Outdoor seating/picnic tables - \$13 200 Lina to provide invoice.
- P&C kitchen replacements (fridge, dishwasher, microwave) Lina to provide invoices.
- Sporting equipment requested by SRC \$1374.
- Staff Lunch for speech day – deposit already paid.
- The final invoice for lunch will be arranged shortly if approved could the P&C transfer money directly to restaurant that would be great.

6. General Business

6.1. Welcome to 2023 – Michael Easton

- The meeting reviewed the P&C results for last year and plans for this year.
- The year 7 welcome event is happening this week and looking forward to seeing everyone there.

6.2. Uniform Shop Updates – Michael Easton

- Caroline Aow presented the Uniform Shop report.
- Discussed Back to School vouchers and how they can be used at the Uniform Shop.
- Communication from the school to alert people that they cannot be used for online purchases and only at the point of sale.
- The Uniform Shop will also advertise for volunteers to fill spots later in the year.
- The next Second Hand Uniform Shop is 24th February.



6.3. Secretary Role – Michael Easton

- The P&C are still looking for a new secretary.

6.4. New Devices Policy – Michael Easton

- Presented by Juliette in the principal's report.

6.5. Update on 2022 HSC – Michael Easton

- Juliette discussed the 2022 HSC outcomes and the ranking of the school based on band 6 attainment.

6.6. Speech Day 2023 – Michael Easton

- Presented by Juliette in the principal's report.

6.7. P&C Finances – Michael Easton

- The P&C are looking to fund more projects during the year.
- Fort Fair funds will be acknowledged as being used to assist with the purchase of a shade sail.

6.8. Acknowledgement of Teacher Activities / Achievements

- Thanks to Mr Gillespie for great work around the school.
- As usual, thank you to all staff members for their efforts over the past year.

6.9. Other Business

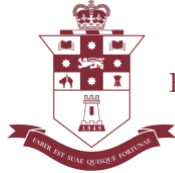
- Year 10 parents asked for assistance with improving communication amongst parents and helping with social connections.
- Suggested the establishment by the parents of a WhatsApp group and the organisation by the parents of some social events, eg. at Petersham Bowling Club.

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 March, 2023 (Zoom)

Meeting closed at 9:00 pm

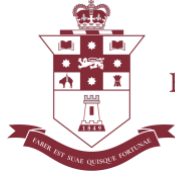


Tabled Documents – Financial – Hung Ngo

Profit and Loss

Fort St High School Parents & Citizens Association For the month ended 31 December 2022

	UNIFORM SHOP	P&C	IMP
Trading Income			
Fundraising - Concert Ticket Sales	-	-	5,815.10
Fundraising Income - P&C	-	38.18	-
General Donations	-	20,700.00	-
Parents Contribution Received	-	-	4,877.56
Uniform Shop - New Uniform Sales (GST)	23,495.45	-	-
Total Trading Income	23,495.45	20,738.18	10,692.66
Cost of Sales			
Freight	25.00	-	-
Purchases - Uniform shop	809.55	-	-
Total Cost of Sales	834.55	-	-
Gross Profit	22,660.90	20,738.18	10,692.66
Other Income			
Memberships subscriptions	-	0.91	-
Total Other Income	-	0.91	-
Operating Expenses			
Client & Staff Gifts	75.00	-	-
EFPOS and Card Fees	425.62	-	-
Meeting Expenses	-	97.15	-
Superannuation Expense	136.49	-	-
Wages & Salaries	1,299.90	-	-
Total Operating Expenses	1,937.01	97.15	-
Net Profit	20,723.89	20,641.94	10,692.66



Balance Sheet

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

31 DEC 2022

Assets

Bank

IMP SUB Cheque Acct 29-3216	105,447.93
P&C Cheque Account - 24-7674	123,897.29
Uniform Shop Westpac - 24-4959	98,099.70
Total Bank	327,444.92

Current Assets

Funds Held by P & C Committee	(7,514.10)
Inventory	78,015.17
Petty Cash	98.70
Provision Account	48.00
Term Deposit - 673038	80,048.36
Term Deposit - 673046	80,056.28
Total Current Assets	230,752.41

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	4,760.14
Total Fixed Assets	-

Total Assets **558,197.33**

Liabilities

Current Liabilities

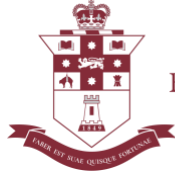
ATO Integr Client Account	784.00
GST	2,106.05
Rounding	0.45
Superannuation Clearing	191.74
Trade Creditors	0.01
Unpaid ATO Liability	(784.00)
Unpaid Superannuation Liability	52.00
Total Current Liabilities	2,350.25

Total Liabilities **2,350.25**

Net Assets **555,847.08**

Equity

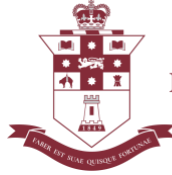
Current Year Earnings	57,886.61
Retained Earnings	497,960.47
Total Equity	555,847.08



Profit and Loss

Fort St High School Parents & Citizens Association For the month ended 31 January 2023

	UNIFORM SHOP	P&C	IMP
Trading Income			
Uniform Shop - New Uniform Sales (GST)	8,627.74	-	-
Total Trading Income	8,627.74	-	-
Gross Profit	8,627.74	-	-
Operating Expenses			
EFPOS and Card Fees	196.56	-	-
Superannuation Expense	113.74	-	-
Wages & Salaries	1,083.25	-	-
Total Operating Expenses	1,393.55	-	-
Net Profit	7,234.19	-	-



Balance Sheet

Fort St High School Parents & Citizens Association As at 31 January 2023

31 JAN 2023

Assets

Bank

IMP SUB Cheque Acct 29-3216	105,447.93
P&C Cheque Account - 24-7674	123,897.29
Uniform Shop Westpac - 24-4959	107,373.99
Total Bank	336,719.21

Current Assets

Funds Held by P & C Committee	(7,514.10)
Inventory	78,015.17
Petty Cash	98.70
Provision Account	48.00
Term Deposit - 673038	80,048.36
Term Deposit - 673046	80,056.28
Total Current Assets	230,752.41

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	4,760.14
Total Fixed Assets	-

Total Assets **567,471.62**

Liabilities

Current Liabilities

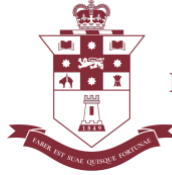
ATO Integr Client Account	784.00
GST	2,949.16
Payroll Clearing Account	1,083.25
Rounding	0.45
Superannuation Clearing	305.48
Trade Creditors	0.01
Unpaid ATO Liability	(784.00)
Unpaid Superannuation Liability	52.00
Total Current Liabilities	4,390.35

Total Liabilities **4,390.35**

Net Assets **563,081.27**

Equity

Current Year Earnings	65,120.80
Retained Earnings	497,960.47
Total Equity	563,081.27



Tabled Documents – Project Commitments Report – Hung Ngo

Fort Street High School P & C Current Projects - Funds Allocated
As at 31st January 2023

	<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	\$5,808.09	\$7,514.10
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	Gym Netting	10/03/2022	\$1,100.00		\$1,100.00
9	Year 10 Formal	30/08/2022	\$1,200.00	\$863.55	\$336.45
					\$66,356.46
3	Juliette McMurray Reimbursement			\$771.37	
	Golden Roast			\$4,007.70	
	Juliette McMurray Reimbursement			\$1,029.02	
				\$5,808.09	
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	