

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

Chair: Michael Easton

Date: 8th March 2023

Time: 7:00 pm

Venue: Off-Site Meeting

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

Meeting declared open by Michael Easton – President

Attendance – 47

Adrian Kilburn, Alina Munoz, Amy Lee, Amy Shan, Caroline Aow, Christina Wong, Claire Bentley, Dante Diaz, Elizabeth Kenyon, Emily Wong, Emma Pearce, Gordon Chan, Jade A, Juliette McMurray, Kasi Kola, Keummi Joo, Kirrily Druery, Lily Huang, Linh Pitzing, Lisa Meunier, Liz Hardy, Malcolm Groves, Maria Moran, Michael Easton, Mike Chen, Natalie Sousa, Neha Goel, Paul Guglielmino, Rebecca Cameron, Renee Chan, Rosanna Iacono, Sandy Silvester, Steven Tjan, Tania Koit, Tracey Chen, Bryan Peng, Peter Bestel, Achyuth ???, Daisy ???, Jens ???, Danielle ???, Neelam ???, Retha ???, Rochelle ???, Samm ???, Xiang ???, Xiumei ???

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.

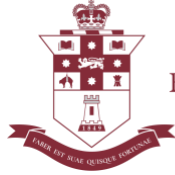
Apologies

Joel Morrison



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 **Year 7 Welcome Event Report** – Kirrily Druery, Caroline Aow
 - 6.2 **IMP AGM Report** – Tania Koit
 - 6.3 **School Therapy Dog** – Michael Easton
 - 6.4 **P&C Secretary Role 2023** – Michael Easton
 - 6.5 **P&C President Role 2024** – Michael Easton
 - 6.6 **Sport at the Fort** – Michael Easton
 - 6.7 **Acknowledgement of Teacher Activities / Achievements**
- 7 **Membership Administration**
- 8 **Next Meeting** – General Meeting – Wednesday 10th May, 2023 (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.”

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

- The SRC ran an International Women's Day BBQ to raise money for the United Nations Women's fund.
- The money raised was matched dollar for dollar by the UN Women sponsors.

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

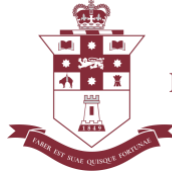
- Deferred.

3.4. Correspondence

- None.

3.5. Action Item Updates from last meeting

- None.



4. Principal's Report – Juliette McMurray

- Juliette outlined the department policy around microwave ovens for students at schools.
- A very big thank you to Colin Wong and Caroline Aow, who assist as community and parent representatives on the merit selection panel for the social science position.
- It has been noted that uniform compliance around the school has greatly improved.
- It has been noted that phone usage is down and there is a lot more student physical activity happening in the playground.
- There are lots of current works happening at the school.
- The scaffolding is currently being removed from the Parramatta Road facade after building works completed.
- There is an estimated 3-4 months worth of work to restore the area around the Wilkins building chimneys.
- A full audit of all school solar panels has just been completed.
- The stairs in the Fountain quad have been replaced, rails are coming soon and the tiling is being replaced in stages.
- The yearly painting of the school premises has started up again.
- There are quotes coming for outfitting the common room.
- There are some failed air conditioning units which are awaiting repairs. Portable units are currently being used.
- It should be noted that sun screen is available for all students.
- Juliette went through the process for reporting concerns about any staff conduct:
 - Contact the head teacher for the subject (see the school web site).
 - Contact the deputy head responsible for the year group.
 - Contact the principal.
- There are internal and external processes for review of any issues raised.
- There was some discussion around parent / teacher interviews.
- Note that Thursday period 1 is always a late start due to SRE.

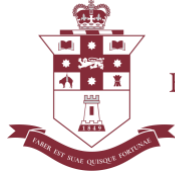
5. Treasurer's Report – Hung Ngo

- See attached.
- The P&C are working on further tracking and publishing of commitments in financial reports.

6. General Business

6.1. Year 7 Welcome Event Report – Kirrily Druery, Caroline Aow

- There was a great turn out of year 7 parents for the meet and greet.
- Thank you to all of the wonderful volunteers who supported the event.
- Food arrived late, so there was plenty of excess food, and some problems with not bringing drinks, gluten free mixed with normal, etc. which needs more oversight next year.
- The parents seemed to be very happy with the school venue so that they could take a look around.
- The event needs to be longer - 2 hours is not long enough.
- There were some problems around containing the children, which need to be addressed for next year.
- Require a bigger speaker for the PA system, as there were some problems with everyone hearing announcements.
- Considering an off-school venue, the Petersham Bowling Club takes a maximum booking of 50 and there were approximately 300 attendees, so more thought is required.



6.2. IMP AGM Report – Tania Koit

- The IMP has had a very busy start to the year.
- There are record numbers of students participating.
- There is a wait list for the IMP camp - currently 186 students booked in.
- Instrument costs are going up due to replacing aging instruments and increased repair costs.
- There is a quote coming in April for new instruments.

6.3. School Therapy Dog – Michael Easton

- Applicability and costs for putting dogs on courses were discussed.
- There are some limitations around councillors dogs with regards schools.
- If there is a staff member dog on site then staff would need to be allocated to supervise the dog.
- More discussion needs to be had on this concept and the practicalities.
- A trial was discussed, where the P&C would pay to have a therapy dog brought in to the school.

6.4. P&C Secretary Role 2023 – Michael Easton

- Peter to send more information out around the processes and requirements for the role.

6.5. P&C President Role 2024 – Michael Easton

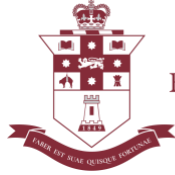
- Michael is also actively looking for a successor for next year.

6.6. Sport at the Fort – Michael Easton

- Parents would like to see some more notice on events and selection, preparation and training.
- To get in helpers to take the load off staff (prefer ex-students or existing parents) a Working With Children Check would be required.
- Currently students only start preparing for competitions 1 to 2 weeks prior and are therefore often thrashed.
- The idea of an SRC sports sub-committee was discussed.
- There was a lot of discussion on the effort required by teachers in order to support competitive sport and how this happens / what it takes effort away from.

6.7. Acknowledgement of Teacher Activities / Achievements

- Thank you to Talia for running the football competition even though it was very hot.

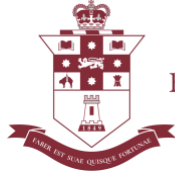


7. Membership Administration

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

8. Next Meeting –General Meeting – Wednesday 10th May, 2023 (School Library)

Meeting closed at 8:45 pm

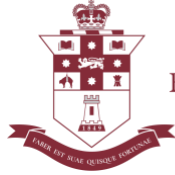


Tabled Documents – Financial – Hung Ngo

Profit and Loss

Fort St High School Parents & Citizens Association For the month ended 28 February 2023

	UNIFORM SHOP	P&C	IMP
Trading Income			
Fundraising Income - P&C	-	2,953.33	-
Uniform Shop - 2nd Hand Sales (No GST)	35.00	-	-
Uniform Shop - New Uniform Sales (GST)	29,833.18	-	-
Total Trading Income	29,868.18	2,953.33	-
Cost of Sales			
Freight	5.90	-	-
Purchases - Uniform shop	1,257.74	-	-
Total Cost of Sales	1,263.64	-	-
Gross Profit	28,604.54	2,953.33	-
Other Income			
Memberships subscriptions	-	0.91	-
Total Other Income	-	0.91	-
Operating Expenses			
Donations and Distributions to School	-	21,730.43	-
EFPOS and Card Fees	444.08	-	-
Entertainment & Meetings Expenses	-	5,900.00	-
Superannuation Expense	47.12	-	-
Wages & Salaries	448.78	-	-
Total Operating Expenses	939.98	27,630.43	-
Net Profit	27,664.56	(24,676.19)	-



Balance Sheet

Fort St High School Parents & Citizens Association As at 28 February 2023

28 FEB 2023

Assets

Bank

IMP SUB Cheque Acct 29-3216	105,447.93
P&C Cheque Account - 24-7674	98,907.70
Uniform Shop Westpac - 24-4959	128,109.87
Total Bank	332,465.50

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 **563,217.91**

Liabilities

Current Liabilities

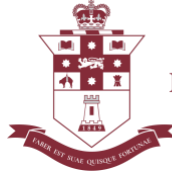
GST	3,010.80
Rounding	0.46
Superannuation Clearing	160.86
Trade Creditors	1,700.00
Unpaid Superannuation Liability	52.00
Total Current Liabilities	4,924.12

Total Liabilities **4,924.12**

Net Assets **558,293.79**

Equity

Current Year Earnings	60,333.32
Retained Earnings	497,960.47
Total Equity	558,293.79



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	