

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

Chair: Michael Easton

Date: 10th May 2023

Time: 7:45 pm

Venue: On-Site Meeting

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

Meeting declared open by Michael Easton – President

Attendance – 39

Maria Moran, Nigel Leslie, Thu Trieu, Fredrick Meunier, Justyn Boyle, Emily TSE, Peter Wilson, Hema Kolla, Juliette McMurray, Rebecca Cameron, Michael Easton, Malcolm Groves, Kirrily Druery, Maree Perfrement, Joel Morrison, Pak Lee, Tanya Golubchik, Bradley Steel, Rochelle Phone, Elaine H, Subrat Nargundkar, Richard Hrovat, Midori XR, Helen De Wolfe, Liz Hardy, Agnieszka Bachfischer, Danelle Partridge, Peter Bestel, Xiang ???, Jiarui ???, Austin ???, Jens ???, Kalpana ???, Poh ???, Tao ???, Catherine ???, Neelam ???, Samm ???, Mahendran ???

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.

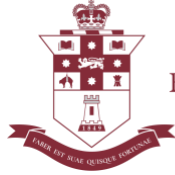
Apologies

Elizabeth Kenyon, Hung Ngo, Neha Goel, Carolyn Aow



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 **P&C Secretary Role 2023** – Michael Easton
 - 6.2 **P&C President Role 2024** – Michael Easton
 - 6.3 **Sport at the Fort Newsletter** – Michael Easton
 - 6.4 **School Therapy Dog** – Michael Easton
 - 6.5 **Sports Equipment Status** – Kirrily Druery
 - 6.6 **P&C Storeroom and Kitchen Status** – Kirrily Druery
 - 6.7 **STIVE Funding Request** – Tracey Chen
 - 6.8 **Tree Grant** – Elizabeth Kenyon
 - 6.9 **Acknowledgement of Teacher Activities / Achievements**
- 7 **Membership Administration**
- 8 **Next Meeting** – General Meeting – Wednesday 14th June, 2023 (Online)



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 Justyn Boyle for the wonderful presentation on history.

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

- The SRC are currently planning the year 10 formal and would like to know how much is available to spend from the second hand uniform sales.
- Discuss this later on with the P&C, as they are only in the early stages of planning.
- The Future Leaders conference is happening later on this month and being hosted at Fort Street. Students from over 45 schools are attending to listen to 8 speakers (1 day conference).
- Requesting \$6000 for the event - guest catering, name tags, pin to commemorate, gifts. Free for all students.
- This was discussed and the intent is for this to be a recurring event - financials for this need to be finalised.

Motion	That the P&C approve the expenditure of up to \$6000 for the Future Leaders conference, primarily for catering and stationery.
Mover	Michael Easton
Seconder	Peter Bestel / all
Result	Passed

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

- Further actions for Peter around publishing / meeting around secretary duties – in progress.
- Further follow up on new president for Michael – in progress.



4. Principal's Report – Juliette McMurray

- There are a lot of updates this month and most are in the Mercurius issue.
- There have been lots of staff changes due to promotions and retirements.
- Lots of projects finished around the school – the outdoor gym is finished, seating benches done and gym resurfaced, Wilkins scaffolds are down, Fountain quad has been re-paved, Rodent-proof bins installed, digital notice board is up for internal school communications.
- Michael asked for photos to be emailed through on projects and outcomes.
- Cooling schools grant is happening for up to 200 schools.
- The local schools collaboration program is in-progress, with 23 year 10 students mentoring primary students. UTS brings along assessors for this program and it is back on after a COVID pause.
- The whole of school cross country is over and was a lot of fun.
- Lots of great excursions coming up for the school.
- Various wellbeing programs are being hosted.
- Canteen doesn't have enough specials, so many kids are missing out - consult with them on this.
- Gym is open when there is bad weather plus rooms for clubs and all outdoor corridors.
- There is a request to purchase 45 more chess sets for the chess club, as there is a lot of demand.

5. Treasurer's Report – Hung Ngo

- See attached.
- There are lots of project expenses being realised and therefore the main account is dropping rapidly.

6. General Business

6.1. P&C Secretary Role 2023 – Michael Easton

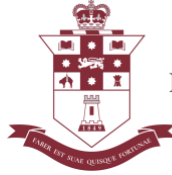
- Currently looking to hand over to Malcolm Groves around this role.

6.2. P&C President Role 2024 – Michael Easton

- Michael still working on this.

6.3. Sport at the Fort Newsletter – Michael Easton

- Currently very happy with the communications as they are raising awareness.



6.4. School Therapy Dog – Michael Easton

- There was a lot of discussion around this issue.
- Logistics were of particular interest – When and how? Before exams?
- Determined that a trial is required.
- To bring the dogs in is \$473 for 90 minutes and 2-5 dogs.
- Rebecca is looking into the available programs and guidelines.
- The goal is initially stress release for year 12 students - details to be determined by the school.

Motion	That the P&C approve the expenditure of up to \$473 for a Thera-Paws session trial.
Mover	Michael Easton
Secunder	Kirrily Druery / all
Result	Passed

6.5. Sports Equipment Status – Kirrily Druery

- The missing sports equipment has been found in a cleaners cupboard.

6.6. P&C Storeroom and Kitchen Status – Michael Easton

- The new dishwasher and fridge/freezer have been bought for the P&C kitchen.
- This is great for events for the IMP, etc. due to the large capacity of these new appliances.
- All napkins and other stores will be combined to be placed in this kitchen.

6.7. STIVE Funding Request – Michael Easton

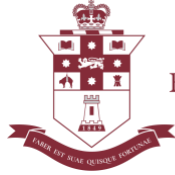
- STIVE requested funding to cater for ongoing meetings.
- This was discussed around the role of the P&C in the school.
- Funding regular meetings is not consistent with P&C role.

6.8. Tree Grant – Elizabeth Kenyon

- Elizabeth has secured another grant.
- No further details at this time.

6.9. Acknowledgement of Teacher Activities / Achievements

- Thanks to all of the teachers for supporting the Japan trip.
- Thank you to Ken Gillespie for all his hard work with the Fundraising Bbq's
- Thank you to Justin Boyle, Louise Nolan and Theo Londis for spending hours on the Bunnings BBQ.



6.10. Other Business – Michael Easton

- Carolyn from the uniform shop has some updates for us.
- Winter jackets are here and all of the old winter jackets are gone.
- All back orders have been filled.
- The volunteer sign up system is working well.

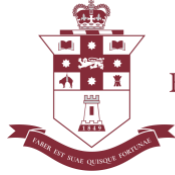
Motion	That the P&C approve the expenditure of up to \$1000 to purchase 45 chess sets for the school.
Mover	Michael Easton
Seconder	Peter Bestel / all
Result	Passed

7. Membership Administration

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

8. Next Meeting –General Meeting – Wednesday 14th June, 2023 (Online)

Meeting closed at 8:47 pm



Tabled Documents – Financial – Hung Ngo

Profit and Loss

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

	UNIFORM SHOP	P&C	IMP
Trading Income			
Fundraising Income - P&C	-	303.14	-
General Donations	-	(492.00) ¹	-
Uniform Shop - 2nd Hand Sales (No GST)	20.00	-	-
Uniform Shop - New Uniform Sales (GST)	11,818.18	-	-
Total Trading Income	11,838.18	(188.86)	-
Cost of Sales			
Freight	30.90	-	-
Purchases - Uniform shop	2,804.25	-	-
Total Cost of Sales	2,835.15	-	-
Gross Profit	9,003.03	(188.86)	-
Operating Expenses			
Accounting/Bookkeeping Fees	-	544.91	-
EFPOS and Card Fees	267.48	-	-
Other Expense	-	-	62.72 ²
Superannuation Expense	95.87	-	-
Wages & Salaries	913.02	-	-
Total Operating Expenses	1,276.37	544.91	62.72
Net Profit	7,726.66	(733.77)	(62.72)

1. General Donations - Donations to The World Greatest Shave raised from Fort Fair 2023 by the P&C.

2. Other Expense - Reimbursement to Adnil, expenses during the IMP concert.



Balance Sheet

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

31 MAR 2023

Assets

Bank

IMP SUB Cheque Acct 29-3216	104,278.94
P&C Cheque Account - 24-7674	18,575.75
Uniform Shop Westpac - 24-4959	138,481.45
Total Bank	261,336.14

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

492,088.55

Liabilities

Current Liabilities

GST	3,751.89
Rounding	0.47
Superannuation Clearing	308.73
Trade Creditors	3,377.50
Total Current Liabilities	7,438.59

Total Liabilities

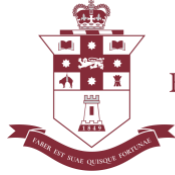
7,438.59

Net Assets

484,649.96

Equity

Current Year Earnings	(13,310.51)
Retained Earnings	497,960.47
Total Equity	484,649.96



Profit and Loss

Fort St High School Parents & Citizens Association For the month ended 30 April 2023

	UNIFORM SHOP	P&C	IMP
Trading Income			
Uniform Shop - New Uniform Sales (GST)	9,440.92	-	-
Total Trading Income	9,440.92	-	-
Gross Profit			
	9,440.92	-	-
Operating Expenses			
EFPOS and Card Fees	231.51	-	-
Superannuation Expense	85.31	-	-
Wages & Salaries	812.44	-	-
Total Operating Expenses	1,129.26	-	-
Net Profit	8,311.66	-	-



Balance Sheet

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

30 APR 2023

Assets

Bank

IMP SUB Cheque Acct 29-3216	104,278.94
P&C Cheque Account - 24-7674	18,575.75
Uniform Shop Westpac - 24-4959	145,813.13
Total Bank	268,667.82

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 499,420.23

Liabilities

Current Liabilities

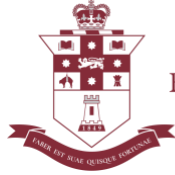
GST	4,672.82
Rounding	0.48
Superannuation Clearing	85.31
Total Current Liabilities	4,758.61

Total Liabilities 4,758.61

Net Assets 494,661.62

Equity

Current Year Earnings	(3,298.85)
Retained Earnings	497,960.47
Total Equity	494,661.62



Tabled Documents – Project Commitments Report – Hung Ngo

Fort Street High School P & C Current Projects - Funds Allocated
As at 30th APRIL, 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			<u>\$1,029.02</u>	
				\$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			<u>\$41.00</u>	
				\$23,776.09	
10	Sydney Photo Booth			\$181.82	
	Sydney Photo Booth			\$522.73	
	The Sash Company			<u>\$159.00</u>	
				\$863.55	