

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

**Chair:** Caroline Aow

**Date:** 13th November 2024

**Time:** 7:00 pm

**Venue:** On-Site Meeting

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

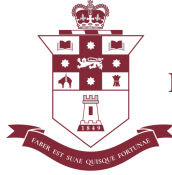
**Meeting declared open by Caroline Aow – President**

**Attendance –**

Elizabeth Kenyon, Hung Ngo, Kirrily Druery, Malcolm Groves, Caroline Aow, Emma Pearce, Rebecca Cameron, Tania Koit, Elaine Huang, Elaine Kuenne, Vivian Wang, Beatrice Shimada, David Sherwin, Tracey Chen, Juliette McMurray

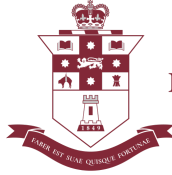
**Apologies –**

Emily Tse

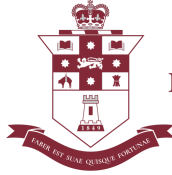


## Annual General Meeting Agenda

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 2023 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"> <li>● Secretary</li> <li>● IMP</li> <li>● SRC</li> <li>● Uniform Shop</li> <li>● Sports</li> <li>● Fundraising</li> </ul>	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&amp;C's auditor for the next reporting period.</i>	Treasurer	5 min
			20 min



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



## Annual General Meeting Minutes

### 1. President's welcome – Caroline Aow

- Caroline 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 (2023)

- None.

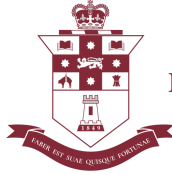
### 5. Table minutes from last meeting

<b>Motion</b>	That the minutes from the previous annual general meeting, 2023-11-08, be accepted as a true record.
<b>Mover</b>	Kirrily Druery
<b>Seconder</b>	Malcolm Groves
<b>Result</b>	Passed

### 6. President's Annual Report

- Caroline presented her report to the meeting.
- See tabled reports at the end of this document.





## 7. Treasurer's Auditor's Annual Report

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

## 8. Other Reports

- IMP Report - Tania Koit
  - 2024 IMP updates for AGM: Highlights:
    - IMP Tour
    - Eve's administration role
    - The IMP continues to grow with about 350 students across year cohorts.
    - Through our fundraising, including your generous support, over the past year we've bolstered our music registry, adding 2 tubas, 2 euphoniums, 2 trombones, 2 natural trumpets and most recently artisan jazz cymbals.
    - This year saw the reinvigoration of our International IMP Tour, with 100 music students and staff touring throughout Spain and Portugal, including performances at Madrid's Teatro Mira, Granada's Manuel de Falla Auditorium, and Lisbon's Teatro São João; an inspiring masterclass with the Spanish Military Band in conjunction with the Australian Embassy to Spain; a masterclass with Portuguese Naval Musicians and an Anzac Day ceremony in conjunction with the Australian Embassy to Portugal.
    - We have also established musical collaborations with numerous high schools in both NSW and New Zealand involving onsite workshops and joint performances.

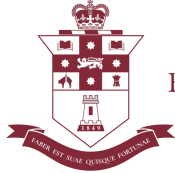
## 9. Questions to Executive Committee and P&C Representatives

- There were no questions regarding the reports or the business from the 2024 year.

## 10. Acceptance of Financial Statements

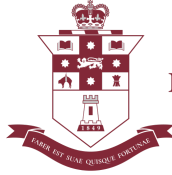
- The financial statements were reviewed and there were no questions.

<b>Motion</b>	That the financial statements tabled at the annual general meeting be accepted.
<b>Mover</b>	Caroline Aow
<b>Seconder</b>	Tania Koit
<b>Result</b>	Passed



## 11. Acceptance of Annual Reports

<b>Motion</b>	That the annual reports tabled at the annual general meeting be accepted.
<b>Mover</b>	Caroline Aow
<b>Seconder</b>	Malcolm Groves
<b>Result</b>	Passed



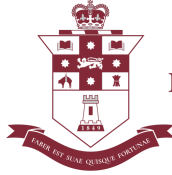
## 12. Appointment of and Questions to the Auditor

- There were no questions regarding the auditor.

<b>Motion</b>	That TaxFin Pty Ltd be appointed as the Fort Street High School P&C's auditor for the next reporting period.
<b>Mover</b>	Malcolm Groves
<b>Seconder</b>	Caroline Aow
<b>Result</b>	Passed

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

- Juliette McMurray agreed to be the returning officer.
- Juliette thanked the present committee for their effort during the past year and their dedication to the school.
- Juliette 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 Juliette McMurray, as returning Officer for the AGM, declared all positions vacant and called for nominations.
  - o President Position:
    - Caroline Aow
  - o Treasurer Position:
    - Hung Ngo (NB: Hung agreed to be nominated as an interim position until a new Treasurer is elected)
  - o Vice President Position:
    - Emma Pearce
  - o Vice President Position:
    - Tracey Chen
  - o Secretary Position:
    - Malcolm Groves



- o Executive Positions:
  - The following members were proposed as part of the executive committee to advise the P&C:
    - Stella Liang
    - Vivian Wang
    - Elaine Huang
    - Elizabeth Kenyon
    - Kirrily Druery
    - Jens Olscher
  - All were seconded and appointed unopposed.

- **Announcement of Election Results**

- o Juliette McMurray announced the final election results:

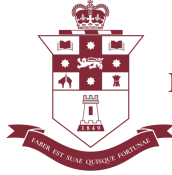
President: Caroline Aow  
Vice President: Emma Pearce  
Vice President: Tracey Chen  
Treasurer: Hung Ngo  
Secretary: Malcolm Groves  
Executive: Stella Liang, Vivian Wang, Elaine Huang, Elizabeth Kenyon,  
Kirrily Druery, Jens Olscher

#### 14. Confirmation of IMP Sub-Committee Roles

- The meeting confirmed the IMP roles as:
  - o Tania Koit – Convenor.
  - o Emily Tse – Treasurer.

#### 15. Next Meeting – AGM – Wednesday 12<sup>th</sup> November, 2025 (On-Site)

Meeting closed at 7:50pm



## FSHS President's report – AGM 2024

I'll start my report by saying that Michael Easton (ex-President) left a standard for President's reports that I am unable to meet – so this will be a short report.

It has been a real privilege to serve as Fort Street High School's P&C president – starting from the first meeting after last year's AGM to this AGM meeting tonight.

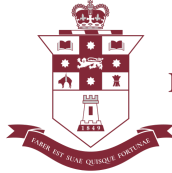
During this time, I was fortunate to attend the Presentation Day and participate in panels for teaching and non-teaching positions and the canteen. I've also attended the school budget meeting as Finance Committee representative and FSHS foundations meetings as Foundation representative. This has given me an insight and appreciation of how the P&C can support the school. I got to hear about the IMP tour, student exchange programs, Duke of Edinburgh camps, Future Leaders conference and other fabulous events that our students were able to participate in.

This year, we held Fort Fest, an amazing evening planned and organised by our fabulous Fort Fest committee Elizabeth, Emma and Helen De Wolfe and the volunteer parents, students and teachers. Our IMP students entertained us while we enjoyed great food and activities on the night. This event also brought together lots of ex-Fortians who visited the school and celebrated the Fort's 175<sup>th</sup> birthday. I was able to witness the smoking ceremony, sample the giant birthday cake and meet some ex-Fortians. Whilst this was primarily a community engagement event, we also made approximately \$17,000.

99 students and 9 staff went on the IMP tour of Spain and Portugal earlier this year. It sounded like an amazing adventure and many thanks to Matthew Manchester, the IMP committee and the FSHS staff for making this happen.

In 2024, the P&C voted to fund the following:

- Tuba and Trombone for the IMP to the tune of \$10,560
- Staff appreciation lunch to the amount of \$3,000
- Year 7 welcome event to the amount of \$3,000
- Deep Fryers to the amount of \$500
- Incubators to the amount of \$2,800
- 3D printers to the amount of \$12,000
- Additional outdoor powerpoints to the amount of \$3,500
- USB speaker and microphone for P&C meetings and school use to the amount of \$200
- Prize for the Fort Fest logo competition to the amount of \$100
- Sports bus hire to the amount of \$10,000
- Sports referees to the amount of \$6,000
- Induction cookware to the amount of \$300
- Upfront costs to the amount of \$13,000 for Fort Fest
- P&C insurance to the amount of \$2,001
- Zoom subscription to the amount of \$223



Even with all these financial commitments we made this year, we still have a healthy bank balance. I will continue to work with Juliette on ways we can contribute this money to the activities and resources for the school.

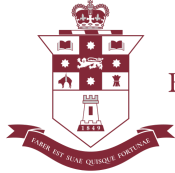
Our audited net assets as at 30 September 2024 are valued at \$529,175.26. The 5 P&C bank accounts have a balance as at 12 November 2024 of:

- General account - \$48,931.41
- Uniform shop account - \$111,725.54
- IMP account - \$108,871.55
- Term Deposit 1 - \$80,512.37 earning interest at a rate of 4.25% and maturing on 10 December 2024
- Term Deposit 2 - \$85,163.43 earning interest at a rate of 4.25 % and maturing on 10 June 2024.

I would not have been able to carry out my role as P&C President without the fantastic P&C executive and members and FSHS staff and teachers. I'd especially like to thank:

- Elizabeth Kenyon for providing fantastic support as Vice President, fundraising coordinator, Fort Fest committee and charing meetings in my absence. Sadly Elizabeth is standing down this year as Vice President as she has served 3 years as VP so we will need to fill this role.
- Emma Pearce for providing fantastic support as Vice President, Second-hand Uniform shop coordinator and Fort Fest committee.
- Hung keeping fabulous oversight over our P&C funds as Treasurer. Unfortunately, Hung is standing down this year as he has served 3 years as Treasurer so we will also need to fill this role.
- Malcolm, our brilliant Secretary, who holds us together and accountable at meetings.
- Kirrily Druery as part of the executive committee and for helping with the various communication platforms.
- Helen De Wolfe as part of the executive committee and Fort Fest Committee.
- Peter Brestel who continues to provide advice as part of the executive committee.
- David Hetherington as part of the executive committee.
- Monica Zhang in the role of Uniform shop coordinator, working closely with Gladys Ko to make sure that things run smoothly at the uniform shop.
- Tracey Chen who continues to run the We Chat channels.
- FSHS School executive Juliette McMurray, Rebecca Cameron, Dave Sherwin and Carolyn Mattock who gave up their evenings to attend our P&C meetings and update us on what was happening at the school. And Kristina Strati, Head Teacher Wellbeing and Michael Galvin, Head Teacher Teaching and Learning for their presentations.
- Beatrice Shimada and Divyan Gnanasivam for attending the P&C meetings and keeping us updated on SRC activities and student feedback.
- Tania Koit IMP Committee Convenor, Emily Tse as IMP Treasurer, Michael Manchester and the IMP subcommittee.

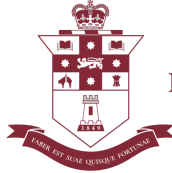
Once again, thanks everyone for all your hard work and support. I'm looking forward to another great year in 2025!



The 2025 P&C committee include:

- President – Caroline Aow
- Vice President – Emma Pearce
- Vice President – Tracey Chen
- Secretary – Malcolm Groves
- Treasurer – to be filled
- Executive Committee – Stella Liang, Vivian Wang, Elaine Huang, Elizabeth Kenyon, Kirrily Druery, Jens Olscher





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Level 1, 207 Forest Rd Hurstville NSW 2220  
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TEL: 02 9570 4648, FAX: 02 9570 1700  
Email: [vitali@taxfin.com.au](mailto:vitali@taxfin.com.au)

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### Accounting Firm

Name	VITALI ISLAMOV
Postal address	Level 1, 207 Forest Rd Hurstville NSW 2220
Business name	TAXFIN PTY LTD
Business postal address	PO BOX 345, BEVERLY HILLS NSW 2209
Professional organisation	INSTITUTE OF PUBLIC ACCOUNTANTS
Professional membership	183288

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### Association details

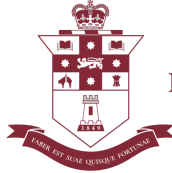
Association name	FORT STREET HIGH SCHOOL P & C ASSOCIATION
Australian business number	59 424 414 672
Address	620-660 PARRAMATTA RD PETERSHAM NSW 2049
Year of income being reviewed	30 September 2024

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### To the association

To the association of	FORT ST HIGH SCHOOL P & C ASSOCIATION.
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### **Part A: Financial Report**

I have reviewed the special purpose financial report comprising the statement of financial position as at 30 September 2024, and the statement of financial performance of the FORT ST HIGH SCHOOL P & C ASSOCIATION for the year ended 30 September 2024.

#### **Association's responsibility for the financial report**

The association is responsible for the preparation of the financial report in accordance with the financial reporting requirements Australian Charities and Non-profits Commission, and for such internal control as it determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

#### **Public Accountant responsibility**

My responsibility is to express an opinion on the financial report based on the review. I have conducted an independent review of the financial report in order to express an opinion on it to the association.

My review has been conducted in accordance with Australian Accounting Standards. These standards require that I comply with relevant ethical requirements relating to review engagements and plan and perform the review to obtain reasonable assurance as to whether the financial report is free from material misstatement.

A review involves performing procedures to obtain review evidence about the amounts and disclosures in the financial report. The procedures selected depend on the accountant's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the accountant considers internal control relevant to the associations' preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the associations' internal control. A review also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the association, as well as evaluating the overall presentation of the financial report.

I believe that the review evidence I have obtained is sufficient and appropriate to provide a basis for my review opinion.

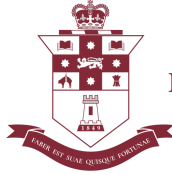
#### **Accountant's Opinion**

In my opinion, the financial report presents fairly, in all material respects, in accordance with the accounting policies described in the notes to the financial statements, the financial position of the association at 30 September 2024 and the results of its operations for the year then ended.

#### **Basis of accounting**

Without modifying our opinion, we draw attention to the financial report, which describes the basis of accounting. The financial report has been prepared to assist FORT ST HIGH SCHOOL P & C ASSOCIATION meet the requirements of the *Accounting Standards*. As a result, the financial report may not be suitable for another purpose.





## Part B: Compliance Report

### Associations' responsibility for compliance

The association are responsible for complying with the requirements of Australian Standards and Regulations.

### Public accountant's responsibility

My responsibility is to express an opinion on the Associations' compliance, based on the compliance engagement. My review has been conducted in accordance with applicable Standards on Assurance Engagements to provide reasonable assurance that the association have complied, in all material respects, with the relevant requirements of the following provisions Australian Standards and Regulations.

My procedures included examination of evidence supporting compliance with those requirements Australian Standards and Regulations.

I believe that the review evidence I have obtained is sufficient and appropriate to provide a basis for my review opinion.

### Public Accountant's opinion

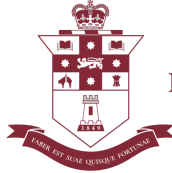
In my opinion, **FORT ST HIGH SCHOOL P & C ASSOCIATON** have complied, in all material respects, with the requirements of the Australian Standards and Regulations specified above for the year ended 30 September 2024.

Signature of public accountant:

VITALI ISLAMOV

Date: 12<sup>th</sup> November 2024



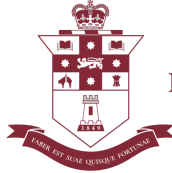


# Balance Sheet

## Fort St High School Parents & Citizens Association As at 30 September 2024

	30 SEPT 2024
<b>Assets</b>	
<b>Bank</b>	
IMP SUB Cheque Acct 29-3216	110,940.65
P&C Cheque Account - 24-7674	46,815.32
Uniform Shop Westpac - 24-4959	122,071.77
<b>Total Bank</b>	<b>279,827.74</b>
<b>Current Assets</b>	
Funds Held by P & C Committee	(7,514.10)
Inventory	91,039.12
Petty Cash	98.70
Provision Account	48.00
Term Deposit - 673038	80,512.37
Term Deposit - 673046	85,163.43
<b>Total Current Assets</b>	<b>249,347.52</b>
<b>Fixed Assets</b>	
Furniture & Fixtures Accum Dep (12110)	(5,470.00)
Furniture & Fixtures at Cost (12100)	5,470.00
Plant & Equipment Accum Depn	(4,867.41)
Plant & Equipment at Cost	4,867.41
<b>Total Fixed Assets</b>	<b>-</b>
<b>Total Assets</b>	<b>529,175.26</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
ATO Integr Client Account	937.00
GST	(34.20)
Rounding	0.66
Superannuation Clearing	229.60
Trade Creditors	2,448.50
Voluntary Withholdings Payable	(72.00)
<b>Total Current Liabilities</b>	<b>3,509.56</b>
<b>Total Liabilities</b>	<b>3,509.56</b>
<b>Net Assets</b>	<b>525,665.70</b>
<b>Equity</b>	
Current Year Earnings	47,841.70
Retained Earnings	477,824.00
<b>Total Equity</b>	<b>525,665.70</b>





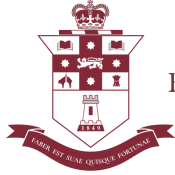
# Profit and Loss

Fort St High School Parents & Citizens Association  
For the year ended 30 September 2024

2024

<b>Trading Income</b>	
Fundraising - Concert Ticket Sales	12,692.73
Fundraising - Other Revenue	2,058.55
Fundraising Income - P&C	40,714.12
General Donations	41,062.32
Parents Contribution Received	27,374.88
Uniform Shop - 2nd Hand Sales (No GST)	95.00
Uniform Shop - New Uniform Sales (GST)	167,330.62
<b>Total Trading Income</b>	<b>291,328.22</b>
<b>Cost of Sales</b>	
Closing Stock	(2,153.89)
Freight	630.00
Purchases - Uniform shop	100,361.76
<b>Total Cost of Sales</b>	<b>98,837.87</b>
<b>Gross Profit</b>	<b>192,490.35</b>
<b>Other Income</b>	
Interest Income	6,344.39
Memberships subscriptions	33.66
Miscellaneous Income	5,627.73
<b>Total Other Income</b>	<b>12,005.78</b>
<b>Operating Expenses</b>	
Accounting/Bookkeeping Fees	2,168.83
Bank Fees	(7.32)
Client & Staff Gifts	86.07
CLIENT TO ADVISE	214.27
Donations and Distributions to School	108,778.12
EFPOS and Card Fees	2,231.78
Entertainment & Meetings Expenses	4,416.36
Fundraising - Marketing and Advertising	2,813.48
Fundraising Costs - Catering	6,199.93
Fundraising Costs - Gelato	1,550.91
Fundraising Costs - Other	8,155.35
IMP Tour	9,103.35
Insurance	1,819.10
Other Expense	328.50
Postage & Shipping	28.30
Superannuation Expense	877.84
Wages & Salaries	7,889.56
<b>Total Operating Expenses</b>	<b>156,654.43</b>





Profit and Loss

2024

Net Profit

47,841.70

Caroline Aow  
President  
12 November 2024

12 Nov 2024

Hung Ngo  
Treasurer