



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

Chair: Caroline Aow
Date: Wednesday 13th November 2024
Time: 7:30pm
Venue: Onsite and Zoom
Re: 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

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

None



General Meeting Agenda

- 1 **President's welcome** – Caroline Aow
- 2 **Student Representative Council Report** – Beatrice Shimada, Avivi Davidson
- 3 **Secretary's Report** – Malcolm Groves
 - 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 **IMP Report** - Tania Koit
- 7 **General Business**
 - 7.1 **Canteen and Uniform Shop Online Payments** - Juliette McMurray
 - 7.2 **Candidate Projects for Funds raised at Fort Fest** - Elizabeth Kenyon
 - 7.3 **End of Year Teacher's Lunch** - Elizabeth Kenyon
 - 7.4 **Year 7 Welcome Morning Tea at Orientation Day** - Kirrily Druery
 - 7.5 **Year 7 Chat Groups** - Kirrily Druery
 - 7.6 **Venue for December Meeting (P&C Dinner)** - Malcolm Groves
 - 7.7 **Acknowledgement of Teacher Activities / Achievements**
- 8 **Membership Administration**
- 9 **Next Meeting** – General Meeting – Wednesday 11th December, 2024 (P&C Dinner)



General Meeting Minutes

1. President’s welcome – Caroline Aow

- Caroline welcomed all attendees and outlined the meeting.

2. Student Representative Council Report – Beatrice Shimada, Avivi Davidson

- Introduction of Avivi Davidson, the new SRC Representative to the P&C.
- The new SRC Executive Team has been elected.
- A successful Halloween Event was held.
- Upcoming Events:
 - Teachers Appreciation Day scheduled for Friday.
 - Candy Cane Countdown has begun and canes will be handed out on the 8th of December.
 - Talent Quest: Scheduled for the last day of school.

3. Secretary's Report - Malcolm Groves

- Apologies - None.
- Declaration of Interests
 - o No interests or conflicts raised
- Table minutes from last meeting

Motion	That the minutes from the previous meeting, 2024-9-11, be accepted as a true record.
Mover	Malcolm Groves
Seconder	Caroline Aow
Result	Passed

- Correspondence
 - o None
- Motions moved since last meeting
 - o None

4. Principal’s Report – Juliette McMurray

- Juliette invited Rebecca Cameron to say farewell. Rebecca thanked the P&C for their support over the years and also for the going away gift.



- Staffing Updates:
 - Permanent Deputy Principal has been appointed, Kate Dunne from Penshurst Girls. Will be on leave next year but will return in 2026.
 - Dave Sherwin will continue in his relieving DP role next year.
 - Joel Morrison has extended his leave for 2025, but will also return in 2026.
 - Carolyn Mattick will continue in her relieving DP role next year.
 - Mathematics Teachers:
 - Two new appointments for 2025 made after a rigorous selection process.
 - History Teacher appointed earlier in the year, to start next year.
 - Drama Department:
 - Experienced temporary drama teacher appointed to cover staff leave.
- HSC Update:
 - Exams concluded successfully.
 - Results expected in the last week of school.
- SRC Elections and Induction:
 - Congratulations to Miranda and Grace.
 - Induction assembly held alongside Remembrance Day.
- House Captains:
 - Elections to be held next week.
 - Leadership roles expanded to include nominations from Years 7 and 8.
- Enrollments:
 - New students joining Years 8, 9, 10, and 11.
 - Students leaving to various schools, including international transfers.
- Academic Mentoring Program:
 - Program for Year 11 students transitioning to Year 12 commencing.
- Some changes to Term start and end dates next year due to Dept mandated changes to Staff Development Days
 - Brings the public system more inline with the private system.
- Department Policy Changes:
 - Restrictions on homestays due to lack of equivalent Working With Children checks in some countries.
 - Japanese exchange program impacted; German program to continue.
- 2025 Timetable work underway
 - large amount of complexity and effort involved.
 - hoping to publish in the last week of Term.
- Discussion on possible projects for funding
 - Multiple options discussed, including:
 - Classroom Printed Blinds - Teacher Requests
 - Murals - Row Quad, Library entry, etc
 - Weather protection/shade for volleyball courts - student request
 - Upgrade to Toilets
 - Juliette will formalise requests for the next meeting.



5. Treasurer’s Report – Hung Ngo

- Healthy balance in accounts.
 - P&C Account \$48,932
 - Uniform Shop Account \$106,530
 - IMP Account \$108,871
 - Term Deposit 1 \$80,512
 - Term Deposit 2 \$85,163
- Term Deposits rollover in June and December

6. IMP Report - Tania Koit

- No report

7. General Business

- **Canteen and Uniform Shop Online Payments** - Juliette McMurray
 - Currently using QuickCliq. Website-based, no App
 - Canteen is changing to Flexischools, and the suggestion is that Uniform Shop does the same.
 - During the subsequent discussion, a concern was raised about maintaining cash payment options—confirmed that cash and tap payments will remain.
 - Agreed to explore the feasibility and benefits of moving to Flexischools.
- **Candidate Projects for Funds raised at Fort Fest** - Elizabeth Kenyon
 - Blinds for Senior Study:
 - SRC requested printed blinds to reduce glare

Motion	Printed Blinds for Senior Study Area up to the amount of \$3000
Mover	Kirrily Druery
Seconder	Malcolm Groves
Result	Passed

Motion	Rechargeable Floodlights for events up to the amount of \$400
Mover	Elizabeth Kenyon
Seconder	Emma Pearce
Result	Passed



- **End of Year Teacher's Lunch** - Elizabeth Kenyon
 - Emma Pearce to take on organising GoFundMe.
- **Year 7 Welcome Morning Tea at Orientation Day** - Kirrily Druery
 - Replaces the pizza evening we've sponsored in previous years.
 - Five parent volunteers confirmed to assist.
 - Proposal to get School Canteen to cater morning tea.
 - Previously approved \$3000 for the pizza evening to be redirected to the morning tea.
- **Year 7 Chat Groups** - Kirrily Druery
 - WhatsApp and WeChat groups setup.
 - Email with links going out tomorrow.
- **Venue for December Meeting (P&C Dinner)** - Malcolm Groves
 - Ashfield Wests chosen as venue for P&C Dinner
 - Wednesday the 11th of December at 7:00pm
- **Other Business**
 - **Uniform Shop Payments:**
 - Challenges with students paying cash, especially for large amounts.
 - Discussion on possible solutions, including holding funds at the office or encouraging online payments.
 - **Sale of Black T-Shirts:**
 - Noted surplus of black t-shirts available for sale.
 - Suggestions to promote sales through various channels.
- **Acknowledgement of Teacher Activities / Achievements.**
 - Special mention of the teachers who hosted the Duke of Edinburgh Gold hike recently

8. Membership Administration

- **Current Membership:** 24 financial members.
- Please see the P&C website for more information on roles, contacts and joining.

9. Next Meeting – P&C Dinner – Wednesday 11th December, 2024 (Offsite)

Meeting closed at 9:15pm