



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

Chair: Caroline Aow
Date: Wednesday 19th February 2025
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, Prabhu, Kirrily Druery, Malcolm Groves, Caroline Aow, Emma Pearce, Rebecca Cameron, Tania Koit, Elaine Huang,, Beatrice Shimada, David Sherwin, Tracey Chen, Juliette McMurray, Avivi Davidson, Stella Liang, Jens Olscher,

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** – Prabhu Sivabalan
- 6 **IMP Report** - Tania Koit
- 7 **General Business**
 - 7.1 Declaration of Conflicts of Interest - Malcolm Groves
 - 7.2 Funding Request for Speech Day Lunch - Juliette McMurray
 - 7.3 Changes to the Ordering Platform for the Uniform Shop - Kirrily Druery
 - 7.4 Discussion on 3 year term limits for P&C/IMP committee roles - Tania Koit
 - 7.5 Acknowledgement of Teacher Activities / Achievements
- 8 **Membership Administration**
- 9 **Next Meeting** – General Meeting – Wednesday 19th March, 2025 (Online)



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

- The SRC kicked off the term with Valentine’s Day events, including a successful rose sale where 100 ribbon and pipe cleaner roses were sold for \$2 each. Roses will be distributed during house meetings.
- On March 7th, SRC volunteers will collect donations for International Women’s Day.
- SRC executives will attend a lunch in the city for International Women's Day.
- Future Leaders Conference funding requests will be addressed at the next meeting.

3. Secretary's Report - Malcolm Groves

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

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| Motion | That the minutes from the previous meeting, 2024-12-11, be accepted as a true record. |
| Mover | Malcolm Groves |
| Seconder | Kirrily Druery |
| Result | Passed |

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



4. Principal’s Report – Juliette McMurray

- Several new staff members have joined the school, including two new math teachers (Mr. Choi and Ms. No), a history teacher (Ms. Fisher), and a drama teacher (Ms. Morosin).
- The school uniform policy was reiterated: students should be in academic uniform every day, with sports uniform permitted for specific classes or designated sports days.
- The second-hand uniform store, run by the SRC, will be open this Friday.
- School diaries have been distributed to Years 7, 8, and 9.
- The Year 11 and Year 7 camps were successful.
- The Duke of Edinburgh Award program was highlighted, and parents were encouraged to support their children in logging their hours.
- Clubs and Communities Day was held to showcase extracurricular activities.
- The Homework Centre is available on Mondays and Wednesdays after school.
- The Learning Centre provides additional support for students.
- Special Religious Education is on Thursday mornings.
- The canteen has moved to Flexischools for online ordering.
- Shade umbrellas, funded by the P&C, are being installed near the oval and volleyball courts this week.
- Two marquees were recently purchased for school events.

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| Motion | That the P&C will provide two Marquees up to the amount of \$300 |
| Mover | Caroline Aow |
| Seconder | Emma Pearce |
| Result | Passed |

- Speech Day was discussed, including the format, guest speaker (Margaret Burgess), and lunch. A funding request for the speech day lunch was made.

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| Motion | That the P&C will provide speech day prizes up to the amount of \$3000 |
| Mover | Caroline Aow |



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| Secunder | Malcolm Groves |
| Result | Passed |

- School’s successful HSC results from the previous year were discussed
- Upcoming events were announced, including a Year 7 meeting and study skills night, Speech Day, and the Swimming Carnival.
- Questions from parents were addressed regarding laptop usage for assessments, swimming carnival participation, and school rankings.

5. Treasurer’s Report – Prabhu Sivabalan

- The Treasurer did not have a formal report available but confirmed that the P&C has healthy finances, including term deposits.
- The uniform shop generates approximately \$60,000 per year.
- The SRC and parents can bring requests for funding to the P&C.
- The P&C supports various school initiatives and has funded items like a new washing machine for Food Tech.
- Alumni donations and the school foundation were mentioned.
- The major fundraising events are the IMP concerts.
- Discussion about additional fundraising events and information sessions took place.

6. IMP Report - Tania Koit

- Tanya reported on the IMP (Instrumental Music Program), which has seen record numbers with over 100 new signups.
- There are now 370 students in the program.
- Five new staff members have joined the IMP program.
- The IMP concerts are the major fundraising events.

7. General Business

- **Declaration of Conflicts of Interest - Malcolm Groves**



- A reminder was given that where P&C members have a potential conflict of interest with a matter being voted on, they should declare that to the meeting.
- Kirrily declared her employment with the school and offered to recuse herself from voting on school funding issues.
- Caroline declared her daughter’s role on the SRC, and offered to recuse herself from voting on SRC funding requests.

● **Funding Request for Speech Day Lunch - Juliette McMurray**

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| Motion | That the P&C will contribute towards the Staff Speech Day Lunch up to the amount of \$2500 |
| Mover | Caroline |
| Seconder | Malcolm Groves |
| Result | Passed |

- **Changes to the Ordering Platform for the Uniform Shop - Kirrily Druery**
 - Discussion about potentially changing the Uniform Shop ordering platform to Flexischools to align with the Canteen.
 - Stella agreed to work with Gladys to research the features available and the effort involved in changing over.

- **Discussion on 3 year term limits for P&C/IMP committee roles - Tania Koit**
 - The P&C Constitution lays out a 3 year term limit on roles, to encourage succession planning and renewal.
 - Tania raised this issue because she has inadvertently exceeded the 3 year term limit on her role as Convenor.
 - It should be noted that the IMP sub-committee did vacate the positions last AGM, but there were no new nominees for Convenor and Secretary.
 - They have also done extensive work on documenting processes to ensure handover is as smooth as possible.
 - Much discussion ensued about the merits of this by-law, about whether it should apply to sub-committees and how to best assist Tania to transition someone else into the Convenor role whilst keeping her involved.
 - In the end it was felt that the advantages of this by-law acting as a deadline to force the issue of transition were too valuable to risk removing it.
 - It was proposed that the IMP Convenor and Secretary roles be declared vacant, and that the P&C were willing to assist the IMP sub-committee with outreach to try and find new people for these roles. In the interim, the current incumbents would continue to act in those roles, pending replacements being



found.

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| Motion | That the IMP Secretary and Convenor roles be declared vacant and the existing incumbents remain in interim positions until replacements are found. |
| Mover | Caroline Aow |
| Seconder | Elizabeth Kenyon |
| Result | Passed |

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- **Acknowledgement of Teacher Activities / Achievements.**
 - Mr McMahon for being so responsive to parent questions.

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 – General Meeting – Wednesday 19th March, 2025 (Online)

Meeting closed at 9:35pm