

**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 Sivabalan, Kirrily Druery, Malcolm Groves, Caroline Aow, Emma Pearce, Juliette McMurray, Elaine Huang,, Beatrice Shimada, David Sherwin, Avivi Davidson, Jens Olscher, Gladys Ko, Carolyn Mattick, David Sherwin, Lucinda Mann, Emma Howes, Vivian Wang,

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.

## **General Meeting Agenda**

- 1 President's welcome** – Caroline Aow
- 2 Student Representative Council Report** – Beatrice Shimada, Avivi Davidson
- 3 Student update on the Reconciliation Action Plan** - Eleanor Alonso Love, Emma Howes and Lucinda Mann
- 4 Secretary's Report** – Malcolm Groves
  - 4.1 Apologies**
  - 4.2 Declaration of Interests**
  - 4.3 Table minutes from last meeting**
  - 4.4 Correspondence**
  - 4.5 Action Item Updates from last meeting**
- 5 Principal's Report** – Juliette McMurray
- 6 Treasurer's Report** – Prabhu Sivabalan
- 7 IMP Report** - Tania Koit
- 8 General Business**
  - 8.1 Mercurius and P&C communications to the school community** - Elizabeth Kenyon
  - 8.2 Update on Flexischools for the Uniform Shop** - Kirrily Druery, Stella Liang
  - 8.3 Appointment of new Treasurer** - Malcolm Groves
  - 8.4 P&C Bank Account Authorities** - Malcolm Groves
  - 8.5 Acknowledgement of Teacher Activities / Achievements**
- 9 Membership Administration**
- 10 Next Meeting** – General Meeting – Wednesday 14<sup>th</sup> May, 2025 (Onsite and Online)
- 11**

## **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**

- International Women's Day BBQ was a success.
- Junior SRC volunteers collected donations.
- The Future Leaders conference is being planned for the end of May.
  - P&C assistance requested for finding suitable speakers for the Future Leaders conference, particularly younger leaders.
  - Looking for a couple of speakers. Theme is leading through adversity.
  - The Host and one speaker confirmed, usually a panel of four.

### **3. Student update on the Reconciliation Action Plan - Eleanor Alonso Love, Emma Howes and Lucinda Mann**

- Goals include establishing a Reconciliation Action Plan, creating an inviting environment for Aboriginal students, and increasing understanding of First Nations culture.
- Survey conducted to assess student understanding of First Nations culture.
- Contact with Karen Isaacs, a Weilwan woman and the Aboriginal Education Advisor at Oakhill College, for advice revealed alignment between Fort Street values and Aboriginal values.
- Five Pillars identified for the Reconciliation Plan: Knowledge and Learning, Innovation and Creativity, Integrity and Accountability, Well-being and Holistic Development, Respect, Inclusivity, and Community Responsibility.
- Year 7 to work with artist Philip Orchard on Aboriginal art practice and a mural project to be placed at the front of the school representing school values and reconciliation.
- Potential plans to teach local Aboriginal language, incorporate signage with Aboriginal names, design a sports top with mural elements, and provide professional learning for teachers.
- Feedback received to include more information on the hurt and suffering experienced by Indigenous Australians, such as the Stolen Generation.

#### 4. Secretary's Report - Malcolm Groves

- Apologies - Tania Koit.
- Declaration of Interests
  - o No interests or conflicts raised
- Table minutes from last meeting

<b>Motion</b>	That the minutes from the previous meeting, 2025-02-19, be accepted as a true record.
<b>Mover</b>	Malcolm Groves
<b>Seconder</b>	Kirrily Druery
<b>Result</b>	Passed

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

#### 5. Principal's Report – Juliette McMurray

- Speech Day and Swimming Carnival were successful events.
- Naplan completed for Years 7 and 9. The day went smoothly.
- School photos will be distributed soon.
- Parent-teacher night for Year 12 was held last week.
- Canteen improvements: Additional eftpos machine, menu signs, student helpers during first 15 minutes of lunch/recess.
- There has been a proposal for a trip to China for Chinese language students next year.
- Request for parent suggestions on school improvement projects.
- Discussion on upgrading toilets near the canteen.

#### 6. Treasurer's Report – Prabhu Sivabalan

- Still finalising access to bank statements.
- Healthy cash flow across accounts.
- Request for a simplified financial snapshot for future meetings to assist with funding decisions.

## 7. IMP Report - Tania Koit

- No report presented.

## 8. General Business

### 8.1. Mercurius and P&C communications to the school community - Elizabeth Kenyon

- Discussion on including regular P&C updates in the Mercurius newsletter.
- Vivian volunteered to take the minutes and write some updates to include in the newsletter.

### 8.2. Update on Flexischools for the Uniform Shop - Kirrily Druery, Stella Liang

- Discussion on moving to Flexi Schools for the uniform shop.
- Gladys, Kirrily, and Stella met with Flexi Schools for a demonstration.
- Positive aspects of Flexi Schools include automatic stock updates, ease of use, and reporting features.
- Challenges with refunds and exchanges were discussed.
- Flexi Schools also offers ticketing for events.
- Discussion on fees and charges between Flexi Schools and Quick Click.
- Wi-Fi issues in the uniform shop were raised as a concern and has been discussed with Mr Nazar.
- Transition preparation will also be a chance to improve product descriptions and photographs, which will help reduce confusion regardless of the platform.
- Committee formed to address uniform shop transition: Emma, Stella, Gladys, and Elaine.
- The target for Flexi Schools implementation is Term 4 2025.
- Need to clarify the use of student cards for payment and refunds.

### 8.3. Appointment of new Treasurer - Malcolm Groves

Motion	That Prabhu Sivabalan be elected to the position of Treasurer.
Mover	Malcolm Groves
Seconder	Caroline Aow
Result	Passed

#### **8.4. P&C Bank Account Authorities - Malcolm Groves**

Authorise Prabhu Sivabalan with admin authority over all the FSHS P&C bank accounts and provide online banking related to all these accounts.

There will be no change to the current authority structure of these accounts.

#### **8.5. Acknowledgement of Teacher Activities / Achievements**

- Ms Propsting, Mr. Sherwin, Ms Hussein, Ms McMurray and Kirrily were all acknowledged for their efforts and contributions.

#### **8.6. Other Business**

- An update was provided on the blinds and umbrellas that were previously purchased. Another set of blinds is still pending for the Year 12 study area and library area.
- Staff expressed appreciation for the Speech Day luncheon provided by the P&C.

### **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 14th May, 2025 (Onsite and Online)**

**Meeting closed at 8:50pm**