

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

**Chair:** Michael Easton

**Date:** 9th December 2020

**Time:** 7:30 pm

**Venue:** Online Meeting

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

**Meeting declared open by Michael Easton – President**

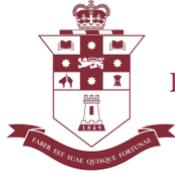
**Attendance – 20**

Juliette McMurray, Michael Easton, Suzanne Trimmer, Kalanie Prabhakar, Tasha Prabhaka, Tania Koit, Elizabeth Kenyon, Agnieszka Bachfischer, Scott Tran, Robyn Elmslie, Teresa Matthews, Kirrily Druery, Manjula Suresh, Michael Mera, Maria Luise, Tracey Chen, Nuryani Lay, Angelina Climent, Peter Bestel, Phoebe ??

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**

Ethel Talty



## General Meeting Agenda

- 1 **President's welcome** – Michael Easton
- 2 **Student Representative Council Report** – Kalanie Prabhakar
- 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** – Michael Easton
- 6 **Vice President's Report** – Elizabeth Kenyon  
*Grants, Environment plan, Selective School forums*
- 7 **General Business**
  - 7.1 **P&C Communications** – Kirrily Druery  
*Publishing P&C documents, social media platforms*
  - 7.2 **Uniform Shop** – Teresa Matthews  
*Report on Fitting Days, GST, Move to new Uniform Shop and fit-out*
  - 7.3 **Second Hand Uniforms** – Sally McCausland
  - 7.4 **IMP Report** – Suzanne Trimmer
  - 7.5 **Sports Report** – Michael Easton
  - 7.6 **Acknowledgement of Teacher Activities / Achievements**
- 8 **Membership Administration**
- 9 **Next Meeting** – General Meeting – Wednesday 10<sup>th</sup> February, 2021 (Library and Zoom meeting)



## 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.”
- A big thank you to Ethel and Robyn, who organised fundraising of \$5223 for the staff end of year event - fantastic.
- Michael provided an introduction to the community.
- The team are slowly getting on top of the various systems, banking and procedures.
- Michael and Elizabeth are currently on the banking side as we wait for a treasurer.

<b>Motion</b>	That all signatures but Michael Easton and Elizabeth Kenyon are to be removed from the P&C bank accounts.
<b>Mover</b>	Michael Easton
<b>Seconder</b>	Peter Bestel
<b>Result</b>	Passed

<b>Motion</b>	That a separate P&C email be set up for the uniform shop to use and accept parent correspondence on.
<b>Mover</b>	Michael Easton
<b>Seconder</b>	Peter Bestel
<b>Result</b>	Passed

- The school are waiting for further updates on social engagements at the school, but the February P&C meeting will be at the school library for limited people with Zoom to assist.
- Merry Christmas to everyone.

### 2. Student Representative Council Report – Kalande Prabhakar

- Apologies from Dennis, the new SRC representative, who is on the D of E walk.
- The NAIDOC week theme was presented and discussed : Always Was, Always Will Be
- The SRC recently ran a petition campaign to Raise the Age, supporting the Amnesty International initiative : <https://action.amnesty.org.au/act-now/raise-the-age>
- Everyone is encouraged to read and sign this important petition.
- Action item for the P&C to circulate this special campaign link via the newsletter.
- The SRC are running an online talent quest this year, with submission videos due this Friday.
- There is a Christmas themed mufti day coming up plus a tree decorating event.
- The annual rose drive for Valentine's Day is being planned.
- Feedback Friday is being re-instated, with the SRC using Google forms for feedback and referendums
- Uniform requests from the students - sports jackets, light jackets, comfortable sports shorts which do not rustle



### 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

<b>Motion</b>	That the minutes from the previous general meeting, 2020-11-11, be accepted as a true record.
<b>Mover</b>	Michael Easton
<b>Seconder</b>	Suzanne Trimmer
<b>Result</b>	Passed

#### 3.4. Correspondence

- There have been some changes to the 433 bus timetable, after reaction from the community to changes made by Transport for NSW. If you are a parent or student with some interest in this, please review on the Transport for NSW web site.
- Inner West Council currently has a pedestrian safety survey in progress which everyone is encouraged to contribute to: <https://yoursay.innerwest.nsw.gov.au/pedestriansafety>
- The P&C has received a thank you letter from the school around funding the excursion of the Science Fair winners to ANSTO.

#### 3.5. Action Item Updates from last meeting

- Action item for the principal to look into making information on student clubs and societies more accessible, especially for new students – in planning for 2021.

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

- The school exec is working on the current planning cycle - priorities, strategic direction, situation analysis - according to the relevant departmental guidelines.
- Juliette shared progress on the plan with the meeting.
- The school are also taking into account the published Premier's priorities.
- A key recent finding is that reading needs to improve within the student base. The students normally come in as strong readers, but this generally drops off compared to other schools as they progress.
- There is a feeling from some of the students who feel they do not do as well in maths as other students that they "cannot do maths". This is absurd, as they are still very high on the state average. Need to get some perspective on this and reinforce with the students.
- The school is looking to put more effort into the wellbeing program.
- There has been a lot of other discussion on strategy and the writing program.
- Carol Jerrams is leaving for a new school and will be greatly missed.
- There was a question regarding the use of debit cards at the school canteen – this is due to be implemented in 2021.

### 5. Treasurer's Report – Michael Easton

- Michael provided an update on the P&C accounts.
- Reports on the balance sheet and P&L will be presented once a treasurer is appointed.
- There is a School Finance Committee meeting on 11/12/2020 and Michael will attend.



## 6. Vice President's Report – Elizabeth Kenyon

- Looking for a selective high school P&C community group to share stories, concerns and strategies.
- The P&C is developing a long term plan for more connectiveness between parents at selective schools.
- Elizabeth wants to focus on expanding P&C membership to gain more ideas, opinions and more support for projects.
- Translation for other language groups - Sydney Boys High School pays for an app which provides a language translation service. This type of service to improve communication is being investigated.
- The P&C were successful on the Community Building Partnership grant of \$23k for the library foyer works.
- The P&C were successful on the Kitchen Garden environmental grant of \$6k over 2 years.
- Need assistance from the teachers, students and community to ensure that these projects can be completed successfully.
- There is some integration to be done with the covered learning area project to ensure that garden work is not disturbed by building.
- Looking to create a sustainability and environmental management plan for the school.
- A fundraising raffle is being planned for term 1 via the canteen.
- Need to document the plan to spend up to perhaps \$3k on the indoor fitness area and sports facilities, in order to apply for another grant.
- The P&C will prepare to spend up to \$100 to support getting this show of support in place.
- Want to restart having focus items before the general meetings and working on making that happen.
- The P&C are currently allowed 30 on-site for meetings indoors after hours.

## 7. General Business

### 7.1. P&C Communications – Kirrily Druery

- A wide discussion was had on communications, tools and rules.
- Some issues raised around publishing minutes on web sites due to privacy concerns (name + school on minutes = identifying info)
- Action item for the P&C to complete draft of school FaceBook rules before next meeting.

### 7.2. Uniform Shop – Teresa Matthews

- New parents and students are coming along on 18/12/2020 for uniform fittings.
- Working With Children (WWC) checks have mostly come through for the volunteers.
- The school requires some access controls to be in place at the entrance - how will this be managed? Needs some work.
- Need to review all of the uniform shop pricing, due to the changes imposed by being GST eligible.
- Need to continue planning for move and refit of uniform shop.
- Action item for the SRC to please check on what is wanted for any new uniform items and bring to the principal and the P&C.
- A new bag is being looked at for the students.
- *Report for 1 December – 40 orders distributed.*
- *Plans for 18 December Fitting – 75 bookings.*
- *Plans for exchanges in place.*
- *Plans for 27, 28 January in place.*



### 7.3. Second Hand Uniforms – Sally McCausland

- The next event will be run by the SRC at lunchtime on Friday the 26<sup>th</sup> of February, 2021.
- There will be no changes to how the sales are conducted (as per Term 3 and 4 events).

### 7.4. IMP Report – Suzanne Trimmer

- The IMP now has a new committee after an AGM and Suzanne will bring along details.
- No other activity due to lockdown.

### 7.5. Sports Report – Michael Easton

- Looking for a new sports report coordinator.
- There is a current wish list for sports facilities at the school : a second outdoor volleyball court; indoor gym and outdoor fitness area; shade over outdoor facilities; oval refurbishment.

### 7.6. Acknowledgement of Teacher Activities

- Thank you to the 6 teachers who assisted with the Duke of Edinburgh expedition to Cockatoo Island. It was a great success.
- There were also a number of teachers out with the students on the year 10 silver Duke of Edinburgh two weeks ago – thank you!
- More teachers are out this weekend for the gold expedition. We wish everyone the best of luck.

### 7.7. Other Business

<b>Motion</b>	That Kirrily Druery be elected to the second vacant P&C Vice President position.
<b>Mover</b>	Michael Easton
<b>Seconder</b>	Elizabeth Kenyon
<b>Result</b>	Passed

## 8. Membership Administration

- None.

## 9. Next Meeting – General Meeting – Wednesday 10<sup>th</sup> February, 2021 (Library and Zoom meeting)

Meeting closed at 9:28pm



## Tabled Documents – Fundraising Report

 <p><b>Fort Street High School</b> Parents' &amp; Citizens' Association</p> <p>ABN 59 424 414 672</p> <p>E: <a href="mailto:fortstreethighschool@pandcaffiliate.org.au">fortstreethighschool@pandcaffiliate.org.au</a></p>	<b>Fundraising</b>	
	<b>Fundraising Representative:</b>	<b>Elizabeth Kenyon</b>
	<b>Date of last meeting:</b>	<b>11<sup>th</sup> November 2020</b>
	<b>Date of next meeting:</b>	<b>10<sup>th</sup> February 2021</b>

### Action items/major activities since last report:

- Inner West Council's environment grant application for the Environment Club's Kitchen Garden/Composting project (for approx \$6000). Council meeting on 8 December for Council's consideration and approval.
- Applications for the second round of NSW Sustainable Schools Grants closes on Friday 11 December. This application must come from the school, not the P&C. "NSW public schools and preschools can apply for funding of up to \$15,000, to deliver hands-on, sustainability-focused projects that link to the NSW curriculum." The P&C could assist with the application. One grant every 4 years permitted – maybe next year?
- NSW Government Community Building Partnership grant - successful! Awarded a partial amount of \$23,000 for the library foyer refurbishment – lockers, painting and mural. Project must be completed by March 2022 and paperwork for getting the funds submitted by March 2021.

### Action items in progress/pending:

- Proposed online raffle for Term 1 2021 in progress. Using an online platform eg. [rafflelink.com.au](http://rafflelink.com.au). Costs \$39 to set up and takes 5.5% commission on sales. Have talked to Tony, the canteen owner, and he is very keen.

### Announcements:

### Questions for the P&C and/or wider school community:

NEED TO DECIDE TONIGHT WHAT THE RAFFLE IS RAISING MONEY FOR eg. SPORTS EQUIPMENT (to go on the posters etc.)

### Additional notes, comments and/or suggestions: