



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

Chair: Michael Easton

Date: 10th February 2021

Time: 7:30 pm

Venue: Mixed Online and In-Person Meeting

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

Meeting declared open by Michael Easton – President

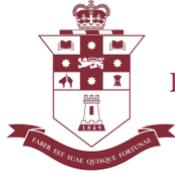
Attendance – 64

Elizabeth Kenyon, Kirrily Druery, Michael Easton, Ethel Talty, Juliette McMurray, Joel Morrison, Don Newby, Kalande Prabhakar, Shannon O’Keeffe, Syed Muhammad Fazal-e-Hasan, Suzanne Trimmer, Maria Luise, Charles Liu, Nan Li, Nellaiappan Seetharaman, Tracey Chen, Lily Li, Tom Clausius, Susanti Clausius, Neroli Butt, Hongwei Liu, Tasha Prabhaka, Poh Keng Goon, Pham Trang, Hung Ngo, Johnathan Plumridge, Agnieszka Bachfischer, Alison Bell, Chunhua Liang, Emily Wong, Enrico Soriano, Felix Peng, Frank Seebacher, Fung Wong, Helen Liu, Hung Ngo, Janet Zhang, Jenessa Lu, Jennifer Burn, Jade H, Jinxia Ke, Linda Li, Lynn Bai, May Chen, Natasha Jacquot, Ronnie Wang, Shawn Li, Sonal Razdan, Teresa Matthews, Tracey Chen, Kevin Xu, Wgy U, Peter Bestel, Aneej ??, Angelina ??, Bryan ??, Colin ??, Rochelle ??, Tyrone ??, Cooper ??, Lachlan ??, Winny ??, Xiumei ??, 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.

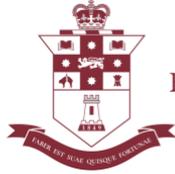
Apologies

Magdalen Rozsa, Francine Cutler, Robyn Elmslie



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 **General Business**
 - 6.1 **Fundraising Report** – Elizabeth Kenyon
Successful application for Kitchen Garden Grant, Raffle Launch this Friday
 - 6.2 **P&C Communications** – Kirrily Druery
Discussion of Draft Facebook Policy, and communication strategy generally
 - 6.3 **Uniform Shop** – Teresa Matthews
Report on Fitting Days, Move to new Uniform Shop and fit-out
 - 6.4 **Second Hand Uniforms** – Sally McCausland
Proposal for SRC to use revenue to fund projects for student benefits
 - 6.5 **IMP Report** – Suzanne Trimmer
 - 6.6 **Year Seven Parent Social Event** – Elizabeth Kenyon
What is feasible with COVID restrictions? School tour in groups of 30?
 - 6.7 **Acknowledgement of Teacher Activities / Achievements**
- 7 **Membership Administration**
- 8 **Next Meeting** – General Meeting – Wednesday 10th March, 2021 (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.”
- Some information for new members was provided.
- Jules Davis, on staff at Fort Street, provided. an introduction - she provides community engagement, Mercurius, Alumni contacts, Foundation, Finances and Web site management.
- An introduction to the Foundation and how funds come in and are managed - building fund, library and technical fund, education fund (which provides OS trips for camps, etc. and a bursary for the IMP).
- Michael has been talking to the SRC about support for students to attend formals where they cannot afford to go themselves. This was discussed and made clear that school formals for year 12 are not organised by the school and therefore do not currently received school-based support. However the school are supportive and would be happy to review and participate in some form if there is a need.
- The school supports needy students for other items related to their schooling.
- Need to have some further discussions and shall come to the next meeting with some proposals.

2. Student Representative Council Report – Kalandie Prabhakar

1. The virtual talent quest at the end of last year was very successful and everyone had a lot of fun.
2. The SRC made a complete video of all of the performances and interviews.
3. In two weeks the Valentine Day rose drive is on. For \$2 you get a rose to be presented and a message. There are 1700 roses to de-thorn and prepare for sale.

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

- Deferred until next meeting.

3.4. Correspondence

- No correspondence to declare.

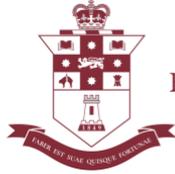
3.5. Action Item Updates from last meeting

- None.



4. Principal's Report – Juliette McMurray

- Thank you to the P&C for the end of year lunch. There was enough left over to also have a start of year lunch.
- There are a lot of updates in the current Mercurius around changes at the school.
- The school has had lots of fabulous HSC results and a big congratulations to all of the students.
- There are two staff development days coming up for staff training.
- There has been a presentation from the opportunity group which has high potential. There was a great presentation from the Fort Street student team on mental health. This was presented to the principal, then to the school exec.
- Key issues around mental health have been identified – lack of sleep, boredom, lack of communication with staff, marginalised groups, major disconnection for the year 7 and 10 groups, too much use of devices.
- The school is looking into solutions to these problems. Some areas being explored are having teams of students to assist with communications between other students and staff, more mentoring, more work with year advisors to workshop with students on solutions, some more participation from the students to present to other students rather than always having teachers and other adults presenting.
- About to commence ethics along with the SRE and non-SRE classes. Jenny Curtis, an ex P&C president, has volunteered to lead 35 year 7 students to pilot the program with 6 teachers.
- COVID update - students are to continue to use facemasks on all public transport and sports buses. Other rules are slowly loosening up.
- The swimming carnival has been deferred due to needing space for 1200 students and finding out that the venue has booked the school in for that number, despite only being allowed 350 on site. Waiting for some more rule changes to make this workable.
- Speech day this year will not be at the Sydney Town Hall, due to restrictions. As only 350 are allowed (now 700). So the change is to have two lots of speech assemblies at the school, with year 7-10 in the morning and years 11-12 and previous year 12 in the afternoon.
- There are new positions at the school being filled for this year - head teacher English, social science, sports coordinator, temporary English and maths.
- There was a clubs and committees day yesterday at the school, run by students to present to new students on all of the activities. Stalls were set up and this will happen again next week, along with all of the information being available in Mercurius.
- The school has a full time youth worker in place this year, as mentioned in the 12/2020 P&C meeting.
- The school is working on improving focus and participation in classes - no phones in sight/on and laptops away for lessons where they are not required.
- The school is working on uniform compliance over the course of this term.
- There have been a lot of major projects progressed over the break:
 - The new lecture space is complete and looks fantastic.
 - The flexible learning area is also complete.
 - The department tender is out for the COLA.
 - The department tender for the oval seating is also out.
 - The school have ordered the complete set of replacement / upgraded wayfinder signs.
 - The department is managing the money and project for the library foyer upgrade.
- Action item to get Kellorin to send new funding requirements to the P&C secretary (Juliette mentioned them and they may already be in an email - need to be requests on notice).



5. Treasurer's Report – Michael Easton

- Michael noted that the P&C are looking for expressions of interest for the treasurer's position.
- One response has been received from Hung Ngo and this is being discussed.
- General position was discussed, but reports will be generated for the next meeting.

6. General Business

6.1. Fundraising Report – Elizabeth Kenyon

- Elizabeth introduced herself to new parents and members and ran through what is happening with grants this year.
- Discussed the impacts for P&C, IMP and Foundation on the current COVID situation.
- Discussed and agreed no Fort-Fest last year or this year.
- The Community Building Partnership grant has come through for \$23k in library.
- The Inner West Council environment grant for \$6k over 2 years is coming for the garden.
- Need to support Ms Woodley and the environment club in applying the garden grant.
- Looking to run a fundraising raffle via the canteen for lunch : Who said there is no such thing as a free lunch!
- Vouchers can be purchased for \$5 and could result in a \$100 or \$500 winner of lunches.
- Looking to also canvass local cafes for vouchers.
- Goal for this piece of fundraising is to be sports equipment.
- The school office will print posters for the raffle tickets.
- This year we wish to focus on grants, Alumni contacts, selective school FaceBook group to foster discussion on common problems faced by selective schools.
- There was some discussion of the importance of old Fortians. Dr Norman Hing, a 103 year old Fortian, was mentioned.
- Action item for P&C secretary to follow up on SmartyGrants paperwork for these grants with Principal.

6.2. P&C Communications – Kirrily Druery

- Kirrily introduced herself to new parents and members and reported on communications within the community.
- Tabled and discussed the new FaceBook page for the P&C, rules and moderators.
- See below for the full set of rules in the tabled document.

Motion	That the updated P&C FaceBook group guidelines be adopted.
Mover	Kirrily Druery
Seconder	Michael Easton
Result	Passed



6.3. Uniform Shop – Teresa Matthews

- New fittings in the uniform shop went very well - many thanks to Teresa.
- Still planning the move for the uniform shop.
- Looking to give second hand sales over to the SRC, as parents cannot come onto the grounds at the moment. This would be an incentive for the SRC to make the sales as successful as possible.

Motion	That the SRC should be allowed to run the second uniform shop sales and determine how to spend the funds.
Mover	Michael Easton
Seconder	Peter Bestel
Result	Passed

- Two new uniform styles were discussed – shorts with a female fit and a jacket.
- Gladys has provided a sample of a female fit short which will be reviewed by Juliette and the SRC.
- The jacket options are so far not very acceptable, as they are perceived to be too casual. The item needs more discussion with the community.
- An interim decision was made to purchase lighter cotton-acrylic fabric jumpers.
- Action item for the P&C – For the next meeting, need power to make sure that the camera and microphone do not cut out, as they provided a great service while working.

6.4. Second Hand Uniforms – Sally McCausland

- There was a question on access for parents to the second hand uniform shop on the 26th of February. The response was that parents are still restricted from the grounds, so this will not be possible.

6.5. IMP Report – Suzanne Trimmer

- Suzanne introduced herself to new parents, tabled the IMP report and outlined each of the IMP items for the community.
- See below for the full set of items in the tabled document.

6.6. Year Seven Parent Social Event – Elizabeth Kenyon

- Elizabeth outlined the reasons for no open day for year 7 parents with the current restrictions.
- There was discussion on why this introduction to the school was so important for parents and what other options might be available, working within the COVID restrictions.
- Questions to principal - what is the school policy? Can we have parents onto the school grounds from 6-8pm at the oval? can we have groups of 30 at a time? There is a lot of interest in some form of introduction to the school for all of the new parents.

6.7. Acknowledgement of Teacher Activities

- None at start of year, but looking forward to lots of good stories in 2021.



7. Membership Administration

- Welcome to all new parents and members for 2021.

8. Next Meeting – General Meeting – Wednesday 10th March, 2021 (Zoom meeting)

Meeting closed at 9:25pm



Tabled Documents – Fundraising Report

 <p>Fort Street High School Parents' & Citizens' Association ABN 59 424 414 672 E: fortstreethighschool@pandcaffiliate.org.au</p>	Fundraising	
	Fundraising Representative:	Elizabeth Kenyon
	Date of last meeting:	9th December 2020
	Date of meeting:	10th February 2021

Action items/major activities since last report:

- Awarded Inner West Council's environment grant for the Environment Club's Kitchen Garden/Composting project (for approx \$6000)
- Our fundraising raffle is almost ready to launch – raffling off a \$500 canteen credit and other vouchers to raise money for sports equipment. Thanks to Bon Appetit Catering FSHS Canteen for their support.
- Paperwork has been submitted for the release of the NSW Government Community Building Partnership (CBP) grant funds (we have been awarded \$23,000 to refurbish the library foyer).

Action items in progress/pending:

- Start selling raffle tickets from Friday – social media and posters (will school office print them and SRC put them up?)
- Need Dept. of Education Access Management Utility (AMU) endorsement or approval for CBP paperwork.
- Need to meet with Allison Woodley to get the garden project started and build interested P&C volunteer group

Announcements:

Fort Fest will not be held in 2021 – to be reviewed in Term 4

Additional notes, comments and/or suggestions:

Aims for 2021:

1. Apply for more grants
2. Target alumni for specific fundraising appeals eg. School Minibus
3. Find other ways of building community within COVID-19 restrictions eg. smaller year-based outdoor events



Tabled Documents – IMP Report

 <p style="text-align: center;">Fort Street High School Parents' & Citizens' Association ABN 59 424 414 672 E: fortstreethighschool@bandaffiliate.org.au</p>	IMP Committee	
	Representative:	Suzanne Trimmer
	Date of last meeting:	Term 1 meeting 1 February 2021
	Date of next meeting:	Term 2 meeting 26 April 2021

Action items/major activities since last report:

2021 rehearsals – now underway; most groups will rehearse in the hall (larger space) with the large Vocal Ensemble outside in courtyard, in line with current COVID-19 policy.

2020 End of Year Concert – More than 1200 views of our online concert enabled by equipment purchased through grant.

Fundraising – raised \$7,311.34 for sales of 2019 End of Year Concert DVD and donations to IMP.

Current student enrolments – Total 327 (budgeted for 312) with high level of Year 7 enrolments.

IMP Camp – 19-21 March at school Friday and Galston for weekend; Camp Coordinator working with provider on logistics due to COVID-19 restrictions.

Performances – will be mostly internal: year assemblies and outdoor performances; no eisteddfods or band festivals.

Tours – no international tour, possibly a regional tour.

IMP Committee meetings – Proposed Terms 1 and 3 online; Terms 2 and 4 in person (in second week of each term).

Action items in progress/pending:

1. The IMP Committee moved a motion that the IMP budget be adjusted to pay Matt Manchester the underpayment of \$9626 identified in the Treasurer's report dated 1 February 2021, to be repaid fortnightly over the calendar year.
2. IMP Committee is working on performance/fundraising ideas to provide greater connection for IMP families, aiming for a format that:
 - complies with COVID-19 restrictions
 - provides fundraising opportunities, and
 - allows IMP families to connect as a community.

Announcements:

Nil

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

Nil

Additional notes, comments and/or suggestions:



Nil



Tabled Documents – Fort Street High School Facebook Group Rules

Fort Street High School P&C Facebook Page

We aim to keep you up to date about our school, P&C, education, local community and events.

About Section on Facebook Page

Who is behind the Fort Street High School P&C Facebook page?

The Facebook page is managed by a group of volunteer parents - all P&C members with students at Fort Street. These are the Fort Street P&C Facebook Moderators.

The coordinators liaise with the school and all of the school groups such as the IMP and SRC to know what is going on and keep families up to date via this page.

This page is not to replace official school communication channels but to reaffirm messages and support parent connection and queries. This page is also to provide a way for current and new families to connect and support each on their journey through high school.

Our aim is to make this Facebook page useful to the parent community at Fort St sharing relevant information for all families. We also hope this is a place that parents can ask questions, share ideas and discuss matters relevant to our school, education and local community.

Parents may contribute feedback and ideas to this page which can then be raised with the P&C at their regular meetings.

Thanks, Fort Street P&C Facebook moderator team

THE 'HOUSE RULES'

We encourage comments, questions and discussion.

Open and lively conversation is welcome – here are a few simple rules to make sure it's an enjoyable, safe place for everyone:

- Be polite. It's ok to disagree with others, but please do so respectfully.
- This page is not intended for general advertisements, endorsements, campaigns etc. These will be removed. Content must be directly relevant to the school community
- We may support business and services, by sharing information, who support Fort Street High School and provide relevant information to our community.
- Any negative or critical posts or personal comments relating to teachers, students or other members of the school community are strictly not allowed and will immediately removed and flagged to the school. For any personal concerns we encourage families to contact the school directly.
- Please don't post comments or links to information that is offensive, illegal, abusive, profane, or defamatory. These will be removed and you may also lose access to this page.
- We will reply to comments at our discretion, and reserve the right to correct any factual errors.



- Parents may post to the page but we reserve the right to delete posts, links or photos at our discretion, particularly those that are not relevant to the school, that may be offensive, or do not comply with these rules.
- If we don't have the answer to a question we will refer you to the best source for the answer or seek input from our FB community members.
- Facebook is just one forum the P&C provides for parents. We encourage all Fort Street parents and carers to become a member of the P&C and participate in events, activities, meetings and the different associations and committees available.
- We provide a regular report to each Fort Street High School P&C meeting so that this FB community feeds into P&C consultation, communication and formal processes. We also report back to this community.
- If you want to send a private message to the FB moderators simply click the message button on the page.
- Anyone breaching these guidelines will be notified and writing and we reserve the right to remove you from the group and permanently block your access.
- Thanks for being part of the Fort Street High School P&C and school community – together we'll continue to make it a great place to learn and be.

Moderator Guidelines

Purpose

To communicate and amplify P&C, school and community messages

Roles Required

2 x Facebook Coordinators

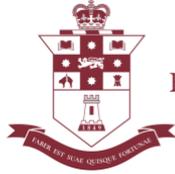
4 – 6 Facebook moderators, preferably one from each year group

Moderator responsibilities

- The Facebook coordinator will issue a roster each term
- Moderators are rostered on a weekly basis Monday to Sunday.
- The moderator is responsible for scheduling reminders and announcements from the Newsletter, P&C updates and other communications and important information issued by the school or P&C
- Other free local events and services that are relevant and of interest to the community may also be posted
- Weekend funny is a fun meme scheduled for around 8am on Saturday mornings, it should be fun, family friendly and inclusive
- Holidays celebrated by members of the community and important days can be acknowledged- (e.g. Christmas, New Year, Lunar New Year, Mardi Gra, Eid, NAIDOC week, Anzac Day, International Women's Day, Wear it Purple are some examples)
- If you're not sure about an event or reminder check the Newsletter or ask the office
- Use Facebook Page Manager to schedule future posts
- Other moderators can post when not rostered e.g. items relevant to their year but should check what's scheduled first and let the rostered moderator know
- The rostered moderator should also check for and respond to Private Messages and queries on the page
- If you're not sure how to answer, check in with the others on the Moderators page or refer them to the office

Content guidelines

- Our community is diverse so our posts and images should reflect that



- Post should be written in a conversational yet informative manner
- No inappropriate language should be used
- The page is a politically neutral channel, only posts relevant to the school may be included eg if a local member attends the school for an event or a grant is won it is acceptable to post about this
- School information must be sourced directly from the school, either through the office, the newsletter or direct communications from the school leadership team
- Use school approved images wherever possible and ensure all children in the photos have permission to publish
- Generic images may be sourced from websites such as Pexels and Unsplash

General engagement

- Aim for 2-3 posts per week but at a minimum, once per week. We don't want to just post content for no reason, every post should be relevant
- Space posts out, don't send them all at once
- Evening posts tend to get more engagement
- Important posts should be scheduled for early evening
- Include a picture for greater visibility
- Include a 'call to action' where needed
- Link back to the school website wherever possible
- Where possible include a link and an image from the site you're linking to
- Headings can be used for news and reminders such as important dates to make a post stand out