

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

Chair: Michael Easton

Date: 9th June 2021

Time: 7:30 pm

Venue: Online Meeting

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

Meeting declared open by Michael Easton – President

Attendance – 15

Kalanie Prabhakar, Tasha Prabhakar, Michael Easton, Dennis Yeo, Hung Ngo, Jules Davies, Don Newby, Juliette McMurray, Elizabeth Kenyon, Kenny Chung, Colin Wong, Nuryani Lay, Poh Keng Goon, Louis Chan, Peter Bestel

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.

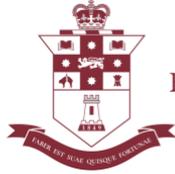
Apologies

Alison Austin, Robin Elmslie, Kirrily Druery, Michael Mera, Suzanne Trimmer, Joel Morrison, Rebecca Cameron



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 **President's Report** – Michael Easton
- 6 **Treasurer's Report** – Hung Ngo and Kenny Chee Chung
- 7 **General Business**
 - 7.1 **Fundraising Report** – Elizabeth Kenyon
 - 7.2 **P&C Communications** – Kirrily Druery
Discussion of working group, current communications, strategies
 - 7.3 **Uniform Shop** – Teresa Matthews
Update on new Uniform Shop and fit-out
 - 7.4 **Second Hand Uniforms** – Sally McCausland
Update on stall, management and dates for rest of 2021
 - 7.5 **IMP Report** – Suzanne Trimmer
 - 7.6 **Nominations for NEITA** – Elizabeth Kenyon
For guidelines see <https://www.neita.com/guidelines>
 - 7.7 **Acknowledgement of Teacher Activities / Achievements**
- 8 **Membership Administration**
- 9 **Next Meeting** – General Meeting – Wednesday 14th July, 2021 (Zoom and on-site)



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.”

2. Student Representative Council Report – Kalande Prabhakar

- Thanks to the P&C for help with the second hand uniform store.
- The SRC made approximately \$1000 at the latest store.
- Last Tuesday hosted an afternoon tea for prefects from other inner west schools.
- This was very successful and allowed the students to exchange ideas.
- The planning for the conference in August is proceeding and Michael Kirby is the expected speaker.
- Kalande ran through feedback Friday.
- Dennis requested information on the gym purchases, which are available as a quote on the previous minutes, P&C section, school web site.



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

Motion	That the minutes from the previous general meeting, 2021-05-12, be accepted as a true record.
Mover	Peter Bestel
Seconder	Michael Easton
Result	Passed

3.4. Correspondence

- Petersham Station upgrade updates.

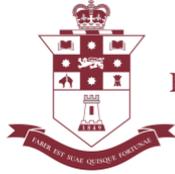
3.5. Action Item Updates from last meeting

- The P&C microwave is broken and needs to be removed and/or replaced – not done.
- Looking to rationalise the 5 bank accounts to allow for an investment account in order to get a better interest rate on funds – done.
- Liabilities to the school need to be very clearly marked on the reports, as they are not funds available for other projects – not done.
- Action items all currently complete or covered in general business below.



4. Principal's Report – Juliette McMurray

- The last of the Semester 1 Recognition Assemblies is on Friday (yrs. 8 and 9) – students nominated for 2 or more subjects receive certificates. Two year groups per assembly.
- NAIDOC assembly last day of term, guest speaker will be Lille Madden daughter of Hetti Perkins, granddaughter of Charlie Perkins.
- NSW Parliamentary Secondary Schools Leadership Program held at NSW Parliament House where two of our Year 12 students Leann NG and Christina Lee met Governor of NSW, MP's including Jamie Parker, Jenny Leong and Julie Finn. They had a guided tour of Parliament House and then lunch at the Governor's house.
- Public Education Foundation hosted Proudly Public Awards at Sydney Town Hall, where Jean Hinchcliffe was the keynote speaker and Jack Coleman received an award.
- In debating, the year 9 and 10 A and B teams are into the second round whilst year 11 and 12 A team have won the third round and head off to the finals.
- There is a lot happening in sport at the moment.
- Fortians are participating in the NSW combined HS Cross Country Championships.
- In Ultimate Frisbee, FSHS have been competing since 2014 and this year came 3rd in the state.
- Karan Bhasin, Ray Chen and Daniel Abdul-Khalek have been selected to play for the NSW under 18's Boys.
- Anna Ivanova and Jade Do have been selected to play for the NSW under 18's Girls team.
- The National Championships are to be held in Melbourne.
- In Table Tennis, 18 students made it to the Secondary School Championships. None reached the finals but all did very well.
- The FSHS Open Evening is coming up on 29 July from 6pm.
- Action item for P&C to consider any fundraising that may be appropriate for the night.
- The Remote Learning Preparedness survey indicated that no families are lacking computer / laptop or internet access.
- IMP Mid-Year Concert is approaching on Friday 18th of June. Dinner is in the playground from 5.30pm and concert from 7pm to 9:30pm. School and wider community are all welcome to purchase tickets.
- Astronomy Club had a sausage sizzle on the oval on the night of the lunar eclipse. One parent posted a stunning image on social media and it went viral even being picked up by ABC breakfast show with credits to the Fort Street Astronomy Club.
- All of the school building projects are proceeding along well.
- The Library Foyer project has finally had the start-up meeting and the work will commence in the school holidays. Plan is to be done by student return in Term 3.
- Sandstone tiered seating looks amazing in the two areas and just need to have synthetic grass laid next week.
- The COLA in the Rowe Quad is proceeding well.
- Outdoor Gym in Valley will commence work next term with quotes, etc.
- School Kitchen Garden are looking for parent reps (Elizabeth and Allison) to meet with Allison Woodley and Scully furniture who also install raised garden beds. They are coming out to measure up and quote yarning circle but we could evaluate now that COLA is built how to move forward with the kitchen garden. Monday 21st June 9.30am
- Considering future project, there was some discussion at the Foundation meeting to build a school gym on the vacant block – minimum 4.5 million.
- There may be timetable changes and a late start on a Wednesday if the school changes SRE to period 1. 9:40am



5. President's Report – Michael Easton

- Michael attended the selective school's student selection meeting with Rebecca Cameron recently. The processes for grading and selection were very interesting.
- There has been review of the P&C finances recently and a number of changes have been made. Two term deposits of \$80k each have been set up, which comprises the unallocated funds available for long term spending projects. There is \$146k available in the main account, comprising funds that have agreed to be spent via motions and other commitments. Then there is the uniform shop account with \$40k in operating funds in place.
- Michael attended the foundation meeting recently to see how the meeting works. They are currently managing \$270k in funds. This comprises the tax deductible donations for the building and library areas of funding.

6. Treasurer's Report – Michael Easton

- See attached for current accounts.

7. General Business

7.1. Fundraising Report – Elizabeth Kenyon

- Elizabeth presented on current fundraising.
- See attached report.

Motion	That the P&C approve the expenditure of \$10000 to assist with the school musical.
Mover	Elizabeth Kenyon
Seconder	Michael Easton
Result	Passed

7.2. P&C Communications – Elizabeth Kenyon

- The P&C are planning a survey to parents around the current P&C and school programs, what is working well, what is not and to obtain other general feedback.
- Looking to send feedback to the P&C email address around what should be in the survey. Currently the software platforms, languages and other over/under communications are in scope.

7.3. Uniform Shop – Michael Easton

- The new uniform shop is working out very well.
- Gladys is very happy with the current volunteers.



7.4. Second Hand Uniforms – Michael Easton

- As per above, the SRC are doing well running the second hand uniform store.

7.5. IMP Report – Susan Trimmer

- The June concert is coming up.
- The IMP are looking for more volunteers to assist with the night and provide food donations.

7.6. Nominations for NEITA – Elizabeth Kenyon

- Action item for the P&C to publicise this to the community via Facebook and Mercurius.
- Duke of Edinburgh volunteer work is very high due to the huge efforts.

7.7. Acknowledgement of Teacher Activities / Achievements

- Thanks to Matt Manchester for all of the work around the IMP concert.

7.8. Other Business

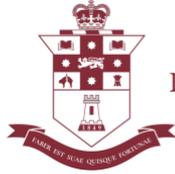
- None.

8. Membership Administration

- Welcome to all new parents and members for 2021.

9. Next Meeting – General Meeting – Wednesday 14th July, 2021 (Zoom and on-site)

Meeting closed at 8:17pm



Motions on Notice

- 7.1 - That the P&C approve the expenditure of \$10000 to assist with the school musical.

Program	Item Request	Amount
P&C Tools	The following is proposed: i) The P&C to pay \$10,000 towards the school musical. ii) The P&C to seek sponsorship for the musical plus run ticket and food sales (expecting to raise approximately \$13,000) iii) Any profit to be banked by the P&C and earmarked for the next musical.	\$10000
	Total	\$10000



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:	12th May 2021
	Date of this meeting:	9th June 2021

Action items/major activities since last report:

- Elizabeth met with Carolyn, Liz, Juliette and Jules to discuss the P&C's involvement with the Fort Street Musical, 'Matilda'. The P&C will look after ticket sales and catering, with a view to raising enough money to cover the costs borne by the P&C in staging the production. Catering will be a 'Food Fair', carnival type stalls in the Rowe Common Room – noodles, sausage sizzle, popcorn, ice cream – open for 1 hour prior to the performances and during the interval. Calls for catering volunteers to go out next term (after the IMP concert). A call out for props and assistance with costumes/the set etc. has gone out already.
- Elizabeth attended the P&C Federation's grant application webinar on May 20th. It was very informative.

Action items in progress/pending:

- Grants: Progress report for CBP grant is due by 15 July 2021 – what is the ETA for the library foyer upgrade (also need to inform Jenny Leong of progress)

Announcements:

Additional notes, comments and/or suggestions:

Aims for 2021:

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



Tabled Documents – Financial – Hung Ngo

Profit and Loss

Fort Street High School P&C Association
All Business Units
1 May 2021 to 31 May 2021

	IMP	Uniform Shop	Unassigned	Total
Income				
Uniform Shop - 2nd Hand Sales (No GST)	-	535	-	535
Uniform Shop - New Uniform Sales (GST)	-	7,844	-	7,844
Total Income	-	8,379	-	8,379
Less Cost of Sales				
Freight	-	60	-	60
Purchases - Uniform shop	-	4,936	-	4,936
Total Cost of Sales	-	4,996	-	4,996
Gross Profit	-	3,383	-	3,383
Plus Other Income				
Interest Income	-	1	-	1
Total Other Income	-	1	-	1
Less Operating Expenses				
Accounting/Bookkeeping Fees	-	670	-	670
CLIENT TO ADVISE	-	-	125	125
EFPOS and Card Fees	-	223	-	223
Office Supplies - Canteen	-	33	-	33
Printing & Stationery	-	20	-	20
Repairs and Maintenance	-	459	-	459
Staff Amenities	71	-	-	71
Superannuation	-	47	-	47
Travel & Entertainment	108	-	-	108
Wages & Salaries	-	490	-	490
Total Operating Expenses	179	1,941	125	2,245
Net Profit	(179)	1,443	(125)	1,139



Balance Sheet

Fort Street High School P&C Association As at 31 May 2021

31 May 2021

Assets

Bank	
IMP SUB Cheque Acct 29-3216	73,644
P&C Cheque Account	50,496
P&C Investment Account	66,399
U Shop Westpac Invest- 24-4967	101,547
Uniform Shop Westpac - 24-4959	126,953
Total Bank	419,038
Current Assets	
Inventory	64,756
Petty Cash	99
Total Current Assets	64,854
Fixed Assets	
Furniture & Fixtures Accum Dep (12110)	(5,470)
Furniture & Fixtures at Cost (12100)	5,470
Plant & Equipment at Cost	4,545
Total Fixed Assets	4,545
Total Assets	488,437

Liabilities

Current Liabilities	
GST	825
Rounding	-
Superannuation Clearing	47
Trade Creditors	4,260
Total Current Liabilities	5,131
Total Liabilities	5,131
Net Assets	483,306

Equity

Current Year Earnings	94,929
Retained Earnings	388,377
Total Equity	483,306