

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

Chair: Caroline Aow
Date: Wednesday 10th September 2025
Time: 7:30pm
Venue: Online
Re: General Meeting Minutes (Motions, Actions and Outcomes)

Meeting declared open by Carolyn Aow – President

Attendance

Kirrily Druery, Malcolm Groves, Elaine Huang, Jens Olscher, Juliette McMurray, Beatrice Shimada, David Sherwin, Elizabeth Kenyon, Sivvy Xu, Tracey Chen, Vivian Wang, Karen Coad, Stella Liang, Caroline Aow, Poh Keng Goon

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 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** - Paula Katalinic
- 7 General Business**
 - 7.1. Setup of Incoming Year 7 WhatsApp/WeChat Groups** - Elizabeth Kenyon
 - 7.2. Incoming Year 7 Orientation Morning Tea** - Kirrily Druery
 - 7.3. Uniform Shop Volunteers** - Tracey Chen
 - 7.4. Overseas Excursions** - Tracey Chen
 - 7.5. Acknowledgement of Teacher Activities / Achievements**
- 8 Membership Administration**
- 9 Next Meeting** – General Meeting – Wednesday 12th November, 2025 (Onsite and 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

- **Elections:** New SRC representatives were elected from Years 7, 8, 9, and 10.
- **Upcoming Events:** An SRC camp is scheduled for the last two days of term for extensive planning, with Halloween being the first event planned for early next term.
- **Year 11 Executives:** Currently focused on their preliminary exams.

3. Secretary's Report - Malcolm Groves

- Apologies - Avivi Davidson, Paula Katalinic, Vivian Wang
- Declaration of Interests
 - o No interests or conflicts raised
- Table minutes from last meeting

Motion	That the minutes from the previous meeting, 2025-08-13, be accepted as a true record.
Mover	Malcolm Groves
Seconder	Kirrily Druery
Result	Passed

- Correspondence
 - o None
- Motions moved since last meeting

4. Principal's Report – Juliette McMurray

- **Fort Street Foundation:** Offers student assistance for families in financial hardship and university bursaries for Year 12 students. Details are on the school website.
- **School Musical ("The Addams Family"):** Thanks were extended to the P&C for their support and funding, noting its success and the popularity of interval food.
- **Pathways to Law Seminar:** About 90 Year 11 and 12 legal studies students attended a seminar organized by alumni, featuring legal professionals from diverse areas, including a former High Court Judge.
- **Speed Career Dating Event:** Postponed to early next year for Year 12 students (current Year 11s) due to calendar constraints.
- **HSC Major Works:** All completed and submitted by students.
- **Year 12 Farewell:** Final week of school activities includes graduate talks, a picnic, trivia, a color run, breakfast, a school flop assembly, and graduation. The importance of avoiding disruptive "muck-up" activities was stressed.
- **SRC Planning:** New SRC leaders will elect a president and vice president and plan for Term 4 and next year, discussing project ideas with Juliette in early Term 4.
- **Duke of Edinburgh Camp:** Students were reported safe and well despite heavy rain, continuing the tradition of muddy conditions.
- **Valley Remediation:** The fenced-off area next to the oval, containing bonded asbestos, will be remediated during school holidays. Gym equipment will be removed, the area excavated and cleared, then reinstalled and landscaped, aiming for completion by early next year. Communication on details will be shared with the community.
- **Toilets:** The Department of Education is fully committed to renovating the school's old toilets. Hope was expressed for summer holiday completion, with P&C prepared to contribute building funds if needed.
- **Canteen Refurbishment:** The canteen needs refurbishment due to old fittings and inefficient storage. Department support is expected. A key concern is replacing old, inefficient ovens, and it's unclear if the department will cover this.
- **Library Blinds:** Ordered and expected to be installed soon. P&C reimbursement requested.
- **Library Murals/Signage:** Discussion about designing a more obvious sign for the library and murals for the large wall spaces. Ideas included educational pieces, manga-style art, or profiling Fort Street alumni. Concerns about overly "primary school-like" designs were raised.

- **Front Entrance Landscaping:** A significant project proposed for the grass/dirt area in front of the cottage. Plans include a retaining wall (also seating), leveling the area, planting, and optional outdoor furniture (a setting and umbrella). Estimated cost is around \$40,000 for landscaping, plus \$7,500 for seating and \$6,500 for an umbrella. This project would require P&C general funds as building funds cannot be used for landscaping or outdoor furniture. The idea received support due to the area's current poor condition and frequent use by students and visitors. SRC consultation on designs was suggested.

5. Treasurer's Report – Prabhu Sivabalan

- **Financial Health:** P&C has strong liquidity with approximately \$485,000 in liquid cash and term deposits. After accounting for IMP sub-account (\$123,000), approximately \$360,000 remains as general P&C funds. Funds are healthy and well within budget.
- **Uniform Pricing Review:** A quick review is underway to ensure consistent profit margins (estimated 35-40% overall) across the product range and to fully cost uniforms, including freight and staffing. All surpluses are reinvested into the school. Fort Street's uniform pricing is competitive compared to other selective schools.
- **Electronic Payment Facility:** Finalizing an electronic payment facility with ANZ Worldline for the Flexischools app to streamline payments. This is an external facility and does not affect existing bank accounts.

6. IMP Report - Poh Keng Goon

- **In Concert Vocal Performances:** Highlighted 840 students from NSW Public Schools, with Fort Street well-represented.
- **School Musical:** IMP supported the successful school musical.
- **Upcoming Events:** Choir for Life on Thursday, 25th September, supporting mental health in collaboration with community choirs, with funds going to Headspace and Reach Out Australia.
- **Annual Grant:** Matt spent the \$10,000 annual P&C grant on a bassoon (\$3,500), vibraphone (\$6,000), and tuba case (\$750), totaling \$10,250.

Motion

That the P&C fund the purchase of musical instruments for the IMP to the value of \$10,250

Mover	Caroline Aow
Seconders	Malcolm Groves
Result	Passed

- **Fortian Kitchen Stock:** Discussion about better managing shared stock (e.g., napkins, cups) in the Fortian kitchen between P&C and IMP to reduce waste and improve efficiency, while acknowledging IMP's need for specific stock management for concerts. Elizabeth offered to discuss this at the next IMP meeting.

7. General Business

7.6. Update on Uniform Shop Pricing Review - Korrily Druery

- Discussion focused on standardizing uniform pricing. Options included pricing all sizes of an item based on the most expensive size, or using an average cost with a consistent margin (around 30%).
- Consideration was given to achieving gender parity in pricing for similar items (e.g., boys' and girls' trousers) by pricing equivalent items the same, or by applying the margin directly to the cost of each item.
- The committee needs to decide on these pricing guidelines, including how to handle the 2.2% Flexischools charges, before switching to the new system in Term 4.
- **Exceptions:** Blazers (high cost, low volume) and bags (low/negative margin to encourage ergonomic uptake) were discussed as potential exceptions to the fixed rule, likely to cover costs or have a smaller margin without being compensated by other items.
- It was agreed that clear, documented guidelines are needed for consistent future price reviews.

7.7. Setup of Incoming Year 7 WhatsApp/WeChat Groups - Korrily Druery

- P&C will set up WhatsApp groups for incoming Year 7 families, providing QR codes at the open morning/orientation.
- It was suggested to use WhatsApp's "community" feature to organize groups by year level and other organizations (like IMP) for better organization.
- Year 8 parents may be asked to help as admins in the Year 7 group.

7.8. Incoming Year 7 Orientation Morning Tea - Korrily Druery

- Proposed to fund the morning tea again for December 2nd, as it was very popular last year.

Motion	That the P&C fund the Year 7 Morning Tea to the value of \$2000
Mover	Kirrily Druery
Seconder	Caroline Aow
Result	Passed

- QR codes for chat groups and a presentation on Flexischools for uniform and canteen setup were suggested.

7.9. Uniform Shop Volunteers - Tracey Chen

- A call out for more volunteers for the uniform shop, possibly through a general sign-up sheet at the beginning of the year, as current reliance is on a limited number of parents.

7.10. Overseas Excursions - Tracey Chen

- Discussion about the frequency and organization of IMP and language tours.
- IMP tours happen every three years due to the extensive work (e.g., 3,000 pages of departmental documentation) involved for staff like Matt Manchester.
- Language tours happen every second year (Japanese and German), but the Japanese tour was impacted this year by the department's non-homestay policy, which teachers found diminished the cultural experience.
- Interest in more IMP tours was expressed, and Juliette agreed to raise this with Matt Manchester and inquire with other schools about their tour organization.

7.11. Acknowledgement of Teacher Activities / Achievements

- Ms. Ngo (Year 10 Maths/Year 11 Advanced and Extension Maths): Acknowledged for providing extra help sessions and extra papers.
- HSC Major Works Teachers (English, Art, Music, Drama): Acknowledged for their support and the phenomenal work produced by students.
- Ms Ngo: Acknowledged for providing extensive extra printed materials for students.

7.12. Other Business

- N/A

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 12th November, 2025 (Onsite and Online)

Meeting closed at 9:05pm