

CONCORD HIGH SCHOOL P&C ASSOCIATION

General Meeting Minutes

ABN: 43 317 153 298

Meeting Tuesday 20th May at 6:30pm

Where: School Library

Website: <https://www.concordhspandc.com.au/>

Facebook: <https://www.facebook.com/groups/concordhighschoolpandc>

| | Item | Lead |
|---|---|--------------|
| 1 | Welcome | Alison |
| | Attendance Alison Wallbank, Anna Koskinen, Amber Hooker, Alison Beeston, Cass Seto, Victor Newby, Amy De Paula | |
| | Apologies Jacqui Craus, Emma Bayley | Amber |
| 4 | Acceptance of Previous Minutes -accepted by Alison Wallbank | |
| 5 | Correspondence and Communication: <ul style="list-style-type: none"> BGHS proposal for another Justin Coulson webinar 27th October <i>Discussion was had that we write to BGHS and indicate our interest in another webinar for 2026 partnering with them.</i> Domain renewal for the P&C website \$21.77 for 1 year | Amber |
| 6 | Business arising from previous meeting <ul style="list-style-type: none"> Yr 7 Laptop info evening – <i>Victor explained that the middle school staff are in the process of evaluating how the trial of no laptops for year 7 has gone. Once they have interviewed staff and surveyed students feedback they will then have discussions about when to introduce the laptops for this year group. No firm decisions yet. A parent information evening will be planned prior to introducing the laptops and this can be discussed in more detail.</i> | |
| 7 | President's Report Report on Bunnings Sausage Sizzle (see below) | Alison/Amber |
| 8 | Principal's Report | Victor |
| 9 | Treasurer's Report | Anna |

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|----|---|--|
| 10 | <p>Any Other Business</p> <ul style="list-style-type: none"> • Trivia Night 2025 proposed date Saturday 2nd August – proposal to hold this in one of the clubs in the local area. • Marine Bio students “ocean” film? – Amber proposed that the p&c fund the marine bio students to attend the new movie “Ocean” by David Attenborough as part of their course, Victor informed us that the teachers have agreed to do this as an excursion for year 8 Marine Bio students of which there are 18 students. • Motion raised by Amber to allocate \$350 towards year 8 marine bio students to attend the movie Ocean. <p>All in favour.</p> <ul style="list-style-type: none"> • Grand Opening 2026 – Discussion was had about holding a Grand Opening event for the new building to showcase the school for prospective/current and local families. Much more discussion to be had however p&c keen to collaborate with school to make this happen. Possible date Term 1 week 5 (March sometime) | |
| | Meeting close 7:30pm | |
| | Next meeting : Tuesday 24th June 2025 | |

2025 Meetings to be held at CHS Library at 6:30pm

Term 1: Tuesday 25 February, Tuesday 25 March

Term 2: Tuesday 20 May, Tuesday 24 June

Term 3: Tuesday 12 August, Tuesday 16 September (AGM followed by GM)

Term 4: Tuesday 4 November, Tuesday 9 December

| | Actions | owner | status | Date raised |
|----|--------------------|----------------------------|-----------------------------|--------------------|
| 1. | Lodge BAS with ATO | Anna Koskinen/Amber Hooker | Open (Pending paperwork) | 27/2/2024 |

| | | | | |
|----|-------------------------------------|---|------|-----------|
| 2. | Webinar Justin Coulson | Amber to write to BGHS offer for 2026 collaboration | open | 20/5/2025 |
| 3. | Laptop info night | Victor | open | 20/5/2025 |
| 4. | Trivia Night 2 nd August | Alison/Amber/Anna | open | 20/5/2025 |
| 5. | Grand Opening New Building 2026 | Alison/Amber/Anna/Victor | open | 20/5/2025 |

President Report

The P&C would like to say a massive thank you to all who were involved on Sunday April 6th with the Bunnings Sausage Sizzle. We lucked out with beautiful weather and there was a great atmosphere behind the stall coming together to fundraise. Everyone worked hard in their roles and it was great to see some of the kids helping out.

We totally smashed it and raised just over \$2,300 which will go towards a reduced cost for the year 10 peer support going to year 7 camp 2026.

Thank you letters have gone out to all the volunteers and to the businesses involved.

IGA Breakfast Point generously donated bread, onions, sauce and napkins.
Coles concord donated \$100 gift voucher which was used to buy some of the disposable items and school families donated some drink and cash towards the event.

We sold 1000 sausages between 8am and 3:30pm

sausages \$1069.14 (1000 sausages)
soft drinks \$183 (plan to sell remainder at trivia night)
Water \$90.40 (plan to sell remainder at trivia night)
Accessories \$101.15
float \$200

total expenses \$1643.69

Income
QR payment \$1924.50
cash \$1886.40
donations (from school families) \$150

total income \$3960.90

Grand total \$2317.21

Principals Report to P&C

May 2025

Business Arising (from March 2025):

- **Fundraising/Major Project** – We have further reviewed the Schools Infrastructure works and the scope for the new build. We will have a deficit of outdoor furniture in the “Trees” area once the new build is completed.
We have engaged a Landscape Designer to begin to put together a design plan for this area, but this will all have to be school funded.
Once the plan is complete we will begin to get some quotes for the work and then look at possible funding/grant sources.
- **Year 7 BYOB Introduction** – The Middle School Team are currently preparing an evaluation of the Middle School BYOD “delay”. This will be ready in the coming weeks and will determine the timing of next steps.

New Business:

- **Upgrade of existing facilities** –
 - New classroom and learning common furniture swapped out in autumn school holidays
 - Theaterette seating completed in autumn school holidays
 - Advice received that much of the “wishlist” works will be completed over the coming months and finalised in the winter school holidays. This will include Science Labs, Common 10 (TAS), Room 4.5 (EAL Support Hub) and 9.1 (Design and Tech room)
- **Major Build** –
 - Continues to be on track and completion date is still set for end of 2025 with occupancy early 2026
 - Disruption to school operations has been minimal ongoing, albeit a bit noisy at times
 - Consultation process with staff regarding movement and occupancy of new spaces, together with re-allocation of existing spaces to commence this week.
 - Parking and traffic movement on Stanley Street remains difficult and we continue to ask parents to avoid using Stanley St for drop off and pick up wherever possible.
- **Parent Teacher Nights**
 - The first of our parent teacher nights for 2025 (Year 11 and 12) was successfully completed. Next date is Year 7 and 10 scheduled for Wednesday 4th June

TREASURER'S REPORT 20 May 2025

Summary

A successful Bunning BBQ fundraiser with over \$2300 funds raised and a fantastic day of parents, carers, students and teachers participating. The P&C will provide \$2000 raised to CHS for Year 10 peer support leaders for Year 7 camp in 2026. Note: This is included into the Balance Sheet under the line item "Fundraising - Trivia Night".

Since the last report we have received an additional 2 membership payments.

The amount of \$500 was sent to Burwood Girls School for the recent online seminar offered to CHS parents.

To confirm:

- Will CHS be requesting P&C support for Harmony Day in 2025?

Bank Balance

- General P&C account balance: \$19,789
- General P&C equity (portion of above available for general spending): \$17,141

Status of DGR Building Fund

- The building fund balance sits at \$120

NOTING ONLY - Estimated Known Expenses 2025 to help with 2025 planning:

| Month | Out - Expected expenses |
|-------------------------|--|
| Jan (Actual Paid) & Feb | <ul style="list-style-type: none"> ● Sports Uniforms for \$4,800. ● School Mascot for \$5,000. ● Seating for the side office area \$26,000 which was paid using: <ul style="list-style-type: none"> ○ \$2700 from the CHS P&C Building Fund Account (See below) ○ \$1000 from Five Dock RSL Grant ○ \$22,300 from the CHS P&C General Account ● Consent Labs \$2916.16 ● Annual Audit \$902 |
| Mar & Apr | <ul style="list-style-type: none"> ● Bunnings BBQ Funds Raised Net = \$2317.21 (Cash Received \$3960.90 - Expenses \$1643.69) ● Note: \$2000 to be provided to CHS in 2026 for Year 10 peer support @Year 7 camp |

| | |
|-------------|---|
| May | Harmony Day \$1600 |
| June & July | |
| Aug | Domain \$42 Membership fees \$1046 Trivia Expenses \$1500 |
| Sept & Oct | Cupcakes \$516 |
| Nov | Teachers Day \$630 |
| Dec | Annual Audit ~\$1000 |

Balance Sheet

**20-May
2025**

ASSETS

Bank

| | |
|---------------------------|---------------|
| Westpac General | 19,789 |
| Westpac GDR Building Fund | 120 |
| Westpac Uniform Shop | 0 |
| Total Bank | 19,909 |

Current Assets

| | |
|-----------------------------|----------|
| Inventory On Hand | 0 |
| Total Current Assets | 0 |

| | |
|---------------------|---------------|
| TOTAL ASSETS | 19,909 |
|---------------------|---------------|

LIABILITIES

Current Liabilities

| | |
|----------------------------------|------------|
| GST | 646 |
| Suppliers Payable | 0 |
| Total Current Liabilities | 646 |

Non-Current Liabilities

| | |
|--------------------------------------|------------|
| Unacquitted GDR Building Funds | 121 |
| Unacquitted Grants | 0 |
| Total Non-Current Liabilities | 121 |

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|--------------------------|------------|
| TOTAL LIABILITIES | 768 |
|--------------------------|------------|

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|-------------------|---------------|
| NET ASSETS | 19,141 |
|-------------------|---------------|

EQUITY

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|-----------------------|---------------|
| Current Year Earnings | (27,498) |
| Retained Earnings | 46,637 |
| TOTAL EQUITY | 19,138 |

P&L 21st March 2025

| | |
|---|---|
| | FY 25 Year to Date 20-May 2025 |
| Income | |
| Grants Received & Acquitted | 2,000 |
| Donations - Building Fund (acquitted) | 2,700 |
| Donations & Contributions | 8,442 |
| Fundraising - Trivia Night | 8,506 |
| Interest Income | 3 |
| Membership | 20 |
| Total Other Income | 21,671 |
| Operating Expenses | |
| Bank Fees | 0 |
| Insurance | 961 |
| Telephone & Internet | 0 |
| Consulting & Accounting | 902 |
| Donations to CHS - Buildings | 2,700 |
| Donations to CHS - Cupcakes | 517 |
| Donations to CHS - Furniture | 23,300 |
| Donations to CHS - Harmony Day | 5,000 |
| Donations to CHS - Mental Health Programs | 4,416 |
| Donations to CHS - Music Equipment | 0 |
| Donations to CHS - Robotics | 3,003 |
| Donations to CHS - Teachers Day Gifts | 630 |
| Donations to CHS - Training Course | 0 |
| Donations to CHS - Volleyball Nets | 4,800 |
| Donations to CHS - Year 10 Peer Support | 0 |
| Fundraising Expenses | 2,940 |
| General Expenses | 0 |
| Printing & Stationery | 0 |
| Teachers Event | 0 |
| End of school Yr 12 Gifts | 0 |
| Website Expenses | 0 |
| Total Operating Expenses | 49,169 |
| Net Profit/(Loss) | (27,498) |