

CONCORD HIGH SCHOOL P&C ASSOCIATION

General Meeting Minutes

ABN: 43 317 153 298

Meeting Tuesday 24th June 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, Amber Hooker, Emma Bayley, Alison Beeston, Victor Newby, Anna Koskinen, Amy Di Paula	
	Apologies Cass Seto	Amber
4	Acceptance of Minutes Accepted by Alison Beeston seconded by Alison Wallbank	Amber
5	Correspondence and Communication: <ul style="list-style-type: none"> Nothing incoming 	Amber
6	Business arising from previous meeting <ul style="list-style-type: none"> Year 7 laptop info evening – was discussed in some detail. Emma Bayley was thanked for her outline of a draft agenda. The P&C were asked if they would like to source an optometrist and physiotherapist to speak. The plan is to hold this info evening in Term 3 week 6. Also a panel of year 8 students would be appreciated by the year 7 parents. 	
7	President's Report – see below	Alison
8	Principal's Report – see below Special mention to Victor and all teaching staff that this past year of working within a building site, co-ordinating the new build and all that it entails, focusing on the benefits to the current and future students has been a monumental effort and the P&C would like to wholeheartedly say thank you.	Victor
9	Treasurer's Report – see below	Anna

10	<p>Any Other Business</p> <ul style="list-style-type: none"> ● Trivia Night 2025 proposed date Saturday 6th September ● Marine Bio students “ocean” film? Suspending the allocated funds for this whilst looking for alternative. ● Grand opening of new building planned for March 2026 Amber to meet with Victor and discuss the p&c role. 	
	Meeting close 7:45pm	
	Next meeting : Tuesday 12th August 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.	Marine Bio students to Ocean movie	Victor	closed	20/5/2025
3.	Laptop info night – source optometrist and physio + year 8 panel	Victor/Emma/Amber	open	20/5/2025
4.	Trivia Night 6th September	Alison/Amber/Cass/Anna/Amy	open	20/5/2025
5.	Grand opening March 2026	Amber	open	24/6/2025

Concord High School P&C President Report

Date: 20/6/25

Planning for Trivia Night

Plan to modify trivia night this year from previous years, to use a local club as the venue and provider of food and drinks, due to the capital works at the school, and hall therefore being unavailable, as well as the work for the p&c committee involved in organizing the event.

Committee will focus energy on silent auction to raise funds for school fundraising efforts.

Concord Bowling Club being considered as the venue, due to their support with waiving the venue hire fee.

Date to be held:

Saturday 6th September

Plan:

- Send out "Save the Date" communications shortly.
- Confirm venue, catering and ticket prices.
- Start requesting and confirming local sponsorship of event and silent auction prizes
- Engage a trivia host

School Open Day Event 2026:

Start planning for open day event at the beginning of 2026, to celebrate the completion of the school renovations, and create an opportunity for school promotion and community engagement.

Plan:

P&C Secretary will follow up with School Principal for dates and areas of responsibility.

Bunnings BBQ

Due to success, as a fundraising event with enough volunteer but in to proceed, will plan to make an annual fundraiser for the school.

Plan:

Apply again for 2026

Principals Report to P&C

June 2025

Business Arising (from May 2025):

- **Fundraising/Major Project** – We have now engaged two different landscape designers for plans in the “Trees” area. We are waiting for a draft version.
- **Year 7 BYOB Introduction** – The Middle School Team have completed an evaluation into the Year 7 BYOD introduction. The outcome has been that BYOD’s will be introduced to Year 7 from the start of Term 4 this year. We will lay out an implementation plan in Term 3 and engage Year 7 parents in the 2nd half of next term with an information session.
- **Upgrade of existing facilities** –
 - Work has commenced in Room 4.5 (EAL Support Hub) and 9.1 (Design and Tech room). This work will be completed by the end of term.
 - Room 4.5 is being transformed into a dedicated VET space where Retail Services, Business Services and VET ICT can be delivered in a compliant manner.
 - The upgrade of Common 10, the Music practice rooms and the Science Labs will all be completed during the winter school holidays and be fully operational for the start of Term 3.
- **Marine Biology funding** – Unfortunately, the film “Ocean” ceased screening at Burwood cinema’s shortly after funding was approved. The film is now available on Disney streaming service and the TAS Faculty are looking at possible options. They have requested that the funding be “suspended” until options are explored.

New Business:

- **Major Build** –
 - Continues to be on track and completion date is still set for end of 2025 with occupancy early 2026
 - Following an extensive consultation process with staff the following faculty movements will come into effect from late 2025
 - English/EALD/Languages will occupy Level 4 of the new build
 - Mathematics/PDHPE will occupy Level 3 of the new build
 - CAPA will occupy Level 2 of the new build
 - Administration and Support Unit will occupy Level 1 of the new build
 - Social Science will move upstairs to occupy the current Commons 2 and 4
 - Science will expand into the vacant Common 6 space (previously Maths)
 - TAS will expand into the vacant Common 11 space (previously CAPA)
 - Common 8 will be established as a Learning and Support Hub

- Front Office will be established as a Careers and Transition Hub
 - Senior Study will expand into additional Library space
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- 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. Parking Rangers from Canada Bay Council have also been observed in the past week fining parents dropping off and picking up illegally in Stanley Street.

TREASURER'S REPORT 20 June 2025

Summary

The Go-Daddy payment of \$42.59 was made to renew the P&C website.

A payment was scheduled for the \$2000 donation to CHS for Peer Support Camp in 2026. Supporting the Year 10 leaders. This will appear in the next financials report.

Bank Balance

- General P&C account balance: \$19,747
- General P&C equity (portion of above available for general spending): \$17,098

Status of DGR Building Fund

- The building fund balance sits at \$120

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

<i>Month</i>	<i>Out - Expected expenses</i>
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 & June	<ul style="list-style-type: none"> • \$2000 donation for Year 10 Peer Support Leaders camp 2026 • Renew Website support \$43
July	
Aug	Membership fees \$1046 Trivia Expenses \$1500
Sept & Oct	Cupcakes \$516
Nov	Teachers Day \$630
Dec	Annual Audit ~\$1000

Balance Sheet

	20-Jun	30-Jun
	2025	2025
ASSETS		
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Bank		
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Westpac General	19,747	47,950
Westpac GDR Building Fund	120	2,158
Westpac Uniform Shop	0	0
Total Bank	19,866	50,107
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Current Assets

Inventory On Hand	0	0
Total Current Assets	0	0

TOTAL ASSETS

19,866

50,107

LIABILITIES

Current Liabilities

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

Non-Current Liabilities

Unacquitted GDR Building Funds	121	2,821
Unacquitted Grants	0	0
Total Non-Current Liabilities	121	2,821

TOTAL LIABILITIES

768

3,468

NET ASSETS

19,098

46,639

EQUITY

Current Year Earnings	(27,541)	18,959
Retained Earnings	46,637	27,678
TOTAL EQUITY	19,096	46,637

P&L 20th June 2025

Profit & Loss

FY 25 Year to	Year
Date	Ending
20-Jun	30-Jun

	2025	2025
Income		
Grants Received & Acquitted	2,000	0
Donations - Building Fund (acquitted)	2,700	0
Donations & Contributions	8,442	24,357
Fundraising - Trivia Night	8,506	12,420
Interest Income	3	0
Membership	20	30
Total Other Income	21,671	36,806
Operating Expenses		
Bank Fees	0	0
Insurance	961	1,007
Telephone & Internet	0	0
Consulting & Accounting	902	858
Donations to CHS - Airconditioners & Fans	0	0
Donations to CHS - Architect	0	0
Donations to CHS - Barbeque Equipment	0	0
Donations to CHS - Buildings	2,700	0
Donations to CHS - Cupcakes	517	416
Donations to CHS - Furniture	23,300	2,846
Donations to CHS - Harmony Day	5,000	1,615
Donations to CHS - Mental Health Programs	4,416	0
Donations to CHS - Robotics	3,003	0
Donations to CHS - Teachers Day Gifts	630	919
Donations to CHS - Volleyball Nets	4,800	5,096
Donations to CHS - Year 10 Peer Support	0	1,000
Fundraising Expenses	2,940	3,161
General Expenses	0	0

**CONCORD HIGH SCHOOL
P&C ASSOCIATION**

We help our community thrive

Printing & Stationery	0	0
Student Uniform Contribution	0	0
Teachers Event	0	0
End of school Yr 12 Gifts	0	0
Website Expenses	43	929
Total Operating Expenses	49,212	17,847
Net Profit/(Loss)	(27,541)	18,959