

CONCORD HIGH SCHOOL P&C ASSOCIATION

General Meeting Minutes

ABN: 43 317 153 298

Meeting Tuesday 23rd September at 7pm

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, Victor Newby, Amy DePaula, Jacquie Craus, Beth Collinge, Ali Beeston, Cass Seto, Emma Bayley	
	Apologies – Anna Koskinen	Amber
4	Acceptance of Minutes -	Amber
5	Correspondence and Communication:	Amber
6	<p>Business arising from previous meeting</p> <ul style="list-style-type: none"> Year 7 Laptop info evening. This was a great success. 2 members attended and found the information presented very useful, and the questions at the end was great and not rushed. Alice Leung presented how laptops will be used in classrooms starting in term 4. Victor advised that coming up will be a session in term 4 week 2 led by the police around cybersecurity and staying safe online. Emma asked if there might be interest in a future information sessions for parents around laptop use. General discussion was held. Victor explained that they will continue to review but will most likely have the same no laptops until term 4 for the new incoming year 7 group based on the success of this year 7's experience. Confirmation that Alice Leung will send out the information email with all the links on 24th September. Trivia night wrap up – a huge success despite some issues with the venue. The venue had 1 person managing all food ordered that evening and the kitchen closed at 8pm which left 	

	<p>some without food. Further discussion will be had by exec to wrap up Trivia night and discuss plans for next year. Estimated fundraising is \$4700.</p>	
7	<p>President's Report – see below</p>	Alison
8	<p>Principal's Report –</p> <p>Plans for the Grand Opening – Confirmation that Saturday 28th February estimated 10am -2pm will be the grand opening of the new build in order to showcase the school to any prospective student and to current families. This will be organised like a fete with some food trucks and possibly rides. Victor explained that this will be a school run event with the P&C assisting with specifically the food trucks and rides. Possibly a raffle. The school will run the day like an open day with little taster activities in food tech, woodwork and other hands on areas.</p> <p>The P&C discussed holding a meeting to start organising this very soon. General discussion was had about the impact of hot weather, creating a sponsorship package, how to gain more volunteers and setting a budget.</p> <p>The goal for the day is “showcase the school for primary school prospective enrolments and a thank you to current families for living through the building work”</p> <p>Discussion was had about obtaining the quotes for the trees area to assist with the submission of a grant. Victor explained that Jenny Jackson is currently off sick and therefore unable to get that info to us. Anna will be informed and make a decision re: submission of grant application by 30th Sept.</p> <p>Year 12 graduation is on 24th September at Marie Bashir Primary School.</p> <p>Confirmation that access to the new buildings will be available from 3rd December. The allocation of which faculty has which floor has been decided. Expansion will then happen in the “old” building with</p>	Victor

	for example science having laboratory classrooms downstairs for practicals and theory classrooms upstairs in the Science common. Demountables will be removed in Jan. Victor will be absent next meeting and Jody English will be attending in his place.	
9	Treasurer's Report - see below	Anna
10	Any Other Business •	
	Meeting close 20:30	
	Next meeting : Tuesday 4th November 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 23 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.	Laptop info night – set for Wed 17 th Sept.	Victor/Alice Leung	closed	20/5/2025 17/9/25
3.	Trivia Night 6th September	Alison/Amber/Cass/ Anna/Amy	Closed	20/5/2025
4.	World Teachers gift	Amy to investigate	open	12/8/2025
5.	Year 12 cupcakes. Budget up to \$750 approved – paid	Anna	closed	12/8/2025
6				
7	Purchase Square (Point of Sales) with Grant funding	Amber purchased	closed	12/8/2025
8	Grand Opening event – 28 th Feb 2026	Victor/Eliza/Alison	open	23/9/2025

President Report - 23rd September 2025

Trivia Night:

Thank you to the efforts of Amber Hooker, Amy DePaula, Anna Koskinen and Cass Seto, for sourcing some fabulous donations from local and not-so-local businesses, to auction in the silent auction at the trivia event. The preparation of these items to sell, including coordinating signage and presentation was incredible. Thank you for all your hard work doing this, as well as to Anna for coordinating the venue, and Amber, Anna, Amy and Cass for setting up the room at the Concord Bowling Club for the evening. There were many compliments, and much praise of the event. From those parents and friends who attended, with the event raising around \$4700 for the school, towards the trees area upgrade within the school playgrounds.

Trivia Night Action:

- Confirm the required \$\$ amount required for the works and continue to fundraise towards this goal.
- Determine how we will finalise the outstanding silent auction items from the evening.

Teachers Day (31/10/25):

We have allocated \$1000 to the teachers day and will consult with the office manager to determine what the teachers would prefer this year, as a thank you from the students (P&C), for their support.

Teachers Day Action:

- Contact the school office manager
- Purchase gifts to the value of \$1000 (approx. \$8/teacher TBC)
- Co-ordinate a P&C representative to attend the teacher's morning tea on the day, to provide a personal message of thanks from the students and P&C.

Bunnings BBQ Planning 2026:

After the successful fundraising from the Bunnings BBQ in 2025, put in a request to facilitate a Bunnings BBQ again for early-ish 2026

BBQ Action:

- Determine when would suit the present members
- Apply online for Ashfield Bunnings

TREASURER'S REPORT 22 September 2025

Summary:

Since the last meeting in August the P&C have received:

- an additional \$1920 from CHS Parents donations, thankyou
- donations from the Trivia Night of approx. \$4700 for the school, including a \$500 Building Fund

donation from All Paws Vet in Concord

- a grant of \$1200 for the purchase of Point-of-Sale equipment for the P&C to use at events
- P&C PayPal Account – The P&C PayPal account was used for the trivia night to process donations, but unfortunately it was suspended by PayPal during the evening. This was due to the increased regulations over the past 12 months relating to AML and KYC. This will require the P&C President and Treasurer to provide additional personal details to be verified as account holders, before the account can be re-opened. There is a balance of \$549.23 in the account and PayPal have indicated they will hold this balance for 180 days. At this point the P&C will be able to transfer this balance into the main P&C account. Also, we will likely close the P&C PayPal account at this time as we no longer require it. **Noting only.**

ATO Access Request - The application to the ATO that was submitted in August 2025 to add Anna Koskinen to the list of registered persons who can access the P&C ATO records. There is no update on this item as yet. **Noting Only.**

Grant Status:

Date	Project	Description	Status
20/8/25	Waiving of Room Hire Fee for Trivia Night	Canada Bay Club – Community Club Grants	\$850 Unsuccessful
20/8/25	Development of 'The Tree's' Area (planned 2026)	Drummoyne Sailing Club – Community Club Grants	\$4500 Unsuccessful
22/8/25	Point of Sale technology purchase	A grant for the purchase of Square EFTPOS terminal and cash drawer.	\$1200 Received and acquitted
22/9/25	Development of 'The Tree's' Area (planned 2026)	Transurban Community Grants Program	\$10,000 In draft

Bank Balance

- General P&C account balance: \$37,678
- General P&C equity (portion of above available for general spending): \$34,392.40 taking into account the following future expenses:
 - Refund to Jacquie Craus (\$130)
 - Year 12 Cupcake payment (\$509.60)
 - Teachers Day gifts ~(\$1000)

- Annual Audit ~(\$1000)
- GST Liability (\$646)

Status of DGR Building Fund

- The building fund balance sits at \$620

Table for NOTING ONLY :

<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	<ul style="list-style-type: none"> ● Website expenses \$670 for 2 years
Aug	<ul style="list-style-type: none"> ● Membership and Insurance fees \$1166 ● Trivia night fundraiser Raised Net: \$ (Cash received \$
Sept	<ul style="list-style-type: none"> ● Year 12 Cupcakes \$509 ● Refund \$130 for Trivia night issue
Oct, Nov & Dec	<ul style="list-style-type: none"> ● Teachers Day ~\$1000 ● Annual Audit ~\$1000

CONCORD HIGH SCHOOL P&C ASSOCIATION

We help our community thrive

Balance Sheet

CONCORD HIGH SCHOOL
P&C

Prepared by: A. Koskinen 22/9/2025

Financial Statements

Balance Sheet

	30-Jun 2026	Year Ending 30-Jun 2025
ASSETS		
Bank		
Westpac General	37,677	34,002
Westpac GDR Building Fund	620	120
Total Bank	38,297	34,121
Current Assets		
Inventory On Hand	0	0
Total Current Assets	0	0
TOTAL ASSETS	38,297	34,121
LIABILITIES		
Current Liabilities		
GST	646	646
Suppliers Payable	0	0
Total Current Liabilities	646	646
Non-Current Liabilities		
Unacquitted GDR Building Funds	620	120
Unacquitted Grants	0	0
Total Non-Current Liabilities	620	120
TOTAL LIABILITIES	1,266	766
NET ASSETS	37,031	33,355
EQUITY		
Current Year Earnings	3,676	(13,284)
Retained Earnings	33,355	46,637
TOTAL EQUITY	37,031	33,353

(2)

P&L

**CONCORD HIGH SCHOOL P&C
Financial Statements
Profit & Loss**

Prepared by: A. Koskinen 22/9/2025

	FY 26 Year to Date	
	30-Jun 2026	30-Jun 2025
Income		
Grants Received & Acquitted	1,200	2,000
Donations - Building Fund (acquitted)	0	2,702
Donations & Contributions	1,920	24,697
Fundraising - Bunnings BBQ	0	3,811
Fundraising - Trivia Night	5,091	4,695
Interest Income	0	0
Membership	0	23
Total Other Income	8,211	37,928
Operating Expenses		
Bank Fees	0	0
Insurance	1,166	961
Telephone & Internet	0	0
Consulting & Accounting	0	902
Donations to CHS - Buildings	0	2,700
Donations to CHS - Furniture	0	23,300
Donations to CHS - Hardship Fund	0	1,000
Donations to CHS - Mental Health Programs	0	3,416
Donations to CHS - Robotics	0	3,003
Donations to CHS - School Mascot Uniform	0	5,000
Donations to CHS - Sports Uniforms	0	4,800
Donations to CHS - Teachers Day Gifts	0	630
Donations to CHS - Year 10 Peer Support	0	2,000
Fundraising Expenses	1,455	2,940
General Expenses	1,243	0
Printing	0	0
Student Uniform Contribution	0	0
Teachers Event	0	0
End of school Yr 12 Gifts	0	517
Website Expenses	671	43
Total Operating Expenses	4,535	51,212
Net Profit/(Loss)	3,676	(13,284)