

CONCORD HIGH SCHOOL P&C ASSOCIATION

General Meeting Minutes

ABN: 43 317 153 298

Meeting Tuesday 24th March at 6:30pm

Where: School Library

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

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

	Item	Lead
1	Welcome <i>I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past, present and emerging.</i>	Alison
2	Attendance Amber Hooker, Alison Wallbank, Beth Collinge, Emma Bailey, Jacqui Craus, Ali Beeston, Donna McGann, Victor Newby (Principal)	Amber
3	Apologies Siew jin Ooi, Amy De Paula, Anna Koskinen	Amber
4	Acceptance of Minutes The minutes of the previous meeting are accepted. Moved: Beth Collinge Outcome: Passed	Amber
5	Correspondence and Communication :	
6	<p>Business arising from previous meeting</p> <ul style="list-style-type: none"> BYOD (bring your own device) Considerations – The feedback from the previous meeting was passed on to the technology team. It was suggested that we release the “specs” for the devices before the end of Term 2 prior to end of FY and hold the parent information evening closer to the introduction of the devices. Canteen rep panel member and Merit selection panel member P&C are seeking a group of parents willing to be on these panels for assisting with shortlisting applicants, contacting references, approx. 1 afternoon of review work, calls and final recommendations. Merit selection panel requires a short online training course (30mins) Alison will advertise and provide a list of contact details to Victor. Lidcombe Bus – Victor has escalated the matter internally. Discussion was held that P&C need to take some action. Suggestion to raise it with Stephanie Di Pasqua. Beth happy to discuss with Stephanie. Amber to send all background info to Beth. Alice Leung has upcoming meeting with local member for Auburn – Linda Voltz. Suggestion that Victor 	Alison

	<p>email Lidcombe families currently enrolled at the school to see if any are happy to join in the advocacy work. Also Amber will contact Lidcombe PS P&C to collaborate.</p> <ul style="list-style-type: none"> • 	
7	President's Report –	Alison
8	Principal's Report – see below	Victor
9	Treasurer's Report – see below	Anna
10	<p>Any Other Business</p> <p>Events</p> <ul style="list-style-type: none"> • 31 May – Bunnings sausage sizzle – discussion regarding coordinator, Jacqui happy to be sent the blueprint of how to run and Beth happy to be volunteer coordinator. Amber to send all info to both parties. • Trivia Night <p>Alison happy to remain coordinator. Booking to be made for Saturday 12th Sept at Club Five Dock RSL</p> <p>Webinar</p> <ul style="list-style-type: none"> • Burwood Girls P&C are hosting a Justin Coulson Webinar for parents of teen girls and are inviting Concord families free of charge. 31st March 7:30pm register at https://concordhspandc.com.au/ <p>Victor to send out school wide email advertising event.</p> <p>Sentral</p> <ul style="list-style-type: none"> • Discussion of sentral calendar noting that the school website calendar has access to much more info, parent sentral app just has assessment task dates visible https://concordhs.sentral.com.au/s-Rjaxoq/webcal/calendar/18 <p>Enquiry made about having more information available to parents on the parent app e.g. swimming carnival date, etc</p>	

	<p>Work experience</p> <p>Year 10 work experience discussion</p> <p>– general discussion was held around year 10 having a week of work experience planned for December. Post covid a model was adopted that students could book work experience week at any point in the first 4-6 weeks of each term, there was very low student attendance at work experience. The model has now gone back to pre-covid model of students having a set week to book. Parents are instrumental in organising this week. Emma flagged that it would be good to have a list of businesses willing to take year 10 students. Discussion that a few years back Cass Seto started creating this list with the careers teachers, Amber will put Cass and Emma in touch to discuss this further.</p> <p>Camp</p> <p>Year 7 Camp – Possibility of funding for Year 10 Peer Support Leaders to minimise the cost of attending? (Total cost is \$390)</p> <p style="padding-left: 40px;">In 2025 P&C donated \$2000 towards reducing the cost of camp for peer support leaders. The funds raised from the Bunnings BBQ this year will go towards next years camp.</p>	
	<p>Meeting close</p>	
	<p>Next meeting : The next P&C meeting will be held on Tuesday 19th May at 6:30pm at Concord High School.</p>	

2026 Meetings to be held at CHS Library at 6:30pm

Term 1: Tuesday 3rd March, Tuesday 24 March

Term 2: Tuesday 19 May, Tuesday 23 June

Term 3: Tuesday 11 August, Tuesday 15 September (AGM followed by GM)

Term 4: Tuesday 3 November, Tuesday 8 December

Please pay your \$2 membership fee via www.concordhspandc.com.au

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Information	Action point	Date open/date closed
Canteen tender and Merit selection panel members needed	Alison to put information on WhatsApp group and send contact details to Victor	24/3/2026 - open
Beth and Jacqui coordinate Bunnings BBQ in May	Amber to send all info for running Bunnings BBQ	24/3/2026 - open
Alison to coordinate Trivia Night	Amber to book Club Five Dock for 12 th Sept	24/3/2026 - open
Contact Stephanie Di Pasqua's office re Lidcombe Bus	Amber to send all background info to Beth. Beth to contact Stephanie	24/3/2026 - open
Contact a Lidcombe family to ask if interested in joining P&C advocacy for bus	Victor to send out letter to Lidcombe families asking for volunteer	24/3/2026 - open
Advertise Justin Coulson webinar to parents of female students	Victor to send school wide email advertising March 31 st Webinar (Leanne has info)	24/3/2026 - open
Peer support camp funding (yr 7 camp 2026)	P&C donated \$2000 in 2025 for year 10 to be subsidised to go to year 7 camp as peer support leaders.	24/3/2026 - closed
Central calendar parent view to have same info as school website view (things like swimming carnival dates)	Victor to raise with technology team following fixing some issues	24/3/2026 - open

Principals Report to P&C

March 2026

Business Arising

- Lidcombe Bus – We are still struggling to get traction on this issue. I have escalated it internally. It would be great for the P&C to also action it.
- Senior Student Spaces – I have met with the Prefects following our last meeting. They have a “promised” proposal to send to me that I’m still waiting to receive.
- BYOD Considerations – This feedback has been passed on to the technology team. Suggested that we release the “specs” for the devices before the end of Term 2 and hold the information evening closer to the introduction of the devices
- Canteen Tender and Merit Selection Panels – Remains unresolved. The school is still seeking assistance with these processes.

New Business

- Year 7 Camp – Possibility of funding for Year 10 Peer Support Leaders to minimise the cost of attending? (Total cost is \$390)

TREASURER'S REPORT 23rd March 2026

Summary:

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

- \$748 from Square payments at Open Day
- \$550 from Paypal payments at Trivia Night
- 1 membership payment

The P&C have incurred expenses of:

- Reimbursement expenses for Open Day \$94

Open Day Financial Summary:

Income = \$946

Outgoing = \$1465

Result = -\$519 (noting this includes the cost for P&C banners and table cloths which will be reused.)

Noting only:

1. P&C PayPal Account – Balanced successfully transferred to P&C account. Note to acknowledge the closing of the P&C PayPal account at this time as P&C no longer require it. **Noting only.**
2. 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.**

Bank Balance

- General P&C account balance: \$37,424
- General P&C equity (portion of above available for general spending): \$32,078 taking into account the following future expenses:
 - GST Liability (\$646)
 - Trivia Donations For 'The Trees Upgrade' (\$4700)

Status of DGR Building Fund

- The building fund balance sits at \$1120

Cash Box

- Balance \$199 (to be banked)

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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 Unsuccessful

Table for NOTING ONLY 2025 expenses/ 2026 Activities Draft Plan:

Month 2025	Out - Expected expenses 2025	2026 Activities (Draft Plan)
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 FY24 \$902 	<ul style="list-style-type: none"> Open Day 28th Feb
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 	<ul style="list-style-type: none"> Peer Support Camp
May & June	<ul style="list-style-type: none"> \$2000 donation for Year 10 Peer Support Leaders camp 2026 Renew Website support \$43 	<ul style="list-style-type: none"> Bunnings BBQ 31st May Website expenses \$50
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: \$ 4961 - \$1455 = \$3506 	<ul style="list-style-type: none"> Membership and Insurance P&C \$1200
Sept	<ul style="list-style-type: none"> Year 12 Cupcakes \$509 Refund \$130 for Trivia night issue 	<ul style="list-style-type: none"> Trivia Night ~10th Sept Year 12 Gift \$600
Oct, Nov & Dec	<ul style="list-style-type: none"> Teachers Day \$965 Annual Audit FY25 \$902 	<ul style="list-style-type: none"> Teachers Day \$1000 Annual Audit \$1000

Balance Sheet

**CONCORD HIGH SCHOOL
P&C
Financial Statements
Balance Sheet**

Prepared by: A. Koskinen 23/3/2026

	30-Jun 2026	Year Ending 30-Jun 2025
ASSETS		
Bank		
Westpac General	37,423	34,002
Westpac GDR Building Fund	1,120	120
Total Bank	38,542	34,121
Current Assets		
Inventory On Hand	0	0
Total Current Assets	0	0
TOTAL ASSETS	38,542	34,121
LIABILITIES		
Current Liabilities		
GST	646	646
Suppliers Payable	0	0
Total Current Liabilities	646	646
Non-Current Liabilities		
Unacquitted GDR Building Funds	1,120	120
Unacquitted Grants	0	0
Total Non-Current Liabilities	1,120	120
TOTAL LIABILITIES	1,766	766
NET ASSETS	36,776	33,355
EQUITY		
Current Year Earnings	3,421	(13,284)
Retained Earnings	33,355	46,637
TOTAL EQUITY	36,776	33,353

P&L

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

Prepared by: A. Koskinen 23/3/2026

	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	4,313	24,697
Fundraising - Bunnings BBQ	0	3,811
Fundraising - Trivia Night	5,511	4,695
Fundraising - Open Day	748	0
Interest Income	0	0
Membership	25	23
Total Other Income	11,797	37,928
Operating Expenses		
Bank Fees	0	0
Insurance	1,166	961
Telephone & Internet	0	0
Consulting & Accounting	902	902
Donations to CHS - Buildings	0	2,700
Donations to CHS - Cupcakes	510	0
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	965	630
Donations to CHS - Year 10 Peer Support	0	2,000
Fundraising Expenses	2,431	2,940
General Expenses	1,732	0
End of school Yr 12 Gifts	0	517
Website Expenses	671	43
Total Operating Expenses	8,376	51,212
Net Profit/(Loss)	3,421	(13,284)

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