

JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED

Term 2 General Meeting Agenda

Tuesday, 23rd May

6.30 to 7:30pm – Administration Conference Room

Video call link: <https://meet.google.com/nkq-akgg-yao>

or dial: (AU) +61 2 9051 5245 PIN: 597 175 432#

Meeting opened at 6:33pm

1. ATTENDANCE AND APOLOGIES

Attendees: Samantha Peet (Chair), Kerry S, Neil G, Caprice B, Pnia C, Michelle D, Linda M, Sonya C, Liz M, Liz P, Denise R, Charlotte S, Rosslyn M

Apologies: Sandra G, Jo W

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

Motion	Carried
That the minutes of the previous Special General Meeting of John Forrest Secondary College P&C Association Inc. on March 9th 2023 be taken as read and confirmed as a true and accurate record.	Yes
That the minutes of the previous Executive Meeting of John Forrest Secondary College P&C Association Inc. on March 9th 2023 be taken as read and confirmed as a true and accurate record.	Yes
That the minutes of the previous Executive Meeting of John Forrest Secondary College P&C Association Inc. on March 13th 2023 be taken as read and confirmed as a true and accurate record.	Yes
That the minutes of the previous Executive Meeting of John Forrest Secondary College P&C Association Inc. on May 18th 2023 be taken as read and confirmed as a true and accurate record.	Yes

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Actions	Person responsible	Completed
Run a student naming competition in the new year, once the cafeteria is open. P&C to donate prizes \$50, \$50, \$25 for top 3 entries A great response from students from submissions. Now consulting and checking final entries to ensure names are appropriate for use	Linda M / Denise R	Yes
Check insurance for Canteen will be valid at new location SGIO requires update of account holder details before we can access policy information. Cannot change as policy holder name is unknown. To address at next policy renewal in 2024	Kerry S	Yes
Investigate if funds are required from the P&C for the faction banners Quote accepted and approval for the funds of \$6666 carried at Meeting March 13.	Denise R	Yes
Investigate the options to promote and sell the Telethon Movie Fundraiser tickets.	Kerry S	Yes

Tickets now purchased for selling to the school community. Tickets re-advertised in Term 1. Will re-advertise in late Term 3		
With respect to Commonwealth bank account BSB 066132 Account 11239961: <ul style="list-style-type: none"> • Addition of Kaye Caldwell as an authorising signatory to the account • Provide Linda Morgan view access to the account for bookkeeping purposes Kaye is retiring thus will not add her as a signatory -23/5/23 Linda has view access	Rathy B / Neil G	Yes
Transfer of all canteen account funds to the Commonwealth bank account BSB 066132 Account 11239961 and make it the primary account for transactions. Date for transfer to be confirmed	Rathy B / Neil G	Ongoing
Organise an Executive P&C meeting before end of term 1	Kerry S Sam P	Yes
Treasurer to transfer funds from the CAPS bank account (0705511) to the school bank account 2023 camping contributions.	Neil G Rathy B	Yes
Transfer funds from the P&C account to school bank account for the purchase of artwork, copyright and printing of 4x Faction Banners Waiting on receipt of goods	Rathy B Neil G	Yes
Kerry to pay \$18 to renew the annual subscription for the Google Domain registration services and provide receipt to the P&C for reimbursement. Paid	Kerry	Yes
Treasurer to provide bank signatory changes. See Treasurer section	Rathy / Sam	Yes

4. CORRESPONDENCE IN AND OUT

Motion	Carried
That the correspondence in since the last meeting be received as per below: <ul style="list-style-type: none"> • Email from Google Workspace (23CI:05) - Annual renewal subscription for Google Workspace Domain • Email from Square (23CI:06) - Business review complete • Email from WACSSO (23CI:07) - Term 1 Week 8 eNews • Email from Google Workspace (23CI:08) - Tax Invoice for Google Workspace • Email from WACSSO (23CI:09) - Annual invoice for affiliation with WACSSO • Email from WACSSO (23CI:10) - Term 2 Week 2 eNews • Email from SGIO Business (23CI:11) - Unable to provide details of current insurance policy • Email from Browns Dairy (23CI:12) - Price rise notification • Email from WACSSO (23CI:07) - Term 2 Week 4 eNews 	Yes

Motion	Carried
That the correspondence out since the last meeting be received as per below: <ul style="list-style-type: none"> • Nil 	Yes

5. REPORTS

5.1 Principal's report – Denise Robinson

See attached report setting out:

- College has again received a Certificate of Commendation from the Directory General of Education 'For maintaining a strong focus on Year 12 WACE completions and having significant positive impact on progress and achievement, ensuring students are best placed for meaningful post-school opportunities.'
- National School Opinion Survey for Students, Parents and Staff to be held in Term 3
- College Redevelopment Program update
- 2023 Naplan test results and Externally Set Tasks (ESTs) for Year 12
- COVID - positive cases regularly reported
- Attendance and Punctuality - school attendance matters

Denise presented a thank you gift to Sonya for her valued time and effort as the former P&C president. As part of the annual National Volunteer week, Denise also brought a cake to celebrate the volunteers of the P&C.

Motion	Carried
That the attached Principal's report be adopted	Yes

5.2 President's report – Samantha Peet

No report

On behalf of the P&C, Sam presented to Linda [Canteen Manager] a 20 year anniversary gift as a thank you and acknowledgment of their amazing dedication over the past 2 decades.

5.3 Treasurer's report – Neil Gregory

See attached report.

Rathy has volunteered her time to support the Canteen accounts for 2023 by nominating as the principal secondary signatory for the Canteen bank account. It was noted that all bank account signatories can perform this role if required, however having a dedicated person would mitigate late or inconsistent payments such as Canteen Staff wages.

Motions	Carried
That the attached Treasurer's report be adopted	Yes
That the signatories are updated for the JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS' ASSOCIATION INCORPORATED with respect to Bankwest account BSB: 306-042, account number 4171015 (being the account used for the canteen). Add the following new authorising signatories as per the newly elected office bearer AGM (28th Feb 2023) and P&C Executive meeting minutes (13th March 2023): <ul style="list-style-type: none"> ● Samantha Peet (newly appointed president) ● Neil Greg (newly appointed treasurer) 	Neil G Rathy B
TThat the signatories are updated for the JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS' ASSOCIATION INCORPORATED with Bankwest account details BSB:306-042, account number 0705511 (for the CAPS subcommittee). Add the following new authorising signatories as per the newly elected office bearer AGM (28th Feb 2023) and P&C Executive meeting minutes (13th March 2023): <ul style="list-style-type: none"> ● Samantha Peet (newly appointed president) ● Neil Greg (newly appointed treasurer) 	Neil G Rathy B

<p>That the signatories are updated for the JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS' ASSOCIATION INCORPORATED with Commonwealth bank account details BSB:066-132 and account number 11239961 (for the CAPS subcommittee).</p> <p>Add the following new authorising signatories as per the newly elected office bearer AGM (28th Feb 2023) and P&C Executive meeting minutes (13th March 2023):</p> <ul style="list-style-type: none"> • Samantha Peet (newly appointed president) • Neil Greg (newly appointed treasurer) 	Neil G Rathy B
<p>That the signatories are updated for the JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS' ASSOCIATION INCORPORATED bank accounts; Bankwest BSB: 306-042 and account number 4171015 and Bankwest BSB:306-042 and account number 0705511; Commonwealth BSB:066-132 and account number 11239961.</p> <p>Remove the following signatories</p> <ul style="list-style-type: none"> • Sonya Criddle • Kaye Caldwell (retiring) • Glenn Cooke 	Neil G Rathy B

Actions	Person responsible
<p>Update signatories for P&C accounts as stated above.</p> <p>For all accounts, update the Primary / Master account holder from Rathy to Neil (Treasurer)</p>	Neil G Rathy B

5.4 Canteen report – Linda Morgan

See attached report.

Linda discussed the extra costs associated with set up at the beginning of the year contributing to the Term 1 profit loss as well as extra products for some of the equipment for maintaining. It was agreed that working hours of staff may require review and consideration.

Motion	Carried
That the attached canteen report be adopted	Yes

5.5 Cricket Academy Parents (CAPS) report – Jenny McFarlane

See attached report setting out:

- Quiz night is set for 29th July at the Yokine Bowling Club

Sam discussed preparation requirements for the Quiz night and proposed location / date for the Cricket night presentation.

Motions	Carried
That the attached CAPS report be adopted	Yes
That the John Forrest Secondary College P&C approve CAPS to spend up to \$700 for a CAPS wide bbq event to be held later in the year. Date to be confirmed. This funding request replaces the motion raised and approved at the Executive Meeting March 9th, "CAPs Welcome to Students and Parents - Year 7 & 8", as that event did not run.	Yes

6. GENERAL BUSINESS

Bins 4 Blokes - it was asked if the school provides access to an incontinence product bin and introduced the awareness and campaign "Bins 4 Blokes". Denise replied that the school has a suitable bin, accessible to all in the universal toilets.

Bike Rack and Vaping - a parent asked when the new Bike rack would be available. The rack is part of the build program at the gymnasium and will be available to the school in the near future. The school has seen a decline in vaping at the school with a combination of applied measures such as more staff presence and the new location of the new toilets.

The P&C would like to thank Kaye C for her support and volunteered time with the Canteen finances and wish Kaye well in her retirement.

Meeting closed: 7:45 pm

Term 3 General meeting: Tuesday, August 15th 2023



Parents & Citizens Meeting
Tuesday 23 May 2023
Principal's Report | Denise Robinson

1. Thank you to JFSC staff - Certificate of Commendation – John Forrest Secondary College

The College has again received a Certificate of Commendation from the Directory General of Education 'For maintaining a strong focus on Year 12 WACE completions and having significant positive impact on progress and achievement, ensuring students are best placed for meaningful post-school opportunities.'

We thank all members of the College community for supporting our students to achieve their best possible outcomes.

2. National School Opinion Survey

We encourage and value feedback from the College community. One avenue for feedback is through the Parent Opinion Survey, which allows parents to provide the College with feedback about our strengths and areas requiring improvement. In Term 3, parents and carers will be requested to complete this survey.

Two areas are explored in the survey. These are:

1. College environment – relates to the general learning environment, the culture of the College and how parents feel about the College.
2. Quality of teaching – relates to how the College's teachers are perceived.

Together with feedback from student and staff surveys, this will inform the College's improvement planning, and we encourage parents to take the time to complete the survey.

3. College Redevelopment Program Update

We commenced operating out of the new Administration Building at the beginning of Term We are refining the processes and procedures of operating out of this new physical space, which is one aspect of the high-quality interface the College has with our community.

The Science staff are enjoying their new staff office (previously Room 34), and our refurbished physics classroom (Room 35) is now up and operating as another quality teaching and learning space at the College.

The new Gym build is progressing and will be in operation later in Term 2.

Demolition has commenced in the old administration building in readiness for the refurbishment of the staff room (upper level), and the development of the new student services spaces (lower level). There may be some weekend days when the power to this building is switched off to enable works to be done safely. As the College server room is in this building, this may mean that SEQTA will be unavailable for short periods of time. In these instances, we will communicate in advance with our college community.

The next major stage of the build will include the redevelopment of the current gym into the new College library, Vocational Pathways hub, and ICT Support Office.

4. External Testing

NAPLAN (Years 7 & 9) was held in Term 1 for the first time in 2023, and we expect these results to be available imminently.

Externally Set Tasks (ESTs) for Year 12 General courses have now been completed (these are 15% of a student's mark for each Year 12 General Course).

5. Exams

Year 11 and 12 exams are being conducted in the exam centre, commencing 23 May (Year 12) and 6 June (Year 11).

We remind and encourage students to ensure they support their own wellbeing by eating and sleeping well, staying connected positively with family and friends, and keeping physically active. Their personal wellbeing is the foundation on which they support their academic achievement. Best wishes to all students as they work towards achieving their best results.

6. COVID update + Free Rapid Antigen (RAT) tests

COVID is still in our community, with positive cases being regularly reported amongst students and staff. As a community we have learned a lot about personal responsibility for our health and wellbeing, and our responsibility to reduce the risk of transmission of illnesses such as COVID and the flu.

We encourage everyone to have their flu vaccinations and COVID boosters, and to stay home if unwell.

Free Rapid Antigen Tests will be distributed to JFSC families in the coming weeks and are also available from the College administration.

7. Attendance and Punctuality

To maximise student learning, and minimise disruption to the learning of others, students must be in class on time. At the beginning of the college day, classes commence at 8:35 am, with the exception of Wednesdays when classes commence at 9 am.

The College continues to work with students and families to ensure all students are in classes on time, and to increase student attendance and engagement. The following article may be interesting for parents interested in research into school attendance: [attendance-matters.pdf \(aitsl.edu.au\)](https://aitsl.edu.au/attendance-matters.pdf)

Denise Robinson
Principal

23 May 2023



Department of
Education

Your ref:
Our ref: D23/1039859
Enquiries:

Ms Denise Robinson
Principal
John Forrest Secondary College
180 Drake Street
MORLEY WA 6070

Dear Ms Robinson *Denise,*

Our focus to ensuring the Western Australian public school system is a major contributor to the State's prosperity and growth, remains unchanged. Our commitment to student outcomes is articulated in *Every student, every classroom, every day*, as we know that students who finish Year 12 are best placed to pursue post-school opportunities. This is amplified when students achieve a WACE.

Through our analysis of 2022 senior secondary student performance data, it is clear that John Forrest Secondary College has, again, had a significant positive impact on Year 12 outcomes, and that you consistently maintain a strong focus on students fulfilling their learning potential.

In determining the schools that have performed particularly well in 2022, a school's overall performance was considered, taking into account the students who commenced in Year 11 and completed Year 12 with a WACE, as well as the progress and achievement of your Year 12 cohort, based on their Year 9 NAPLAN results.

Enclosed is a certificate recognising your success in 2022. Congratulations, please extend my sincere thanks and acknowledgement to your staff. This achievement would not have been possible without their dedication and efforts on supporting the best possible outcomes for students.

Warm regards

A handwritten signature in blue ink that reads 'Lisa Rodgers'.

Lisa Rodgers
Director General

10 MAY 2023

Enc



Certificate of Commendation

Presented to

John Forrest Secondary College

For maintaining a strong focus on Year 12 WACE completion and having a significant positive impact on progress and achievement, ensuring students are best placed for meaningful post-school opportunities.

A blue ink signature of Hon Dr Tony Buti, written in a cursive style.

Hon Dr Tony Buti MLA
Minister for Education

A blue ink signature of Lisa Rodgers, written in a cursive style.

Lisa Rodgers
Director General

JFSC Parents & Citizens

Treasurer's Report 23rd May 2023

The following is submitted to the John Forrest Secondary College Parents and Citizens (JFSC P&C) executive committee for information and records at the meeting 23/05/2023 by Neil Gregory.

Current Balances;

Account	Opening balance	Closing balance	Difference
Comm Bank (P&C)	0	\$360.66	+360.66
Bank West (P&C/Canteen)	Est \$78,000	\$73,117.56	Est -\$4500
Bank west (CAPS)	\$4806.13	\$2806.13	-\$2000
Total	Est \$82,806.13	\$76,284.35	-\$6,521.78

Major expenditure;

- \$2000 was used to secure camp bookings for the Cricket program.
- \$59 was used to obtain a "square" device for the purpose of sales of cinema tickets and to serve as a remote Point of sale (POS) for P&C events.

Major incomes;

- Sales from Community Cinema tickets accounted for the income to the Commonwealth Bank account.
- The Canteen continues to provide the bulk of the income however is yet to exceed the breakeven point.

General trend and position summary;

The canteen loss was less than expected however as the losses are carried from the relocation to the new facility are still impacting the profitability. As this is the first year in the new facility it will take time to understand the requirements in terms of cleaning. So far the canteen performance continues to improve.

Sales from the cinema tickets were not as positive as hoped however this still delivered money into the new Commonwealth account via square.

A further review and analysis of the canteen operation is recommended and the process of migrating signatories continues with forms still to be submitted to Bankwest and CBA.

N.Gregory

23/05/2023

Canteen Report

Term 2 2023

We and the students are finally settling into a routine for the cafeteria. There has only been one day so far this year when we were still serving students when the bell went.

Soup is back for the next two terms, this year the soup is available to the students as well as the teachers.

We were inspected by the City of Bayswater and apart from some plumbing issues we received a huge tick from the inspector (he was very impressed with our organisation of the cool room and freezer). The health inspector also said that he would remind his fellow co-workers that they could order lunch from us which he obviously did as we received some orders from them. He also mentioned that some of the laws were changing at the end of the year regarding temperature checking and that he would advise me of any changes.

One of our new volunteers has come in for an hour this term and I am still waiting to hear back from the other two.

All three of us are working an extra hour each day. We are happy to volunteer 30 minutes of that hour but we would like to be paid the remaining 30 minutes.

Additionally, the paperwork and menu planning is taking me way longer than my allotted time and I will need an extra two hours per week to accommodate this.

In total this would be an extra 9 hours per week between three part time employees and I would like to formalise these hours in our contracts.

Increased duties include

- wiping down of year 12 tables and serving areas recess and lunch
- continually filling the water pots in the three oven warmers in the serving area
- increased cooking which leads to-
 - increased washing and preparation
 - increased packaging
- manually unscrewing and taking apart the 4 drains on the floor to clean (weekly)
- daily cleaning of the combi ovens and dishwasher
- daily cleaning of the 3 pie warmers including the glass outside
- cleaning of the hotplates and splash backs
- bratt pan cleaning
- increased data entry due to the three EFTPOS machines

A big thank you to Kelly Drake (home economics) who doesn't hesitate to jump in and help on Friday's our busiest day.

CAPS Meeting Term 2

Date: 02/05/2023

Present: Sam D; Jacob; Sam P; Nirmal; Yusoof; Zeeshan; Jo

Apologies:

Meeting opened at 6:35pm

Update – Cricket Academy Report (Sam Davis)

Reflection of history of CAPS; Cricket infrastructure/facilities etc at JFSC due to CAPS donations and involvement.

CAPS involvement includes running awards nights, bunnings bbq, other fundraising events with donations supporting cricket camps and cricket

Years 8/9/10/11 – Sam's classes Year 7 - Jacob

Academy Day in August (run by year 12s)

Currently off-season – focus on fitness and a broad range of other sports (frisbee, soccer, tennis, basketball, rugby)

Before school batting sessions (optional) later in year for year 7 and 8

Brisbane Trip – currently organising for students in 9, 10, 11 (first week of December)

Year 7-10 cricket camps throughout year

First term update

Successful First Eleven – made it to the final

Veronica Keane – currently representing Australian Indigenous team in Malaysia

Upcoming events:

BBQ – Friday 4th August 4-7pm

Sam and Jacob organise cricket games in gymnasium (Yr 11 to run?)

P&C has approved spending of \$300 for previously planned event that was postponed

Now that is whole academy (Yr7-12) event being planned, CAPS to request P&C to increase this to \$700 to cover drinks, halal beef sausages and a vegetarian option

Action items:

Sam P to organise food and flyers

Sam D and Jacob to follow up BBQ facilities, book ;

Sam P to request increase from \$300 to \$700

Trivia/quiz fundraising night – Yokine Bowling Club tentatively booked for 22nd or 29th July?

Aim to find donations, for prizes, raffle etc

Ticket prices – \$10

Door prize and raffle tickets ongoing

Tickets - \$2 or 3 for \$5

Other fundraising ideas (throw coins etc)

CAPS to use P&C Square Account (use online) and Reader (use in person)

Action items:

Sam P as contact person for donation requests. Can provide a letterhead

Quizmaster? Sam D to find someone

Questions – Sam D (3x cricket questions and 1x JFSC question per round?)

Sam P to ask Jenny for quiz night

Bunnings – Jenny has put CAPS down for a BBQ at Bunnings.

Sam P. to follow up with Jenny as to where this is up to and if there is a date

Toyota Raffle

Sam P to request details of raffle and how to access and reset (ask Jenny and Sonia Criddle)

2023 Awards Night

Similar to last year – pizza and drink for kids; prizes etc

Sam D to explore use of Auditorium including kitchen options etc (or WACA?)

Monday 27th November as tentative date

Meeting closed at 7.40pm