

JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED

Term 3 General Meeting Minutes

Tuesday, August 15, 2023

6:30 - Administration Conference Room

Video call link: <https://meet.google.com/fgp-rzta-xyf>

Or dial: (AU) +61 3 8594 5031 PIN: 639 995 357

Meeting opened at 6:32 pm

1. ATTENDANCE AND APOLOGIES

Attendees: Samantha Peet (Chair), Kerry S, Pina C, Linda M, Michele D, Sharon P, Denise R, Caprice B, Liz M, Rathy B, Alison G, Liz P, Nirmal S, Sonya C, Rosslyn M

Apologies: Sandra G,

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

Motion	Carried
That the minutes of the previous General Meeting of John Forrest Secondary College P&C Association on May 23, 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 on July 20, 2023 be taken as read and confirmed as a true and accurate record.	Yes

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Actions	Person responsible	Completed
P&C Banking changes: <ul style="list-style-type: none">• Create a new Commonwealth bank account for CAPS. Transfer CAPS funds from Bankwest to CBA• Transfer Canteen / Main P&C funds from Bankwest to CBA• Ensure Linda Morgan (Canteen Manager) has appropriate access to all Commonwealth banking accounts• Close Bankwest accounts• Update signatories <i>Almost complete</i>	Sam Kerry	Ongoing
Update signatories for P&C accounts as stated above. For all accounts, update the Primary / Master account holder from Rathy to Neil (Treasurer)	Rathy Neil	Yes
Purchase gift receipts for Cafe Naming. Sam to be reimbursed. P&C presence at assembly 1/8/23 for gifting	Sam	Yes
Gift to be purchased for Linda Morgan, in recognition of 20 years service, presented at the general meeting, May 23rd. Purchaser to be reimbursed on presentation of receipts.	Sam	Yes
Treasurer obligations after Neils resignation are being carried by Rathy and Sam. Call for Office Bearer nomination to be sent to the school community via email / social notices. Voting to take place at General Meeting Aug 15	Sam Kerry	Yes

4. CORRESPONDENCE IN AND OUT

Motion	Carried
---------------	----------------

That the correspondence in since the last meeting be received as per below:	Yes
<ul style="list-style-type: none"> ● Email from Charity Research (23CI:15) - Invite to partake in survey ● Email from WACSSO (23CI:16) - Term 2 Week 6 eNews ● Email from ACNC (23CI:17) - Copy of registered 2022 AIS CAS-1221094-Y5M8T8 ● Email from WACSSO (23CI:18) - Term 2 Week 8 eNews ● Email from WACSSO (23CI:19) - Affiliation Invoice due ● Email from Grange Insurance (23CI:20) - 2023 Insurance proposal / Invite ● Email form Epilepsy (23CI:21) - Information on Epilepsy ● Email from WACSSO (23CI:22) - Term 2 Week 10 eNews ● Email from Bankwest (23CI:23) - Closure of deposit accounts ● Email from WACSSO (23CI:24) - Invite to survey for attracting volunteers ● Email from Google Workspace (23CI:25) - Changes to terms and conditions ● Email from WACSSO (23CI:26) - Term 3 Week 2 eNews ● Email from WACSSO (23CI:27) - Conference late registrations and program ● Email from We Are Womxn (23CI:28) - Term 4 Program promotion ● Email from Community Grants Hub (23CI:29) - Volunteer Grant Financial Acquittal 	

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

5. REPORTS

5.1 Principal's report – Denise Robinson

See attached report setting out:

- Wandjoo Cafe naming competition
- Faction Banners - preview of the artwork shown. Banners should arrive in time for the Athletics Carnival
- National School Opinion Survey - parents, carers, staff and students encouraged to complete
- Year 7 class Tennis Specialist Program 2024
- Redevelopment Update
- Coral Tree Removal
- JFSC Principal Update

Motion	Carried
That the attached Principal's report be adopted	Yes
Request the P&C consider helping fund (partially) the College laying a suitable surface/covering in the old canteen area – to enable this to ultimately be a multipurpose flexible learning space. <i>It was discussed that the P&C will utilise 2023 voluntary contributions to provide funds towards this. Awaiting on final costs / product choice to be presented before committing the amount.</i>	Yes

5.2 President's report – Samantha Peet

No report.

Sam discussed the following:

- Bank accounts finally set up with some minor actions to be completed.

5.3 Treasurer's report – Rathy Brandes de Roos (Acting)

See attached report.

Of note:

- 2023 Voluntary contributions to the P&C Association are significantly less than 2022.
- The current net financial result for the year to date is at a loss.
- Relocation of the Cafe at the beginning of this year has impacted the financial burdens. Review and action is required to curb imbalance, this includes reducing staffing hours. Cafe menu prices are scheduled for review in Term 4.

Motions	Carried
That the attached Treasurer's report be adopted	Yes

Actions	Person responsible
That the Treasurer, Nirmal Singh (appointed at this General P&C meeting, dated August 15, 2023) is added as a signatory to all JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS' ASSOCIATION INCORPORATED Commonwealth Bank Accounts.	Sam Nirmal
That the Merchant numbers are confirmed for the Eftpos machines and submitted to the Commonwealth Bank.	Sam Linda
That the JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS' ASSOCIATION INCORPORATED Merchant Facilities Owners are updated to the following: <ul style="list-style-type: none"> • Remove all previous authorised owners - including Helen and Glen • Add Samantha Peet - President • Add Nirmal Singh - Treasurer 	Sam

5.4 Canteen report – Linda Morgan

See attached report.

- The Cafe has been busy preparing for recent and upcoming catering events, providing a nutritious menu with variations to cater for various dietary requirements.
- The Thermomix is an invaluable tool in our kitchen and is used to make most of our items from scratch, from muffins to tandoori spice paste. Incidentally our biggest sellers are these hand made items.
- Nacho Soup Friday has been very popular and may become a weekly staple.
- Volunteers are needed and welcome any day for any time that can be spared. However Wednesday between 10-1pm is critical. For details Contact the Canteen Manager, Linda on Canteen.Account2@education.wa.edu.au
- Term 4 is a quiet month for sales as the Year 12s have completed schooling.

Motion	Carried
That the attached canteen report be adopted	Yes

Actions	Person responsible
Update SGIO Insurance Policy Client 280-8798, 34-8715/21/1, policy BP 34-871 With Primary contact being the Canteen Manager, Linda Morgan. JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS' ASSOCIATION INCORPORATED 2023 Office Bearer Positions: President - Samantha Peet, Vice President - Caprice Burrows, Treasurer - Nirmal Singh, Secretary - Kerry Stewart	Linda

5.5 Cricket Academy Parents (CAPS) report – Sam Peet

No report.

Sam discussed the following:

- A CAPS meeting has not yet been held this month due to the inability for key members to commit to a date.
- The upcoming Quiz night is the main annual fundraiser for the CAPS Committee. Funds raised are allocated to subsidise the cost of CAPS camps and events. Preparations for the Quiz night are mainly completed. Less than ½ expected participants have so far bought tickets. We re-iterate that the Quiz is general knowledge. Sam has spent a considerable amount of time preparing for a successful night and sourcing an amazing variety of donations. Thank you Sam.
- Donations for prizes / raffles / silent auctions are still welcome.
- Quiz night is on September 9th, 7:00pm at Yokine Bowling Club.
<https://www.eventbrite.com/e/caps-quiz-night-tickets-657600790667>

6. GENERAL BUSINESS

Nil

7. ELECTIONS

Treasurer - Nirmal Singh

The P&C received 2 expressions of interest for the Office Bearer role of Treasurer. The P&C would like to warmly welcome Nirmal.

Meeting closed: 8:06pm

Term 4 meeting: Tuesday, November 7th 2023