

**JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED**

**Annual General Meeting Minutes**

**Tuesday, 27 February**

**6:30pm to 7:30pm – New Library**

**Video call link: <https://meet.google.com/zcv-nbex-ggp>**

**Or dial: (AU) +61 2 9051 5008 PIN: 926 783 865#**

**More phone numbers: <https://tel.meet/zcv-nbex-ggp?pin=5934707132916>**

Meeting opened at 6.33 pm

**1. ATTENDANCE AND APOLOGIES**

Attendees: Samantha P (Chair), Kerry S, Nirmal S, Denise R, Sandra G, Michelle D, Linda M, Pina C, Alison G, Caprice B, Helen J

Apologies: Jo W, Liz P, Rathy B, Sonya C

**2. CONFIRMATION OF PREVIOUS MEETING MINUTES**

<b>Motion</b>	<b>Carried</b>
That the minutes of the previous General Meeting of John Forrest Secondary College P&C Association on November 7 2023 be taken as read and confirmed as a true and accurate record.	Yes

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

<b>Actions</b>	<b>Person responsible</b>	<b>Completed</b>
P&C Banking changes: <ul style="list-style-type: none"><li>● Create a new Commonwealth bank account for CAPS. Transfer CAPS funds from Bankwest to CBA</li><li>● Transfer Canteen / Main P&amp;C funds from Bankwest to CBA</li><li>● Ensure Linda Morgan (Canteen Manager) has appropriate access to all Commonwealth banking accounts</li><li>● Close Bankwest account CAPS 306-042 4171015 (\$0) balance</li><li>● Update signatories</li></ul> All complete except for closure of Bankwest account. Closure automatic as of 27th Feb 2024.	Sam Kerry	Yes
That the John Forrest Secondary College P&C Association Incorporated is to source an independent auditor to review the 2023 Annual Financial Report.	Sam Nirmal	Yes

**4. CORRESPONDENCE IN AND OUT**

<b>Motion</b>	<b>Carried</b>
That the correspondence in since the last meeting be received as per below: <ul style="list-style-type: none"><li>● 24CI:01 - DMIRS Associations Online, 2023 Information Statement due</li><li>● 24CI:02 - ACNC, Latest news</li><li>● 24CI:03 - CBA, CAPS Bank Statement 2</li><li>● 24CI:04 - CBA, P&amp;C Bank Statement 5</li><li>● 24CI:05 - CBA, Canteen Merchant Fees</li><li>● 24CI:06 - Peters, Price List 2024</li><li>● 24CI:07 - WACSSO, 2024 P&amp;C Handbook</li></ul>	Yes

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

## 5. REPORTS

### 5.1 Principal's report – Denise Robinson

See attached report setting out:

- Positive Start to 2024
- New and Returning Staff
- Enrolments
- Achievements and Awards
- Swimming Carnival
- Year 7 Transition Program, Peer support, Activity Day and Parent Information Evening
- Finalisation of the Building Project

Denise discussed the final stages of the building program, with completion due at the end of term 1. Shothole borer has been identified in another 2 mature Coral trees and thus the trees will be removed on 15th March.

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

### 5.2 President's report – Samantha Peet

No written report.

Sam discussed the following:

- 2023 was our first year with new key members of the committee and are now approaching 2024 with more confidence in our roles, developing a cohesive team and looking forward to 2024 as a positive and productive year.
- Thank you to the Cafe staff, Linda, Pina and Michelle, for your continued hard work and creativity in the kitchen.
- Would like to invite the school leadership team to present wish list items or funding requests to the P&C for consideration in the 2024 expenditure.
- It was worth noting that the usual type of fundraising options such as sausage sizzles do not seem to be easily attainable to our P&C as we have limited success in engaging volunteers to assist. Consideration with how we reach our community, applying for grants and passive fund raising options will be explored this year.

Motion	Carried
That the attached President's report be adopted. Amendment - no report	N/A
That the 2024 Solvency Declaration be adopted	Yes
2024 Wish List	Yes

Actions	Person responsible
Share a Funding Request form with the school Leadership team	Sam Kerry

### 5.3 Treasurer's report – Nirmal Singh

See attached financial statements.

Nirmal noted the following:

- The P&C have a healthy bank balance, however last year we operated at a loss. Continuation of that loss would deplete our reserves in a few years.
- Nirmal will focus in Term 1 on our financial governance and compliance. He will review our outgoing expenditure and identify where we may be able to reduce costs. Nirmal is also keen to ensure we understand and are meeting our employer's financial obligations and responsibilities.

Motions	Carried
That the attached Treasurer's report and financial statements be adopted	Yes
That the John Forrest Secondary College P&C Association Incorporated approve the appointment of Amit Sundrani as the independent auditor to review the 2023 Annual Financial Report.	Yes

Actions	Person responsible
Engage the Independent auditor, Amit Sundrani for the 2023 Annual Financial Report	Nirmal

#### 5.4 Canteen report – Linda Morgan

See attached report.

Linda noted the following:

- The Health Department was keen for inspections last year, with 3 visits in total. No concerns raised.
- Orientation Day was successful though very busy. Thank you to Kelly Drake (teacher) for assisting with serving students.
- We started a week earlier this year to undertake cleaning and develop plans / procedures to include the new food standards. Further work to recipe and cross reference allergens are still ongoing and will require regular upkeep.
- We try to keep our prices competitive and take note of sales trends.

The P&C Committee would like to acknowledge appreciation for the additional work and training that the café ladies have undertaken specifically to meet the new Food Safety Guidelines.

Motion	Carried
That the attached canteen report be adopted	Yes

#### 5.5 Cricket Academy Parents (CAPS) report – Samantha Peet

No report.

Sam noted that the CAPS meeting was held last week. The Quiz night held last year was a great success and will repeat this year, however a different Quiz master will be sourced.

The Toyota raffle was not as productive as past years but still worthwhile. It was simple to register and 100% of proceeds returned to the P&C. Maybe better advertisement would be of benefit.

Would like to organise a Welcome sausage sizzle for the newer member, with expenditure of \$500. This will need to be tabled for the next executive meeting.

Motions	Carried
That the attached CAPS report be adopted	NA
That the John Forrest Secondary College P&C approve CAPS to spend \$1000 as a contribution towards the CAPS 2024 year 10 camp.	Yes

Actions	Person responsible
Notify of agenda item for next meeting for Sausage Sizzle, expenditure of \$500	Sam

## 6. ELECTIONS

### 2024

- President - Samantha Peet
- Vice President - Caprice Burrows
- Treasurer - Nirmal Singh
- Secretary - Kerry Stewart
- 3 Executive Committee Members - Allison Gullick, Helen Jackson, Liz Perkins
- CAPS Committee Convenor - Samantha Peet

Kerry wished to note that she wishes to resign from the role of Secretary, however is happy to fulfil the role in the interim. The P&C is actively seeking a Secretary.

Sincere appreciation and thank you to outgoing committee members. With special mention to Sonya and Rathy for your extensive time, comradeship and support you have given over the years. We wish you well in your future endeavours.

## 7. APPOINTMENT OF SIGNATORIES

No changes to signatories required.

## 8. GENERAL BUSINESS

Motions	Carried
Discuss implementation of social media platforms to connect and communicate with members.	Yes
Discuss fundraiser cinema ticket sales.	Yes

Actions	Person responsible
Consult with school Public Relations Officer on considerations and options for separate P&C social media account	Denise

General discussions were had on our options with connecting to our community, what events the P&C could potentially be involved with, external community event representation, Yr 7 orientation involvement and P&C identity badges for these functions.

Alison (Executive Member), has volunteered her time to apply for grants that are brought to our attention.

Once building works are completed, the old canteen area which is used by the year 7's will be given a facelift. The P&C has already approved the motion to assist with contributing towards the flooring (2023 Term 3 Meeting), however total cost and requested P&C contribution is still to be determined.

**Meeting closed: 19:51 pm**

**2024 Term 2 meeting: Tuesday, May 14 - 6:30pm**