

JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED

Term 2 General Meeting Minutes

Tuesday, May 14, 2024

6:30pm to 7:30pm – Administration Conference Room

Video call link: <https://meet.google.com/rej-pxuu-mtv>

Or dial: (AU) +61 3 8594 9468 PIN: 921 185 260#

Meeting opened at 6:30 pm

1. ATTENDANCE AND APOLOGIES

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

Apologies: Helen J

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 February 27, 2024 be taken as read and confirmed as a true and accurate record	Yes Moved by:

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Actions	Person responsible	Completed
Share a Funding Request form with the school Leadership team	Sam / Kerry	Done
Engage the Independent auditor, Amit Sundrani for the 2023 Annual Financial Report <i>Update: Nimral looked through statements, asked for previous BAS. Will send everything to the auditor as soon as he receives the documents. Auditor will provide a report once finished in approx. 1 month. Will be available next P&C meeting.</i>	Nirmal	Ongoing
Notify of agenda item for next meeting for Sausage Sizzle, expenditure of \$500	Sam	Done
Consult with school Public Relations Officer on considerations and options for separate P&C social media account <i>Update: Done and emailed</i>	Denise	Done

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">• 24CI:08 - Charity Research - Invite for Little Phil Foundation grants up to \$1000• 24CI:09 - DEMIRS - Association Information Statement 2023 1868720• 24CI:10 - Bankwest - Bank Statement 608, Feb 5, 2024 Account 417101• 24CI:11 - Google Workspace - Domain name renewal due 1.4.24• 24CI:12 - Google Workspace - Domain payment receipt	Yes Moved by: Caprice

<ul style="list-style-type: none"> 24CI:13 - Newlogic Psychology - Parent Information Session pamphlet 	
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Motion	Carried
That the correspondence out since the last meeting be received as per below: <ul style="list-style-type: none"> Nil 	N/A

Samantha received 2 letters, will hand them to Kerry

5. REPORTS

5.1 Principal's report – Denise Robinson

See attached report setting out:

- Staff Appointments: 2 new: new English teacher and additional student support officer.
- Launch reconciliation action plan. Added aboriginal and Islander flag next to AUS flag. Y 8/9 volunteers raise the flags.
- Opening of the College Redevelopment Program 30 May with Premier and Minister.
- Student Assessment Periods: Y11/12 exams and Y10 exams coming up.
- Y10 Work Experience (173 students in total).

Motion	Carried
That the attached Principal's report be adopted	Yes Moved by: Caprice

5.2 President's report – Samantha Peet

5.3 Treasurer's report – Nirmal Singh

See attached report.

P&L Statement & Balance Sheet

Nirmal noted the following:

- Has moved all paper form bank statements to digital form
- Is working on saving Invoices etc in digital package

Credit to Linda & team for turning P&L around within 12 months.

Motions	Carried
That the attached Treasurer's report be adopted	Yes Moved by: Michelle
That the John Forrest Secondary College approve the Secretary, Sandra Gyles (appointed at this P&C meeting, dated May 14, 2024) to be added as a signatory for the Commonwealth Bank Accounts.	Yes Moved by: Kerry

Actions	Person responsible
Add Sandra Gyles as signatory for the Commonwealth Bank Account 11239961 (P&C) and 11298494 CAPS account.	Samantha

5.4 Canteen report – Linda Morgan

See attached report.

Linda noted the following:

- New items: Soup started, Bread made by Linda, Gluten free Brazilian cheese puffs
- Working with Kelly Drake for IDAHOBIT Awareness Day + Rainbow Shoelace Project

Motion	Carried
That the attached canteen report be adopted	Yes Moved by: Denise

5.5 Cricket Academy Parents (CAPS) report – Samantha Peet

No report.

Samantha noted the following:

- CAPS meeting in the pub was very successful - 12 attendees
- Brisbane trip in T4
- Y7 camp in T3
- Going to do another quiz night
- Awards Night

Actions	Person responsible
Transfer \$1000 to the school bank account for the CAPS contribution to the year 7 CAPS camp	Samantha

6. GENERAL BUSINESS

6.1 Discuss Royal Life Saving Fundraising Kit

- Kerry was approached last year via email. This is a good passive fundraiser. Buy different first aid kits. all are between \$5-\$30.
- Samantha can set up store on Square. Include student's form number & student name on the order form.

Actions	Person responsible
Investigate delivery turn around for items Update 20/5: Leadtime is 3 weeks. Prices communicated to the Executive Team	Kerry

6.2 Discuss the security of the bike racks, and if not already in use, install

- Various members pointed out that the cameras are there for the safety of the students, not to deter theft. The new back rack area is locked during weekdays. Not during weekends.

6.3 Call for Nominations for the role of Secretary. Kerry has indicated intent to resign.

- Sandra Gyles nominated and has been appointed Secretary.

6.4 Samantha has been trying to reach the people from the Entertainment Book. Will try to contact WA contact directly.

6.5 Funding Submission Request.

There is enthusiasm to access P&C funds. 1 proposal was submitted:

- (1) Additional lighting for new performing arts area. Has been endorsed by the executive last week. Cost estimate for the \$1500, but this does NOT yet include installation.
Denise to check with executive to ensure the lights are compatible with the existing system and professional advice has been sought. Update email 15/5: the lights are compatible and professional advice has been sought.
Can we approve up to 5k?
Denise offered another suggestion would be the purchase of outdoor Table tennis tables, but these are between 8k-9k.

Actions	Person responsible
Check with the Funding Request applicant to ensure the lights are compatible with the existing system and professional advice has been sought. Update email 15/5: the lights are compatible and professional advice has been sought.	Denise

6.6 Kerry received information regarding a seminar for parents to support parents with child's gaming and media behavior. Cost is \$1170. Is this something P&C is interested in funding?

- Yes, but pls check with the wellbeing team to ensure we are not duplicating.
- Alison thinks P&C is not allowed to fund this as it is not for the students. Other members said it is for the benefit of the students too. To check with WACSSO about.

Actions	Person responsible
Contact WACSSO for guidance on if this could be P&C funded or not	Kerry

6.7 Invite from WACSSO for weekend of August 24-26. We have one registration available to use for free (normally \$660). Anyone able/interested in going?

6.8 P&C Day is coming up Friday 24 May. See <https://www.wacssso.wa.edu.au/events/pc-day-wa>

Meeting closed: 7:25 pm

Term 3 meeting: Tuesday, August 13 - 6:30pm



Parents and Citizen's Meeting
Tuesday 14 May 2024
Principal's Report | Denise Robinson

1. Staff Appointments:

Welcome to:

- Mr Dejan Dukic, English Teacher, and
- Mrs Denika Seelander – Student Support Officer, joining the Student Wellbeing Team

2. Cultural Responsiveness Awareness

- The College Reconciliation Action Plan will be launched during Reconciliation Week. A variety of activities and events are scheduled for this week.
- Flag Poles - The College has recently installed three new flag poles at the front of the College. The College now flies the Australian Aboriginal, and Torres Strait Islander flags alongside the Australian Flag.
- Year 8 and 9 student volunteers are raising and lowering the flags each day.

3. Opening of the College Redevelopment Program

P&C President, Sam Peet, has been invited to represent the College Board when The Honourable Roger Cook MLA, Premier of Western Australia and The Honourable Dr Toni Buti MLA, Minister for Education open the completed John Forrest Secondary College Redevelopment Program, on Thursday 30 May 2024.

4. Student Assessment Periods:

- 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).
- Year 11 and 12 exams are being conducted in the exam centre, 20 May to 31 May, 2024.
- Year 10 exams will be held, in class, 20 May to 24 May 2024.

5. Year 10 Work Experience

- 173 Year 10 students will embark on work experience from Monday 27 May to Friday 31 May.
- College staff visit students in the workplace, which is a great opportunity to build on staff-student relationships in a different context.

Denise Robinson
Principal

14 May 2024

Balance Sheet
As of 7/05/2024

Assets		
Cheque Account CBA	\$87,871.44	
Total Assets		\$87,871.44
Liabilities		
Trade Creditors	\$12,380.81	
Payroll Liabilities-Tax	\$3,030.83	
Payroll Liabilities-Super.	\$3,371.51	
Total Liabilities		\$18,783.15
Net Assets		\$69,088.29
Equity		
Retained Earnings	\$60,473.29	
Current Earnings	\$8,615.00	
Total Equity		\$69,088.29

This report includes Year-End Adjustments.

Profit & Loss Statement

1/01/2024 To 7/05/2024

Income		
Over Counter Sales	\$25,220.97	
EFTPOS	\$50,755.16	
Cost Price Sales	\$13.20	
Catering	\$4,395.30	
Total Income		\$80,384.63
Cost Of Sales		
Bakery	\$185.49	
Utensils	\$453.17	
Pizza	\$1,245.30	
Grocery	\$40,602.38	
Dairy	\$6,198.58	
Fruit & Veg	\$908.77	
Total Cost Of Sales		\$49,593.69
Gross Profit		\$30,790.94
Expenses		
Wages & Salaries	\$24,809.95	
Long service leave payments	\$521.73	
Employment Expenses	\$1,128.35	
Insurance	\$267.95	
Superannuation	\$2,729.08	
Merchant fees	\$758.13	
Postage and Stationery	\$137.79	
School Canteen & Council Fees	\$199.00	
Total Expenses		\$30,551.98
Operating Profit		\$238.96
Other Income		
P&C Contributions	\$9,023.00	
Square Eftpos	\$43.04	
Total Other Income		\$9,066.04
Other Expenses		
Software	\$690.00	
Total Other Expenses		\$690.00
Net Profit/(Loss)		\$8,615.00

This report includes Year-End Adjustments.

Canteen Report

Term 2

2024

The not so cooler start to our “cooler terms” has not dampened the students/teachers desire for soup. We have had our favourite soups from last year. Most are vegetarian and gluten free with a side option of protein, they are served with a slice of homemade bread or a Brazilian cheese puff.

Since the last meeting we have catered-

Parent teacher night, MSN event, MSN Luncheon, QTP lunches. LT meetings and numerous others.

Major catering still to come PD Day lunch-Indian themed.

Together with Kelly Drake and her students we will be having some rainbow themed food for IDAHOBIT on Friday to help support and raise awareness for our students. We will also be giving out little packs that we have received from the Rainbow Shoelace Project.