

**JOHN FORREST SENIOR HIGH SCHOOL P&C**  
**Term 3 General Meeting Minutes**  
**Tuesday, 20 August 2019**  
**7.00pm – School library**

Meeting opened at 7.10pm

**1. Attendance and apologies**

Attendees: Helen Bolin (Chair), Glenn Cook, Liz McQueen, Natalie Sugiarta, Pina Cherubino, Karen McKay, Michelle Dimanopoulos, Linda Morgan, Matthew Bishop, Lea Parkinson, Stephanie Baily, Melissa Gillett

Apologies: Jenny McFarlane, Mary Truda Owens

**2. Confirmation of previous meeting minutes**

Motion	Moved/seconded	Carried
That the minutes of the previous General Meeting of John Forrest Senior High School P&C Association on 28 May 2019 be taken as read and confirmed as a true and accurate record	Helen Bolin/ Glenn Cook	Yes

**3. Business arising from previous minutes**

Actions	Person responsible	Completed
Organise payment of WACSSO insurance renewal	Linda Morgan	Yes
Liaise with book keeper to have the tax returns prepared	Linda Morgan	In train
Investigate transfer of P&C voluntary contributions that have been paid to the school to the P&C	Melissa Gillett	Yes
Contact book keeper regarding the 2018 audit	Linda Morgan	Yes – audit now completed

**4. Correspondence in and out**

Motion	Moved/seconded	Carried
That the correspondence in since the last meeting be received as per below: <ul style="list-style-type: none"> <li>• Letter from Grange Insurance Solutions – Canteen and Uniform Insurance (4 June 2019)</li> <li>• WACSSO letter providing results of Swan West Ballot – WACSSO State Council election (13 June 2019)</li> <li>• WACSSO Certificate of Membership 2019/2020 (undated correspondence)</li> <li>• WACSSO letter providing new P&amp;C Constitution and forms (17 July 2019)</li> </ul>	Melissa Gillett/ Matthew Bishop	Yes

**5. Principal's report – Melissa Gillett**

See attached report setting out:

- curriculum planning for 2020
- a progress update on the \$50M College redevelopment program
- College Board nominations

<b>Motion</b>	<b>Moved/seconded</b>	<b>Carried</b>
That the attached Principal's report be adopted	Helen Bolin/ Lea Parkinson	Yes

## 6. Office bearer reports

### 7.1 President – Helen Bolin

Nil report

### 7.2 Treasurer – Glenn Cook

See attached report.

The following point was discussed which differs to the attached report.

The school (Karen Kirk) has advised the Treasurer that a further \$5,500 in voluntary contributions have been paid and this will be transferred to the P&C. This means that the P&C has received almost the same level of voluntary contributions as last year (approximately \$16,000).

<b>Motions</b>	<b>Moved/seconded</b>	<b>Carried</b>
That the attached Treasurer's report be adopted	Helen Bolin/ Melissa Gillett	Yes
That the Treasurer complete the necessary paperwork to change the name of the P&C to John Forrest Secondary College (from John Forrest Senior High School) with the Australian Business Register, the Australian Tax Office and Bank West	Helen Bolin/ Melissa Gillett	Yes
That Glenn Cook be registered as the John Forrest Secondary College P&C Association Primary Contact and Linda Morgan be registered as an Authorised Contact for the Australian Tax Office and Australian Business Register	Helen Bolin/ Melissa Gillett	Yes

<b>Actions</b>	<b>Person responsible</b>
School to transfer the additional \$5,500 to the P&C	Karen Kirk
Complete the forms required to change the name of the P&C to John Forrest Secondary College (from John Forrest Senior High School) with the Australian Business Register, the Australian Tax Office and Bank West	Glenn Cook
Complete the forms required to register Glenn Cook as the John Forrest Secondary College P&C Association Primary Contact and Linda Morgan as an Authorised Contact person for the Australian Tax Office and Australian Business Register	Glenn Cook

## 7. Other reports

### 8.1 Canteen – Linda Morgan

<b>Motion</b>	<b>Moved/seconded</b>	<b>Carried</b>
That the attached canteen report be adopted	Glenn Cook/ Helen Bolin	Yes

### 8.2 Cricket Academy Parents (CAPS)

Nil report

## 8. General business

### 9.1 Office bearer and Executive Committee vacancies

It was noted that the positions of Vice President and three Executive Committee members had not been filled. The following members nominated for the positions and were voted in:

- Vice President: Natalie Sugiatha
- 3 Executive members – Lea Parkinson, Stephanie Baily and Matthew Bishop

### 9.2 Adoption of new P&C Constitution

The key changes to the P&C Constitution were noted:

- The quorum for a large school is now 8 financial members
- The P&C can define its own financial year in the Constitution (ours is the calendar year)
- Executive members must declare the financial solvency of the P&C at every AGM
- Subcommittees must operate under terms of reference approved by the P&C and a member of the Executive must be on every subcommittee
- Employees of the P&C are not eligible to be signatories to the P&C accounts
- Financial motions (to expend monies) require 7 days' notice

There was considerable discussion regarding the fact that the Constitution does not allow an employee of the P&C to be an authorised signatory to the P&C accounts. Canteen manager Linda Morgan currently undertakes the additional role of book keeper and therefore prepares and authorises the payment of all the employees' wages, in addition to paying suppliers. This is no longer permissible. Discussion was had regarding how to accommodate this change.

Melissa Gillett suggested a number of options as follows:

- P&C to authorise the school finance officer to be a signatory to the P&C account and then responsible for paying wages and suppliers and the school to authorise the finance officer to undertake this role as part of their duties. The second signatory would be the Treasurer
- Investigate whether Linda could undertake the role in a voluntary capacity (not as an employee)
- Discuss with other high schools how this issue is dealt with

Motions	Moved/seconded	Carried
That any previous constitution is hereby rescinded and that the Parents and Citizens' Association constitution dated January 2019 provided by the WA Council of State School Organisations be adopted as the constitution of the John Forrest Senior High School Parents and Citizens' Association Inc	Lea Parkinson/ Glenn Cook	Yes (unanimously)
That the members of the John Forrest Senior High School Parents and Citizens' Association Inc. hereby authorise the Secretary (or person acting in that capacity) of the WA Council of State School Organisations to lodge the constitution (dated January 2019) with the Department of Mines, Industry Regulation and Safety the provisions of the Associations Incorporations Act 2015	Lea Parkinson/ Melissa Gillett	Yes (unanimously)

Actions	Person responsible
Investigate whether the school finance officer can be authorised to be a signatory to the P&C account and then be responsible for paying wages and suppliers as part of their school duties	Melissa Gillett

<b>Actions</b>	<b>Person responsible</b>
Investigate whether Linda could undertake the book keeper role in a voluntary capacity (not as an employee) and continue paying wages and suppliers in this role	Melissa Gillett and Glenn Cook
Discuss with other high schools how this issue is dealt with	Melissa Gillett
Forward completed documents for the adoption of the new Constitution to WACCSSO	Liz McQueen

### 9.2 Bendigo Bank grant

Helen asked whether the school would like to apply for the Bendigo Bank grant (which closes on 2 September). The P&C and the school made a joint application last year and were successful in getting funds to allow students to attend the interstate school solar challenge. Melissa thought this was a good idea for the same purpose this year.

<b>Motion</b>	<b>Moved/seconded</b>	<b>Carried</b>
That the P&C and the school make a joint application for the Bendigo Bank grant for the school solar challenge in Tasmania	Helen Bolin/Lea Parkinson	Yes

<b>Actions</b>	<b>Person responsible</b>
Discuss preparation of the application with Robert Woodward	Melissa Gillett

### 9.3 Bike boulevard/road safety reference group

Helen updated the meeting on the City of Bayswater road safety reference group/bike boulevard. The group's preferred proposal and recommendation that lobbying be undertaken to secure 100% funding from the Dept of Transport will be put to the Council shortly.

**Meeting closed: 8.45pm**

**Term 4 meeting: Tuesday, 12 November 2019 - 7.00pm**



## **P & C Principal's Report Term 3 2019**

After a well-deserved break, students and staff have had a successful start to Term 3; although Winter illnesses have had their usual impact on the entire college community.

### **Staffing**

#### Staff on Leave:

Stephanie Thyer	Music
Olivia Szulgowski	Individual Pathways Program
Kath Criddle	Manager, Career and Vocational Education
Sam Davis	Health and Physical Education

#### New College Staff:

Shivon Veal	Music
Michael McCrae	Individual Pathways Program
Vicki Woods	Reception
Luke Serafino	Health and Physical Education

#### Welcome back to:

Hayley McKee	Health and Physical Education
Aaron Davies	Science

### **NAPLAN**

Broad NAPLAN results for online schools will be released by ACARA next Wednesday, 28 August 2019; however, as College students ended up completing the tests using pen/paper, results will not be available until mid-September. Individual student reports will be delivered to schools around the same time.

### **Curriculum Planning 2020**

Year 10 students are finalising subject selections for the 2020 school year. When the counselling process is complete, a draft timetable will be constructed; following which the timetable development for lower school year groups can commence. At this stage, a number of new subjects will be offered in Senior School next year including Biology ATAR; Chemistry General; Psychology General; Ancient History General; Applied Information Technology General and Building and Construction General. External to the timetable, students can also enrol in the Certificate II in Active Volunteering. Courses that will not be offered (due to lack of interest) in 2020 include Japanese ATAR and General; Music ATAR and General; Geography ATAR; Business Management and Enterprise General; and Certificate III Tourism.

### **Building Program**

Since the past P & C meeting, the architectural firm Taylor Robinson Chaney Broderick have been appointed as the Architects for the \$50 million College Redevelopment Program.

The firm has considerable experience in school constructions, having completed a number of projects at both public and private schools in WA. Examples include: Scotch College Middle School, Auditorium, Science, Technology and Learning Centre; Gilmore College; Bunbury Catholic College; Northshore Christian Grammar (in Alkimos); Aranmore; Butler North (in construction currently); Butler College (Stage 1 & 2); Mandurah Catholic College; Harrisdale Secondary College; Wesley College; and a couple of primary schools.



They have also overseen a number of projects at both Curtin University and ECU; along with a heap of large commercial projects such as DFO Airport, Karrinyup Shopping Centre redevelopment and Busselton Central.

Discussions have commenced with the Architects to discuss broad concept ideas; whilst the College Executive team visited two schools – Willetton SHS and Shenton College – to visualise some options that may be available to the College. Whilst the visits were extremely valuable, they also resulted in additional angst as we realised the many (and varied) options available to us.

A Planning Consultation Group (PCG) has now been established. The group comprised the College Executive Team (two of whom are current/future parents of students at the College), TRCB Architects, staff from the Department of Education Capital Works team, staff from the Department of Finance (Building Management and Works) and staff from Donald Cant Watts Corke, Quantity Surveyors. The PCG will meet fortnightly in the lead up to finalising a Masterplan, scheduled for completion in early November.

The consultation phase will include opportunities for community communication, with this likely to occur Early-Mid November 2019.

Forward works will include the relocation of the tennis courts to the northern grassed area, with two netball courts marked over the top initially. This will enable tennis lessons to remain on site throughout the building program; whilst (at this stage) one netball class will be held at the Morley Recreation Centre. This disruption will remain in place for 12 – 15 months, commencing in 2021.

Significant building (Part I) will commence in the 2021 calendar year and is estimated to take 12 – 18 months. Some site demolition will then occur, prior to the commencement of Building (Part II).

### **College Board**

Earlier this term I contacted all parents and invited Expressions of Interest to join the College Board. I received seven nominations – which was a great result – but also problematic in terms of the maximum number of members allowed on the Board (legislated as 15 full members). If all seven nominations were accepted, the number of full members would be 16. I expect at least one member to retire from the Board at the end of 2019 as their child will have completed their secondary schooling.

Rather than commencing an election process, the Chair of the Board (Dr Megan Lloyd) and I proposed that the seven parents become co-opted members for the remainder of 2019 before becoming full members in 2020.

**Melissa Gillett**  
**Principal**

## John Forrest Secondary College P&C Treasurers Report August 2019

The P&C's financial position remains a concern, however the financial performance of the canteen has improved compared to previous years. As of mid-August the P&C had approximately \$22,000 cash in the bank, with net assets of just over \$11,000 once current liabilities are taken into account (see attached Balance Sheet). The canteen made a loss of just over \$18,000 to mid-August (see attached profit and loss statement), which is lower than the same period last year (\$23,000 loss in 2018). Changes made in the canteen earlier in the year, and mentioned at the previous meeting, seem to be having an impact. Overall the P&C has made a loss for the calendar year to mid-August of almost \$8,000, however parent contributions received so far are much lower than previous years (approximately \$6000 lower). It is possible that the P&C will receive extra parent contributions this year, thus reducing the overall loss.

A financial audit of the 2018 accounts has been completed by TAG Book keeping and the P&C's financial activities have been examined and approved.

I am currently working through the process of changing the P&C's official name with the Australian Business Register and Australian Taxation Office, as discussed at previous meetings (from John Forrest Senior High School P&C Association to John Forrest Secondary College Parents and Citizens Association), and to include myself and Linda Morgan as Authorised Contacts. To facilitate this, the following motion is required to be approved by the P&C and included in the meeting minutes:

*I propose that the P&C Treasurer (Glenn Cook) be registered as the John Forrest Secondary College P&C Association Primary Contact for the Australian Tax Office and Australian Business Register, and that the Book keeper (Linda Morgan) also be registered as an Authorised Contact person.*

Glenn Cook  
Treasurer

19 August 2019

## Balance Sheet

As of 15/08/2019

John Forrest Secondary College Canteen  
180 Drake Street MORLEY WA 6062  
ABN: 28 152 106 751

Assets		
General Cheque Account		\$8,036.13
Investment account		\$13,692.43
Undeposited Funds		\$415.00
Total Assets		\$22,143.56
Liabilities		
Trade Creditors		\$3,891.56
Payroll Liabilities-Tax		\$3,984.80
Payroll Liabilities-Super.		\$2,825.23
Total Liabilities		\$10,701.59
Net Assets		\$11,441.97
Equity		
Retained Earnings		\$19,349.12
Current Earnings		-\$7,907.15
Total Equity		\$11,441.97



**Profit & Loss Statement**

1/01/2019 To 15/08/2019

John Forrest Secondary College Canteen  
 180 Drake Street MORLEY WA 6062  
 ABN: 28 152 106 751

Income		
Over Counter Sales		\$78,303.00
EFTPOS		\$30,170.77
Catering		\$1,024.50
Interest		\$135.16
Rewards		\$52.18
<b>Total Income</b>		<b>\$109,685.61</b>
Cost of Sales		
Bakery		\$792.49
Pies/Pastry		\$16,114.50
Pizza		\$7,719.80
Grocery		\$14,239.75
Dairy		\$10,667.49
Fruit & Veg		\$1,921.33
Ice Cream		\$2,154.10
Prepared Meals		\$10,139.20
Fruit Drinks		\$121.05
Sushi		\$2,206.25
<b>Total Cost of Sales</b>		<b>\$66,075.96</b>
<b>Gross Profit</b>		<b>\$43,609.65</b>
Expenses		
Wages & Salaries		\$50,372.17
Long service leave payments		\$2,016.18
Employment Expenses		\$1,092.10
software		\$687.65
Insurance		\$926.50
Superannuation		\$4,615.40
Bank Fees		\$384.02
Merchant fees		\$398.42
School Canteen & Council Fees		\$1,584.36
<b>Total Expenses</b>		<b>\$62,076.80</b>
<b>Operating Profit</b>		<b>-\$18,467.15</b>
Other Income P&C		
Contributions		\$10,560.00
<b>Total Other Income</b>		<b>\$10,560.00</b>
<b>Total Other Expenses</b>		<b>\$0.00</b>
<b>Net Profit/(Loss)</b>		<b>-\$7,907.15</b>

This report includes Year-End Adjustments.

**CANTEEN REPORT**  
**TERM 3**  
**2019**

The accounts have been audited and there is no follow up required. A copy of the report has been given to the school Corporate Services Support Officer.

The banking dispute of \$415.00 was finally settled in our favour and the funds were credited back to our account early August.

MYOB fees have gone up by \$7.65 per month.

The year 11 Certificate 2 retail have finished their time working in the canteen and they were a great help to us.

The amazing five year 12 students are still coming to help us serve at recess and lunch on most days. A big thank you to Simon Kirkby and Coby McQuiggin (teaching staff) who help serve at recess on Wednesdays and Fridays respectively.

We have again catered for the Japanese visit making 80 Aussie bento boxes, this year they were also given a koala card that had the history of each of the foods in the bento, apparently these were a bigger hit than the food itself. We have also done weekly catering for the year 12 Tourism class, who have eaten their way through

- Naidoc week-Nhiki Manhu Bread with savoury and sweet toppings
- German week- Bratwurst sausages, apple sauce and potato cakes
- American 4<sup>th</sup> July-sliders and French fries

Still to come

- All Saints Day-Soul biscuits and Piedmontese white bean soup
- Chile Independence Day-??????????

Once again, a detailed history of the food was also supplied along with the meals.

Just a reminder that the Interhouse Athletics carnival is approaching and we are not open.