

JOHN FORREST SENIOR HIGH SCHOOL P&C
Term 4 General Meeting Minutes
Tuesday, 12 November 2019
7.00pm – School library

Meeting opened at 7.10pm

1. Attendance and apologies

Attendees: Helen Bolin (Chair), Glenn Cook, Liz McQueen, Pina Cherubino, Karen McKay, Michelle Dimanopoulos, Linda Morgan, Jenny McFarlane, Sonya Criddle, Melissa Gillett

Apologies: Matthew Bishop, Stephanie Baily

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 12 August 2019 be taken as read and confirmed as a true and accurate record	Melissa Gillett/ Glenn Cook	Yes

3. Business arising from previous minutes

Actions	Person responsible	Completed
Paperwork completed to change the name of the P&C to John Forrest Secondary College (from John Forrest Senior High School) with the Australian Business Register, and the Australian Tax Office	Glenn Cook	Yes
Complete the forms for Glenn Cook to 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	Glenn Cook	Yes
School to transfer the additional \$5,500 to the P&C	Karen Kirk	Yes
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	Yes *
Investigate whether Linda can 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	No – not necessary
Discuss with other high schools how this issue is dealt with	Melissa Gillett	Yes
Forward completed documents for the adoption of the new Constitution to WACCSO	Liz McQueen	Yes
Discuss preparation of the application with Robert Woodward	Melissa Gillett	Yes **

* There was general discussion around whether Karen and Kaye should become signatories and it was noted that they would need to become financial members in order to do so. Glenn has taken over authorising the payment of wages and suppliers and this can continue. It was generally felt that having Karen and Kaye as signatories would prevent a situation where no one is paying wages or suppliers.

Action item: Melissa to speak with Karen Kirk and Kaye Caldwell regarding whether they are able to come to the next P&C meeting to become financial members and then able to become signatories to the account

** School won \$2,200 towards the solar car challenge

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">Letter from the ATO regarding the commencement of Single Touch Payroll – 11 September 2019Letter from the ATO regarding missing the starting of Single Touch Payroll – 21 October 2019P&C Voice – term 3 2019	Melissa Gillett/ Glenn Cook	Yes

Motion	Moved/seconded	Carried
That the correspondence out since the last meeting be received as per below: <ul style="list-style-type: none">Project partner letter of support – 2019 solar car challenge	Melissa Gillett/ Glenn Cook	Yes

5. Principal's report – Melissa Gillett

See attached report setting out:

- Staffing
- OLNA and NAPLAN results
- Dept of Education mobile phone policy
- School building program

Melissa also noted that:

- the school received \$74,000 from the State Government as part of the Government's recent maintenance funding package for State schools
- the new canteen build will include fixed equipment such as ovens
- all lights in the refurbished areas will be converted to LEDs and new buildings will have automatic lights
- all the solar panels will be moved to the new buildings as part of the build.

Motion	Moved/seconded	Carried
That the attached Principal's report be adopted	Jenny McFarlane/Linda Morgan	Yes

6. Office bearer reports

7.1 President – Helen Bolin

Nil report

7.2 Treasurer – Glenn Cook

See attached report.

There was discussion regarding the appointment of an auditor, as TAG Bookkeeping are unable to audit financial statements that they have helped prepare. It was noted that the P&C Constitution sets out the requirements of an auditor. It was agreed that the school would approach the school community to find a parent willing to audit the 2019 accounts.

It was also noted that the P&C is required to appoint an auditor at the March 2020 AGM for the 2020 financial year.

Linda noted that EFTPOS was used significantly by the year 10s, 11s and 12s.

Motions	Moved/seconded	Carried
That the attached Treasurer's report be adopted	Helen Bolin/ Michelle Dimanopoulos	Yes
That the Treasurer: <ul style="list-style-type: none"> enquire with the P&C's bank regarding whether the name of the account needs to change to John Forrest Secondary College (from John Forrest Senior High School); and change the name on the account to John Forrest Secondary College if this is required 	Helen Bolin/ Melissa Gillett	Yes

Actions	Person responsible
Forward details to Melissa regarding the auditor's requirements as per the Constitution	Glenn Cook
Arrange for a request for assistance to audit the 2019 accounts to be sent to the parent body	Melissa Gillet
Make enquiries to: <ul style="list-style-type: none"> enquire with the bank regarding whether the name of the account needs to change to John Forrest Secondary College (from John Forrest Senior High School); and change the name on the account to John Forrest Secondary College if this is required 	Glenn Cook

7. Other reports

8.1 Canteen – Linda Morgan

Discussion was held regarding the need to increase prices to:

- reflect the increased cost of supplies
- more closely reflect prices of similar items at other local school canteens.

Motion	Moved/seconded	Carried
That the attached canteen report be adopted	Helen Bolin/Glenn Cook	Yes
That prices on the menu be increased to: <ul style="list-style-type: none"> reflect the increased cost of supplies more closely reflect prices of similar items at other local school canteens 	Helen Bolin/Glenn Cook	Yes

Actions	Person responsible
Prices on the menu to be increased to: <ul style="list-style-type: none"> reflect the increased cost of supplies more closely reflect prices of similar items at other local school canteens 	Linda Morgan

8.2 Cricket Academy Parents (CAPS)

Jenny McFarlane and Sonya Criddle addressed the meeting regarding the wish of the Cricket Academy parents to form a subcommittee of the P&C. There was discussion about the need for the P&C to formally approve:

- the formation of the CAPs subcommittee
- the terms of reference for the CAPS subcommittee (these were tabled as attached)
- the appointment of the convenor the subcommittee as a member of the P&C Executive
- every CAPs event in order to be covered by the P&C's insurance
- the expenditure of CAPs' funds and the requirement for the provision of receipts to Glenn in order to be reimbursed for expenses.

There was also discussion about:

- a Bunnings sausage sizzle
- an awards night
- the removal of the signatories to the existing CAPs bank account and the inclusion of Jenny and Glenn Cook as the new signatories
- the provision of the CAPs bank account statements to Glenn.

Motions	Moved/seconded	Carried
That the P&C approve the formation of the Cricket Academy Parents (CAPs) subcommittee	Helen Bolin/ Glenn Cook	Yes
That the P&C approve the tabled CAPs subcommittee terms of reference	Helen Bolin/ Glenn Cook	Yes
That the P&C approve the appointment of Jenny McFarlane as convenor of the CAPs subcommittee	Helen Bolin/ Glenn Cook	Yes
That the P&C approve the election of Jenny McFarlane as a member of the P&C Executive	Helen Bolin/ Glenn Cook	Yes
That the P&C approve the CAPs subcommittee running a Bunnings sausage sizzle fundraiser on 8 December 2019	Helen Bolin/ Glenn Cook	Yes
That the P&C approve expenditure of up to \$400 from the CAPs funds by the CAPs subcommittee for the sausage sizzle	Helen Bolin/ Glenn Cook	Yes
That the P&C approve the CAPs subcommittee holding an awards night on 9 December 2019 at the Swan Athletics Club	Helen Bolin/ Glenn Cook	Yes
That the P&C approve the CAPs subcommittee holding an awards night on 9 December 2019	Helen Bolin/ Glenn Cook	Yes
That the P&C approve expenditure of up to \$1,500 from the CAPs funds for trophies and prizes for the awards night	Helen Bolin/ Glenn Cook	Yes
That the P&C approve changing the signatories on the CAPs bank account to Jenny McFarlane and Glenn Cook	Helen Bolin/ Glenn Cook	Yes

Actions	Person responsible
CAPs bank statements to be provided to Glenn	Jenny McFarlane
CAPs signatories to be changed to Jenny McFarlane and Glenn Cook	Jenny McFarlane

8. General business

8.1 Bike boulevard/road safety reference group

No updates.

Meeting closed: 9.05pm

Term 4 meeting: Tuesday, 3 March 2020 - 7.00pm



P & C Principal's Report Term 4 2019

Term 4 is almost over... and yet it has only just begun. As often is the case, this time of the year is incredibly busy for both staff and students.

Year 12 students are well into their ATAR examinations. At the time of this meeting, students have completed exams in Geography, Modern History, English, Literature, Maths Methods, Physical Education Studies, Physics, Psychology, Human Biology, Maths Applications, Maths Methods, Economics and Chemistry. Still to come are Music and Computer Science

End of Year examinations for students in Years 10 – 11 commence next week, with Years 8 – 9 commencing the following week. The exams for lower school students are a very important part of preparing students for the rigours of Senior Secondary academic courses.

Staffing

Staffing for 2020 is nearing completion, with a number of selection processes either complete or underway. In most instances, the selection processes are for permanent positions that became available during this year – meaning that there is the opportunity for an existing fixed-term teacher to apply for their position on a permanent basis. The great thing about these processes is this: if the current staff member is successful, then we know we are keeping a great teacher. If they are not successful, then we know we are getting someone who is better. Either way, the students win.

OLNA

September OLNAs are now available. The results are pleasing, with targets outlined in the College Business Plan completed in all areas. The summary results are as follows:

Students demonstrating OLNAs competence – September 2019 (Test 2)			
	2019 Numeracy (March 2019)	2019 Reading (March 2019)	2019 Writing (March 2019)
Year 10 (n = 212)	83% (72%)	88% (79%)	84% (75%)
Year 11 (n = 191)	92% (91%)	91% (91%)	89% (87%)
Year 12 (n = 175)	98% (95%)	99% (96%)	96% (93%)

NAPLAN

NAPLAN results for both Year 7 and Year 9 students were at Expected levels across all test categories (which means that the results were within one standard deviation of the predicted school mean) except Year 7 Writing and Year 9 Spelling (both more than one standard deviation above the predicted school mean).

NAPLAN RESULTS	2019 Year 7	2019 Year 9	Comment
	Deviation from predicted school mean		
Numeracy	-0.4	0.0	Given the difficulties experiences in online vs paper-based testing, care should be taken interpreting these results.
Reading	0.0	0.2	
Writing	1.1	0.3	
Spelling	-0.3	1.1	
Grammar and Punctuation	0.1	-0.1	

Mobile Phone policy

As outlined in communication I sent to all parents earlier this term, the Premier, The Hon Mark McGowan MLA announced that, from 2020, all public schools will implement a ban on the use of mobile phones for students from the time they arrive at school until the end of the school day - including before school and at break times.

The ban restricts the use of mobile phones, smart watches, earbuds, tablets and headphones unless students are under the instruction of a staff member.

Students from Years 7 to 12, must have their phones turned off during school hours and kept off and out of sight until the end of the school day. Additionally, under the new policy, smart watches must be set to airplane mode.

Exemptions to the policy will be made for students with special circumstances. These instances are where a student needs to monitor a health condition; when under the direct instruction of a teacher for educational purposes or with teacher permission for a specified purpose.

A draft policy has now been developed for John Forrest Secondary College. There is one deviation from the Government requirements – where the Government directive allows for students to use a phone with teacher permission for a specified purpose, our policy will only allow use for educational purposes and to monitor health conditions.

The policy will be discussed by the College Board next week and – if approved – will be distributed to all students and families before the end of the school year.

Building Program

The College Redevelopment program is well underway. Currently, the Project Consultation Group is currently finalising planning for four new buildings and refurbishment of a number of other areas within the College.

A challenge for the program is the costs associated with meeting building compliance in existing buildings. For example, upgrading electrical systems to acceptable levels in the existing buildings will cost in the vicinity of \$2.5 million.

A draft map outlining likely new buildings will be presented at the meeting however the document cannot yet be publicly distributed.

Good news

\$20 Boss Program – Two Year 7 Enrichment students have been selected as National Finalists in this Australia-wide entrepreneurship program and will travel to Melbourne tomorrow (along with a parent each and two staff members) for the Foundation for Young Australians Unleashed Awards.

The Solar Car Challenge competition held state-based finals today. John Forrest SC had six teams competing and won first and third place overall, along with Best Engineered Car, Best Video Presentation and Spectacular Crash! A group of 10 – 12 students will compete in the National Finals in the coming weeks.

Melissa Gillett
Principal

John Forrest Secondary College Parents and Citizens Association

Treasurers Report November 2019

The P&C's financial position remains to be a concern, despite the slightly improved performance of the canteen this year. As of the end of October 2019, the P&C had approximately \$28,000 cash in the bank, with net assets of just over \$15,000 once current liabilities are taken into account (see attached Balance Sheet). At the equivalent time last year, P&C assets were just over \$21,000. The financial performance of the canteen appears to be improved compared to previous years, however the canteen continues to make a loss. For the year to the end of October, the canteen's loss was likely to be approximately \$22,000 (see attached profit and loss statement - note that approximately \$1900 in payments are yet to be entered into MYOB and thus do not appear on the statement), which is slightly lower than the same period last year (\$23,000 loss in 2018). Thus, overall the P&C has made a loss for the calendar year to the end of October of approximately \$6,000. Parent contributions of just over \$16,000 reduced the overall loss.

The P&C's official name as registered with the Australian Business Register and Australian Taxation Office has now been changed to John Forrest Secondary College Parents and Citizens Association. Myself and Linda Morgan are now Authorised Contacts, and I am registered as the Public Officer. Both Linda Morgan (Book keeper) and I registered for an Auskey with the Australian Taxation Office, and Linda is now using this to access the single touch payroll function within MYOB, as required by the ATO.

Glenn Cook

Treasurer

11 November 2019

Balance Sheet

As of October 2019

Assets	
General Cheque Account	\$14,523.87
Investment account	\$13,692.43
Total Assets	\$28,216.30
Liabilities	
Trade Creditors	\$6,463.11
Payroll Liabilities-Tax	\$3,774.80
Payroll Liabilities-Super.	\$2,620.96
Total Liabilities	\$12,858.87
Net Assets	\$15,357.43
Equity	
Retained Earnings	\$19,349.12
Current Earnings	-\$3,991.69
Total Equity	\$15,357.43

Profit & Loss Statement

January 2019 To October 2019

Income		
Over Counter Sales	\$102,286.55	
EFTPOS	\$42,461.96	
Catering	\$4,394.00	
Interest	\$135.16	
P&C Contributions	\$6.00	
Rewards	\$95.34	
Total Income		\$149,379.01
Cost Of Sales		
Bakery	\$1,044.50	
Pies/Pastry	\$22,225.40	
Pizza	\$10,611.70	
Grocery	\$20,608.75	
Dairy	\$16,109.11	
Fruit & Veg	\$2,295.05	
Ice Cream	\$2,707.25	
Prepared Meals	\$10,845.85	
Fruit Drinks	\$121.05	
Sushi	\$2,998.00	
Total Cost Of Sales		\$89,566.66
Gross Profit		\$59,812.35
Expenses		
Wages & Salaries	\$65,961.24	
Long service leave payments	\$2,016.18	
Employment Expenses	\$1,092.10	
Accountancy Fees	\$330.00	
software	\$872.95	
Insurance	\$926.50	
Superannuation	\$6,096.34	
Bank Fees	\$384.02	
Merchant fees	\$611.35	
School Canteen & Council Fees	\$1,584.36	
Total Expenses		\$79,875.04
Operating Profit		-\$20,062.69
Other Income		
P&C Contributions	\$16,071.00	
Total Other Income		\$16,071.00
Total Other Expenses		\$0.00
Net Profit/(Loss)		-\$3,991.69

Canteen Report Term 4 2019

We have been advised by our suppliers that their prices will be increasing significantly from now until the new year. Apparently, meat prices will be affected the most due to the "pig shortage in China"! Mrs Macs are putting their prices up 7% and Four and Twenty are increasing 10%. Browne's have increased their price by 4.9% and this was effective from the beginning of November. I was able to get a really good deal from our milk rep before the increase so their new pricing does not affect our milk. We will therefore need to adjust our prices accordingly. I suggest a 10% increase on all items apart from milk. Parents and carers will also need to be notified of this increase which is out of our control.

Weddings, funerals, bar mitzvahs, high teas- Last term and the beginning of this term have been big catering times for us. We catered and delivered for a funeral/wake (200 people), catered the Year 12 morning tea, the Certificate 2 retail restaurant lunch and The School Development day where we catered morning tea and lunch. It was heart-warming for us to see all of the teachers sitting outside at our green checked tables eating and catching up.

Catering still to come-Volunteer morning tea and Orientation Day.

Over the term 3 break one of the fridges tripped the power to the year 12 side of canteen resulting in a loss of stock of just over \$500.00, as our no claim bonus is \$500.00, I have not made a claim.

Merry Christmas and a Happy New Year to you all.

**JOHN FORREST SECONDARY COLLEGE
PARENTS & CITIZENS' ASSOCIATION INC
CRICKET ACADEMY PARENTS SUB-COMMITTEE**

TERMS OF REFERENCE

1.0 NAME:

- 1.1 The Sub-committee shall be called the John Forrest Secondary College Parents & Citizens' Association Inc. (Cricket Academy Parents (CAPS) Sub-committee)

2.0 COMPOSITION:

- 2.1 (a) Not more than 1 member one of whom shall be a member of the P&C Executive Committee.
(b) The President of the P&C shall be ex officio a member.
- 2.2 The members shall be elected each year at the Annual General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the Sub-committee an election may be held at a General Meeting of the P&C to fill the vacancy.
- 2.3 The Sub-committee when formed shall elect from its members a Convener and a Secretary.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the responsibilities of the Sub-committee shall be:

To raise funds to help subsidise the cost of camps/trips for Cricket Academy Students and to assist with any other capital purchases deemed necessary by the subcommittee.

4.0 DUTIES OF CONVENER:

- 4.1 The Convener when present, shall preside at all meetings of the Sub-committee. In the event of the Convener being absent the meeting shall elect a chair for the occasion.
- 4.2 The Convener shall ensure that a written report of the activities of the Sub-committee is presented to all General Meetings of the P&C Association (or Executive Committee) and at such times as directed by the General Meeting of the P&C association. Where relevant, the report to include a written financial report consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention of the P&C.

5.0 DUTIES OF THE SECRETARY:

- 5.1 The Secretary shall have custody of the documents of the Sub-committee and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association.

6.0 MEETINGS:

- 6.1 Meetings of the Sub-committee shall be at such times and places as determined by the Sub-committee provided that not less than forty-eight (48) hours' notice is given. (Suggest seven (7) days' notice. It is desirable to meet at least once a month preferably just prior to a General Meeting of the P&C to enable a report to be prepared.)

7.0 QUORUM:

- 7.1 A quorum shall comprise 50% + 1 (one) of the current membership of the Sub-committee.

8.0 VOTING:

- 8.1 All members and ex officio members shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.
- 8.2 Voting shall be by show of hands.

9.0 ALTERATIONS TO RULES:

- 9.1 All proposed amendments to these rules must be approved by the General Meeting of the P&C Association.

NOTES:

1. *It is not a requirement that the principal be a member of the Sub-committee. However, if the P&C Association wishes the principal to be a member the principal can be either elected or ex officio.*
2. *Where the Sub-committee is established during the year the members are elected at a General Meeting of the P&C. All members of any Sub-committee of the P&C must be financial members of the P&C.*

**THE SUB-COMMITTEE IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE P&C ASSOCIATION**

