

JOHN FORREST SECONDARY COLLEGE P&C
Term 2 General Meeting Minutes
Tuesday, 26 May
7.00pm – Via Zoom

Meeting opened at 7.06 pm

1. ATTENDANCE AND APOLOGIES

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

Apologies: Evelyn Pearce

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

Motion	Carried
That the minutes of the previous General Meeting of John Forrest Senior High School P&C Association on 3 March 2020 be taken as read and confirmed as a true and accurate record	Yes

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Actions	Person responsible	Completed
Join WA School Canteens Association to enable a one on one consultancy	Liz McQueen	Yes
Undertake process for obtaining a one on one WASCA consultancy to review the canteen's operations, menu and financial statements	Liz McQueen and Glenn Cook	Yes
Discuss the canteen's finances in detail to get a clearer picture of current and projected financial circumstances	Glenn Cook and Linda Morgan	Yes
Change signatories on the Bank West account to: <ul style="list-style-type: none"> • remove Charles Ellis, Lynette Walker, Patrice Shannon and Linda Morgan as signatories; and • add Kaye Caldwell as a signatory 	Glenn Cook	No *
Speak to Karen Kirk to organise the transfer of P&C contributions to the P&C bank account	Melissa Gillett	Yes
CAPs signatories to be changed to Jenny McFarlane and Glenn Cook	Jenny McFarlane	No ^

* The bank required minutes demonstrating John Forrest Senior High School P&C had changed its name to John Forrest Secondary College P&C. No record of this can be found in previous P&C minutes and the details have not been changed with WASSCO or the Department of Mines, Industry Regulation and Safety. A resolution changing the P&C's name was passed (see General Business).

^ The CAPs committee is to consider the possible closure of this account and use of the P&C account instead.

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"> • WACSSO 2020 P&C Handbook • WACSSO P&C Voice Term 1 2020 • Invitation from Lisa Baker to P&C morning tea on 1 April 2020 	Yes

Motion	Carried
That the correspondence out since the last meeting be received as per below: <ul style="list-style-type: none"> Email to WACSSO regarding requirements to formally change the name of the P&C Association to reflect school's name – 8 March 2020 Correspondence with WA School Canteens Association regarding consultancy and providing required paperwork – 16 April 2020 	Yes

5. REPORTS

5.1 Principal's report – Melissa Gillett

See attached report setting out:

- COVID-19: impact on students and required adjustments to:
 - year 12 students – exams, externally set tasks, workplace learning, and university placements; and
 - other year groups – work placements and work experience, NAPLAN, and reporting to parents;
- building updates.

Melissa particularly acknowledged the staff who all stepped up to the challenges presented at short notice by COVID-19 and noted it reflects a long history of JFSC staff working together when things become tough.

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

5.2 President's report – Helen Bolin

Nil report.

5.3 Treasurer's report – Glenn Cook

See attached report.

Glenn noted that the P&C had only received \$6,600 for parent contributions when we normally receive \$16,000.

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

Actions	Person responsible
Change signatories on the Bank West account to: <ul style="list-style-type: none"> remove Charles Ellis, Lynette Walker, Patrice Shannon and Linda Morgan as signatories; and add Kaye Caldwell as a signatory 	Glenn Cook
Melissa to speak to Karen Kirk regarding whether any additional parent contributions are to be transferred to the P&C	Melissa Gillett

5.4 Canteen report – Linda Morgan

See attached report.

Linda noted that it appears the P&C is eligible for the \$20,000 Federal Government stimulus package and so Tanya from TAG Bookkeeping will shortly submit the paperwork to the ATO for this.

Melissa provided a brief report back on the teleconference with the WA School Canteens Association and Linda Morgan, Melissa Gillett, Glenn Cook, Helen Bolin and Liz McQueen on 12 May 2020. WASCA are undertaking a consultancy with the P&C to make recommendations to improve the canteen's profitability. A number of topics were discussed including training, sourcing volunteers, and pricing formulas. A report from WASCA is expected shortly.

Helen thanked Linda for all the work she has done collating the necessary documentation for JobKeeper, the Federal Government stimulus package and the WA School Canteens' Association.

Motion	Carried
That the attached canteen report be adopted	Yes
That Helen write a thank you letter from the P&C to Tanya at TAG Bookkeeping who has provided considerable assistance to the P&C and to Linda Morgan for our applications for JobKeeper and for the Federal Government stimulus package	Yes

5.5 Cricket Academy Parents (CAPS) report – Jenny McFarlane

See attached report.

It was noted that changing signatories to bank accounts is difficult and so Jenny and Glenn have discussed closing the CAPs bank account and CAPs instead using the P&C account with a separate sub-account for CAPs. Linda noted some concerns with increased workload if she is required to action transactions for the CAPs committee in MYOB.

Motions	Carried
That the attached CAPS report be adopted	Yes

Actions	Person responsible
CAPs committee to consider closing its bank account and using the P&C account with a separate sub-account for CAPs.	Jenny McFarlane

6. GENERAL BUSINESS

The P&C's official name as registered with WACSSO and the Department of Mines, Industry Regulation and Safety is still John Forrest Senior High School Parents and Citizens' Association Incorporated. There is no record in the P&C minutes of the P&C approving a name change when John Forrest Senior High School became John Forrest Secondary College Parents and Citizens' Association Incorporated.

In accordance with advice from WACSSO, the following motions were put.

Motion	Carried
That the name of the Association be changed from the John Forrest Senior High School Parents and Citizens' Association Incorporated to the John Forrest Secondary College Parents and Citizens' Association Incorporated.	Yes
That the members of the John Forrest Senior High School Parents and Citizens' Association hereby authorise the Secretary (or person acting in that capacity) of the WA Council of State School Organisations to lodge the special resolution which changes the name of the Association with the Department of Mines, Industry Regulation and Safety (DMIRS) under the provisions of the <i>Associations Incorporation Act 2015</i> .	Yes

Actions	Person responsible
The necessary paperwork be forwarded to WACSSO to officially change the name of the P&C with the Department of Mines, Industry Regulation and Safety	Liz McQueen

Meeting closed: 7.52pm

Term 3 meeting: Tuesday, 18 August 2020 - 7.00pm



P & C Principal's Report Term 2 2020

My report this term is very different to any that I have previously written. COVID-19 has certainly changed the world and how we operate within it. Surprisingly, the return to “normal” schooling for the majority has turned out to be a comfort for students, staff and parents; rather than be the frightening prospect it was when first announced.

I would like to publicly acknowledge and sincerely thank the staff at the College. They have had so many challenges thrown at them – with little to no notice – and their response has been nothing short of fantastic. A couple of interesting things to note about the staff:

- Out of a total of 122 staff, we had three people who requested leave due to being in a high-risk category (2.5%). Two were aged over 70 years of age; one is immunocompromised. None were teachers. In comparison, two nearby schools had 20% and 36.5% respectively; whilst a similarly sized secondary school had 19% staff on leave.
- I compared the total amount of sick leave for JFSC staff across Term 1 with previous years and found that we had 20% LESS sick leave taken in 2020. Why? Some reduction could be due to social distancing stopping the spread of normal colds and flus; some could be due to staff staying home when unwell... but I believe most of the reduction was simply due to staff standing up when things got tough.

COVID-19: Impact on students and required adjustments

Attendance

Average attendance (JFSC) in 2019 = 89.6%

2020 Attendance by week	
Term/Week	% present
Term 1, Week 1	92%
Term 1, Week 2	91%
Term 1, Week 3	91%
Term 1, Week 4	92%
Term 1, Week 5	92%
Term 1, Week 6	91%
Term 1, Week 7	85%
Term 1, Week 8	66% (declined to 23% by end of week)
Term 1, Week 9	7% (declined to 3% by end of week)
Term 1, Week 10	0.43%
Term 2, Week 1	57%
Term 2, Week 2	73% - 79%
Term 2, Week 3	81%
Term 2, Week 4	89%

Currently, there are a small number of students (less than 10) who are unable to return to onsite learning due to either the student being immunocompromised or the student residing with a family member who is immunocompromised. Online work is being provided to these students; whilst a staff member has been appointed to support the students academically and emotionally.



Unfortunately, but not unexpectedly, there are a small number of students who have not yet returned to school. The reasons vary, with some who have experienced school-anxiety for some time; and others who have disengaged from learning. The College is working with all affected families to try to re-engage these students.

Year 12 Students

Year 12 students have been the most significantly impacted year group as a result of the pandemic. The Year 12 Ball was cancelled and tickets refunded to students; although most would have experienced out-of-pocket losses for expenses such as limo hire and the like.

ATAR written examinations will proceed as originally planned – same duration and at the same time. The examination timetable will be published on 10 June 2020.

ATAR practical examinations will – largely – also be unaffected. The exception here is ATAR Physical Education Studies. In this course, students are assessed in one of 10 different sports. In most schools, all students complete the same sport (Netball for John Forrest SC). There are two complications for this subject: One is that the practical exam brings all students across the state to one venue in Perth. The second is that eight of the 10 sports involve physical contact – which remains prohibited. A plan for assessing the practical component has been developed and is awaiting approval from the Chief Health Officer and the Minister for Education and Training; with an announcement expected in the next couple of weeks.

Year 12 Semester 1 exams were deferred from Week 5 and will now occur in Week 10 and the first two days of the vacation period.

Externally Set Tasks (EST) for Year 12 occur in all General courses. Normally occurring in Weeks 3 – 4 of this term, the ESTs were deferred by SCSA and will now occur in Weeks 7 – 9. The timetable for the ESTs is being developed and will be distributed to students shortly.

Work Place Learning

The Chief Health Officer has approved Year 12 students to re-commence work placements in specific circumstances:

- If they are a mandated part of a VET qualification that cannot be completed in a simulated work environment; or
- If the student is engaged in paid part-time employment as part of a school-based apprenticeship or traineeship; and
- If the workplace has been declared COVID-19 safe

University early offers of placement have created challenges for schools across the state. At least one university has offered placements to students with no conditions attached – meaning that the students are guaranteed a position regardless of their results for the remainder of this year. The problem this causes is that a decline in work ethic impacts the final scores achieved by other students in the same cohort – i.e. other kids will get a lower ATAR.

Other Year Groups

Work Placements and Work Experience is not yet permitted for students in Year 11 or below. This could potentially impact some students who need to complete a defined number of hours in the work place as part of a VET qualification.



The cancelling of **NAPLAN** particularly impacted Year 9 students; with many seeking to pre-qualify in OLNA. As a result, SCSA has announced the following:

- Year 9 students who achieved Band 8 or higher in the Year 7 NAPLAN Writing test will automatically pre-qualify for the Writing component of OLNA
- Year 9 students will be able to sit the three OLNA tests (Reading, Writing, Numeracy) later this year to attempt to pre-qualify in each area. Participation will not be compulsory, although the College will strongly encourage students to participate as it will provide a practice opportunity.

Reporting to Parents – The Minister for Education and the Department of Education announced that, whilst Reporting to Parents was still required at the end of Semester 1; there is no requirement to report on student achievement (i.e. Grades A – E) in Years 1 – 10. After much consideration, the College has decided not to allocate grades in Years 7 – 10; although nominal grades will be separately identified for Year 10 students to enable Senior School subject selection processes to occur. Parents will continue to be able to access assessment results through SEQTA; and reports will continue to have comments describing student progress as well as judgements about Attitude, Behaviour and Effort.

Building Program

Some parents will have noticed that progress has slowed considerably on the works commenced to build the new tennis courts. The contractor has experienced some challenges compacting the earth closest to Russell Street and the Dental Centre. This will likely require either additional soil removal or additions to the existing soil. A small time delay is likely, although this will not impact on timetabled classes for students.

The Percent for Art project is continuing, with three Artists selected to present final concept designs later this week.

Design Development (detailed site plans incorporating floor plans, elevations, fixtures, plumbing, electrical etc) has now been finalised. It is hoped that the Minister for Education will be able to present the plans to the community soon; as was planned prior to the pandemic.

Melissa Gillett
Principal

John Forrest Secondary College Parents and Citizens Association

Treasurers Report May 2020

The P&C's financial position remains poor, but is very likely to dramatically improve in the months ahead as a result of the current COVID19 pandemic and the Federal Government's economic stimulus initiatives. The Balance Sheet (see attached) highlights the P&C's financial position as of early May, with a total equity of just under \$6,000. The Profit and Loss statement (see attached) details the canteen's financial performance so far this year with a loss of just under \$1,000, which is very much lower than the same period last year, when a loss of approximately \$7,000 was made in the same period. This decreased loss is despite an extra week of school holidays and a dramatic decrease in student attendance in the first term due to the COVID19 lockdown, and thus a dramatic impact on canteen sales.

The Government's economic stimulus initiatives have started to impact the P&C finances in a positive way, and will continue to do so, potentially at least until September. The JobKeeper program, which the P&C is capitalising on for canteen staff, dictates that if canteen staff are paid a minimum of \$1,500 per fortnight, then the Government will reimburse their total wages. As a result, the canteen staff wages have been increased to at least \$1,500 per fortnight, and payments were made across the school holiday period, when staff would not normally be paid, to ensure the P&C as an employer qualified for the JobKeeper payments. These payments commenced at the end of March, and this means that our canteen wages bill will be totally subsidised for potentially five months of the year, which will have a significant positive impact on the overall P&C financial result. There is also a small business rebate of up to \$20,000 that the P&C is potentially eligible for, though we have yet to see any payment for this, and it remains to be seen whether we will get the benefit of it. Also, the P&C has only received approximately \$6,600 from parent contributions so far in 2020 when we normally receive at least \$16,000. It may be that the COVID19 impact on school attendance has had an impact on the amount of parent contributions this year, but there is some possibility we will receive further contributions before the end of the year.

After the last meeting, paperwork was lodged with Bankwest to have Kaye Caldwell added as a signatory to the P&C accounts, and to remove Charles Ellis and Lynette Walker, but the Bank had an issue with the fact that I couldn't supply P&C meeting minutes confirming the name change to John Forrest Secondary College Parents and Citizens Association, so as a result this process has stalled. It is important we pass a motion at this meeting to confirm the name change so that I can pass on the minutes of this meeting with the confirmed name change, and then the changes to signatories can occur.

Glenn Cook
Treasurer

18 May 2020

Profit & Loss Statement

1/01/2020 To 10/05/2020

Income		
Over Counter Sales	\$25,570.89	
EFTPOS	\$14,447.85	
Catering	\$3,080.00	
Job Keeper Subsidy (no GST)	\$9,000.00	
Total Income		\$52,098.74
Cost Of Sales		
Bakery	\$609.49	
Pies/Pastry	\$5,895.85	
Pizza	\$2,088.35	
Grocery	\$7,278.11	
Dairy	\$4,989.44	
Fruit & Veg	\$1,220.94	
Ice Cream	\$610.05	
Prepared Meals	\$3,515.50	
Cool Drinks	\$367.20	
Sushi	\$551.60	
Total Cost Of Sales		\$27,126.53
Gross Profit		\$24,972.21
Expenses		
Wages & Salaries	\$26,491.35	
Long service leave payments	\$1,388.61	
software	\$463.25	
Insurance	\$1,164.95	
Superannuation	\$1,877.37	
Merchant fees	\$222.93	
School Canteen & Council Fees	\$985.11	
Total Expenses		\$32,593.57
Operating Profit		-\$7,621.36
Other Income		
P&C Contributions	\$6,632.00	
Total Other Income		\$6,632.00
Total Other Expenses		\$0.00
Net Profit/(Loss)		-\$989.36

Balance Sheet

As of 10/05/2020

ABN: 28 152 106 751

Assets		
General Cheque Account		\$14,262.44
Total Assets		\$14,262.44
Liabilities		
Trade Creditors		\$3,305.36
Payroll Liabilities-Tax		\$3,464.83
Payroll Liabilities-Super.		\$1,640.54
Total Liabilities		\$8,410.73
Net Assets		\$5,851.71
Equity		
Retained Earnings		\$6,841.07
Current Earnings		-\$989.36
Total Equity		\$5,851.71

Canteen Report
Term 2 2020

Week 7 of last term we were inspected by the City of Bayswater, the Environmental Health Officer noted that the canteen premise was compliant.

All three of us have completed the AHA Hospitality & Tourism Covid-19 Course.

A very big thank you to Tanya Armstrong of TAG bookkeeping who was integral to us getting the JobKeeper subsidy and also for the ongoing volunteer work she is undertaking to ensure we will get the payment for the rest of the six months.

Caps Report Term 2 – 2020

It has certainly been a quiet term.

Unfortunately, as all cricket trips/camps are currently on-hold or cancelled, as too our fundraising initiatives.

Our Bunnings Sausage sizzle (scheduled for June 20) has been cancelled and all other fundraising plans have been put on hold.

Hopefully in coming weeks or months, the situation will change and we will get back into it.

Jenny McFarlane
CAPS Convenor
19/05/2020