

**JOHN FORREST SECONDARY COLLEGE P&C**  
**Term 3 General Meeting Minutes**  
**Tuesday, 18 August 2020**  
**7.00pm – School library**

Meeting opened at 7.05 pm

**1. ATTENDANCE AND APOLOGIES**

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

Apologies: Liz McQueen, Stephanie Baily, Matt Bishop

**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 26 May 2020 be taken as read and confirmed as a true and accurate record	Yes
That the minutes of the special General Meeting of John Forrest Secondary College P&C Association on 7 July 2020 be taken as read and confirmed as a true and accurate record	Yes

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

Actions	Person responsible	Completed
Melissa to speak with Karen Kirk regarding whether any additional parent contributions are to be transferred to the P&C	Melissa Gillett	Yes
Write a thank you letter from the P&C to Tanya at TAG Bookkeeping for assistance to the P&C and Linda Morgan in applying for JobKeeper and for the Federal Government stimulus package	Helen Bolin	Yes
CAPS committee to consider closing its bank account and using the P&C account with separate account for CAPs	Jenny McFarlane	In progress
Forward paperwork to WACSSO to officially change the name of the P&C with the Department of Mines, Industry Regulation and Safety	Liz McQueen	Yes
Provide the minutes from the special meeting on 7 July 2020 to the bank to change the signatories on the bank account as follows, in time for the commencement of term 3: <ul style="list-style-type: none"> <li>• remove Charles Ellis, Lynette Walker, Patrice Shannon and Linda Morgan as signatories; and</li> <li>• add Kaye Caldwell as a signatory</li> </ul>	Glenn Cook	Yes – although Kaye has yet to be added and provided with the toggle

**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"> <li>• Email from WASCA with canteen consultancy report and associated documents – 29 May 2020 (see attached consultancy report)</li> <li>• Letter from Grange Insurance for canteen and uniform insurance – 2 June 2020</li> <li>• Email from WACSSO with amended constitution and new certificate of incorporation with name changed to John Forrest Secondary College: 22 July 2020</li> <li>• Email from WASCA – follow up on canteen menu assessment: 29 July 2020</li> </ul>	Yes

<ul style="list-style-type: none"> <li>• WACSSO 'P&amp;C Voice' – Term 2, 2020</li> <li>• WACSSO – P&amp;C President's Guide, P&amp;C Treasurer's Guide and P&amp;C Secretary's Guide</li> <li>• Invitation to Helen Bolin from Melissa Gillett to the year 12 Presentation Evening</li> </ul>	
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<b>Motion</b>	<b>Carried</b>
That the correspondence out since the last meeting be received as per below: <ul style="list-style-type: none"> <li>• Email to WACSSO with completed paperwork for changing the name of the P&amp;C from John Forrest Senior High School to John Forrest Secondary College: 30 May 2020</li> </ul>	Yes

## 5. REPORTS

### 5.1 Principal's report – Melissa Gillett

See attached report setting out:

- staffing changes
- curriculum planning for 2021 and the courses that will and will not be on offer in year 11 in 2021 due to student interest
- COVID-19 planning and the rescheduled year 12 ball
- the building program update and unveiling of the artist's impressions of the new performing arts centre and sports' hall.

<b>Motion</b>	<b>Carried</b>
That the attached Principal's report be adopted	Yes

### 5.2 President's report – Helen Bolin

See attached report.

<b>Motion</b>	<b>Carried</b>
That the attached President's report be adopted	Yes

### 5.3 Treasurer's report – Glenn Cook

See attached report.

Glenn suggested the P&C change banks because Bankwest have been difficult to deal with over the change of name on our account. The meeting discussed moving business to Bendigo Bank as they have provided the school with grants for infrastructure at the school or look at Westpac Bank. This question will be revisited at the 2021 AGM when bank signatories need to change.

<b>Motions</b>	<b>Carried</b>
That the attached Treasurer's report be adopted	Yes

<b>Actions</b>	<b>Person responsible</b>
Include the question of whether the P&C should change banks on the agenda for the 2021 AGM	Liz McQueen

#### 5.4 Canteen report – Linda Morgan

See attached report.

The following items were discussed:

- hand basins have been installed outside the canteen line up for both upper and lower school areas for students to wash hands before being served as a COVID precaution
- the healthy food policy is now on the website - <https://www.johnforrest.wa.edu.au/view/student-support/canteen>
- year 10 students carried out a survey at recess and lunch time for one week. The average number of students that use the canteen per day is 130 students and 9 teachers
- one of the WASCA recommendations was to survey staff and students about their use and expectations of the canteen. It was also suggested by Sonya that this go out to the parents as well. WASCA provided survey templates which Melissa altered a little and then Karen sent to staff students and teachers via survey monkey.

In the canteen review, WASCA suggested the P&C contact the City of Bayswater seeking registered volunteers to assist in the canteen. Helen to contact the City of Bayswater and the P&C will need to put together a welcome kit for volunteers.

Dave Morey (a member of the school staff) has been asked to assist with setting up the spreadsheet to assess our current pricing for goods sold in the canteen.

It was discussed on how much profit the P&C would like to make in the canteen, a neutral profit or reliance of top up payments from P&C contributions. It was determined that Linda would develop scenarios to see the difference they would make to pricing, including:

- P&C break-even (canteen loss is exactly subsidized by parent contributions);
- canteen break-even (canteen makes zero loss/profit and parent contributions are our total profit); and
- a canteen profit of approximately \$5,000.

There was also discussion regarding whether the current officer bearers are registered with the Department of Mines, Industry Regulation and Safety.

<b>Motion</b>	<b>Carried</b>
That the attached canteen report be adopted	Yes

<b>Actions</b>	<b>Person responsible</b>
Obtain evidence of the P&C's not for profit status and provide to Tanya for the JobKeeper application	Linda Morgan
Contact the City of Bayswater asking for volunteers for the canteen	Helen Bolin
Develop spreadsheet to assess current pricing for goods sold in the canteen	Linda Morgan and Dave Morey
Develop scenarios to see the difference they would make to pricing, including: <ul style="list-style-type: none"> <li>• P&amp;C break-even (canteen loss is exactly subsidized by parent contributions);</li> <li>• canteen break-even (canteen makes zero loss/profit and parent contributions are our total profit); and</li> <li>• a canteen profit of approximately \$5,000.</li> </ul>	Linda Morgan

<b>Actions</b>	<b>Person responsible</b>
Check if current officer bearers are registered with the Department of Mines, Industry Regulation and Safety	Liz McQueen

5.5 Cricket Academy Parents (CAPS) report – Jenny McFarlane

See attached report.

<b>Motions</b>	<b>Carried</b>
That the attached CAPS report be adopted	Yes
That the cricket awards night be held on 30 November 2020	Yes
That a sundowner for incoming year 7s be held on 21 January 2021 with CAPS to hold a sausage sizzle for the event and possibility of a WACA player to present the awards	Yes

<b>Actions</b>	<b>Person responsible</b>
Advise CAPS on how to transfer the \$1,000 to subsidise each school camp	Melissa Gillett

**Meeting closed: 8.20 pm**

**Term 4 meeting:** Tuesday, 10 November 2020 at 7.00pm



## **P & C Principal's Report Term 3 2020**

Term 3 has started positively; albeit in the context of COVID-19. From a staff perspective, the first two terms left us quite mentally exhausted; and the end of term vacation was welcomed by all. Whilst we have all returned with a great deal more energy, I think it is fair to say that many staff – like the broader community – remain somewhat COVID-fatigued.

### **Staffing**

#### Staff on Leave:

Mayuka JUBER	Music
Debra McNEIL	Deputy Principal
Donna FRANKLIN	Science

#### New and Returning College Staff

Courtney PODMORE	Music (New)
Stephen IASCHI	Science (New – Term 2)
Karina PARRISH	English (Returning)

### **Curriculum Planning 2021**

Year 10 students have completed subject selections for the 2021 school year. A draft timetable has been constructed; with the vast majority of student selections being accommodated. Adjustments are close to be finalised; after which development of the lower school timetable can commence.

As the Year 11 timetable is based on student choice, there are often changes to the subjects on offer. In 2021, new subjects include Certificate II in Music Industry; Food Science and Technology General; and Literature General. Courses that will not be offered (due to lack of interest) in 2021 include: Ancient History General; and Certificate II in Tourism.

### **COVID-19**

The College continues to plan for a range of contingencies in relation to COVID-19. Currently, additional cleaning is still being provided throughout the grounds and classrooms during the day. I do not know if this will be continuing in Term 4.

Other contingencies that all schools are planning for include:

- One off closure of individual schools if a student or staff member tests positive for COVID-19 (closure of school for approximately three days to clean and to allow Department of Health to conduct contact tracing);
- Longer term closure of individual school due to multiple positive COVID-19 tests within a school;
- Mass closure of schools due to mass community transmission of COVID-19, with staff working onsite or offsite.

At a State level, there is also planning underway for unlikely occurrences, such as a school receiving a positive COVID-19 test on the day of an ATAR examination; provision of masks for examination candidates if mandated etc.

### **Year 12 Ball**

As most would be aware, one of the biggest disappointments earlier this year came from the late cancellation of the College Ball. We had originally hoped to reschedule the Ball in Term 4; however, the recent outbreak of COVID-19 in Melbourne led us to reschedule the Ball for this term – on Saturday, September 5 – rather



than risk another cancellation. It will come as no surprise to note that the Year 12 students are very happy that the event will be proceeding.

### Year 12 Presentation Evening

The Presentation Evening is currently held at the Octagon Theatre at UWA. Based on Phase 4 COVID-19 guidelines, the Theatre can only accommodate 316 people. We expect about 150 Year 12 students to attend; along with about 40 staff and official guests. UWA have offered some alternatives, such as live streaming the event either to people's homes or to nearby lecture theatres. Other options at UWA include using an outdoor setting such as Riley Oval or the Somerville Auditorium. We are also investigating other sites, such as the Perth Concert Hall and the Perth Convention Centre.

Our strong preference is a venue that can accommodate at least two family members per student. We believe that, after 12+ years of education, we should not limit the number of parents who can watch their child graduate from school.

### Building Program

Progress on the new tennis court construction has increased in pace over the last few weeks. Works should be completed by the beginning of Term 4.

The Examination Centre has been relocated to a new permanent position. The works have provided some challenges; with the date of completion being exceeded by over five weeks causing many disruptions. I believe, however, that the delay has been worth it as we have "drawn a line in the sand" regarding the standard of work that we will accept.

As many of you would be aware, the Premier of Western Australia, the Hon Mark McGowan unveiled two images showing the Artists impression of the new Performing Arts Centre and Sports Hall. He was joined onsite by local MPs Lisa Baker, Member for Maylands (and College Board member), Simon Millman, Member for Mount Lawley, and Amber-Jade Sanderson, Member for Morley. The Premier met with about 60 Year 10 students, and the Premier took questions from the students. Some great questions were asked, including:

- How are you today?
- Can you explain what is involved in each of the three stages of the College redevelopment?
- What is your Government doing about Climate Change?
- What is your Government doing about Climate Change from an agricultural perspective?
- When will the Bayswater Train Station be ready?
- Are you happy we are getting a footy hub?
- How do you get on with the Media?
- Would you say you and ScoMo are great friends?
- How do you feel about being the most popular Premier in Australia?

Personally, I was impressed by the Premier's ability to answer all the questions off the top of his head; combined with his humility and politeness of responses.

The images revealed by the Premier are on display near the entrance to the Library.

**Melissa Gillett**  
**Principal**

## **President's Report: Term 3, 18 August 2020**

So far, this year has been quite different than past years due to the COVID 19 pandemic. Since the last meeting we have had the Canteen Association assess our canteen. Upon reading the report I note that the canteen already does some of the recommendations like student and staff survey, and advertising lunch specials. Linda and Michelle have both attended the traffic light workshop and the financial workshop. Linda will present a review of both workshops in her canteen report.

I have provided additional copies of the Canteen Association Report for everyone to read and comment to move forward and improve the viability of the canteen. Some of their recommendations we will need to be more creative in applying as our canteen facilities are extremely dated. This will not change due to the fact in two more years we will have a state-of-the-art canteen/ cafeteria to move into and operate out of.

One compelling issue we have is that, with three canteen staff and only one volunteer, the length of time students are waiting in line to be served discourages students to use the canteen and they buy food etc. before and after school at the Galleria, 7-eleven fuel station, Hungry Jacks or McDonalds. This we have no control over.

I would like to acknowledge both Liz for the committed work in facilitating the Canteen Assessment and successfully changing the P&C name to reflect the school name. Thank you also to Glen for persevering with Bankwest in changing our Bank account name to match the name of our school and the P&C.

Helen Bolin  
P&C President

## **Treasurer's Report: Term 3, 18 August 2020**

The P&C's financial position has improved as a direct result of the Federal Government's economic stimulus initiatives in response to the current COVID19 pandemic, and in particular the JobKeeper subsidy. The Balance Sheet (see attached) highlights the P&C's financial position as of early August, with a total equity of just over \$9,000. However, this doesn't include recent revenue and at the time of writing this report the bank balance was just over \$35,000 (as opposed to approximately \$20,000 in the Balance Sheet), so the Balance sheet most likely underrepresents the P&C's current financial position.

The Profit and Loss statement (see attached) details income and expenditure so far this year with a profit of just over \$2,000, which is the first time in some years that we could talk about a profit. However, it is important to note that overall, the canteen has made a loss of just over \$35,000 to this point in the year, but that JobKeeper subsidy payments for canteen staff wages totalling \$27,000 and Parent Contributions of just over \$10,000 have combined to produce an overall profit. It is also noteworthy that parent contributions have declined by approximately 40% this year. The P&C has typically received \$16,000 to \$18,000 from parent contributions in recent years, but this year we have only received just over \$10,000.

The Government's JobKeeper initiative has had a significant positive impact on the P&C finances in 2020, and it appears that the JobKeeper scheme will continue at least until March 2021, so potentially the P&C can continue to benefit at least until then, however the payment rate will decrease from the end of September. Currently canteen staff wages are almost totally matched by the JobKeeper payments, however these payments are likely to be about half the current rate from late September, and of course we can't be certain that the Government won't impose new eligibility criteria, and that the P&C will continue to benefit from the payments. Thus, it is important to continue to assess the canteen's financial performance and look for ways to reduce costs.

Bankwest has finally accepted the account signatory changes that were initially applied for back in March. At the time of writing, the non-current signatories have been removed, but Kaye Caldwell is yet to be added as a signatory, although this may occur once she receives login details and a passcode token in the mail, hopefully in the next week.

Current bank account signatories are Helen Bolin, Glenn Cook and Karen McKay, whilst Linda Morgan has non-signatory account access, that allows her to view transactions in the account. I have had numerous problems with Bankwest over the years and they seem to be particularly unhelpful and difficult to work with. I personally think it is time the P&C consider changing banks, and I would like the P&C to consider Bendigo Bank in Bayswater, who have an excellent community focus, and previously have supported the school financially.

Glenn Cook  
Treasurer



**Balance Sheet**

As of 12/08/2020

Assets	
General Cheque Account	\$20,412.46
<b>Total Assets</b>	<b>\$20,412.46</b>
Liabilities	
Trade Creditors	\$6,768.67
Payroll Liabilities-Tax	\$3,428.83
Payroll Liabilities-Super.	\$1,142.67
<b>Total Liabilities</b>	<b>\$11,340.17</b>
<b>Net Assets</b>	<b>\$9,072.29</b>
Equity	
Retained Earnings	\$6,847.97
Current Earnings	\$2,224.32
<b>Total Equity</b>	<b>\$9,072.29</b>

**Profit & Loss Statement**

1/01/2020 To 12/08/2020

<b>Income</b>		
Over Counter Sales	\$49,277.74	
EFTPOS	\$31,463.35	
Catering	\$3,972.00	
Rewards	\$59.49	
<b>Total Income</b>		<b>\$84,772.58</b>
<b>Cost Of Sales</b>		
Bakery	\$1,038.69	
Pies/Pastry	\$12,576.50	
Pizza	\$3,235.65	
Grocery	\$12,098.86	
Dairy	\$9,115.17	
Fruit & Veg	\$1,879.59	
Ice Cream	\$800.20	
Prepared Meals	\$6,323.65	
Cool Drinks	\$367.20	
Sushi	\$1,182.68	
<b>Total Cost Of Sales</b>		<b>\$48,618.19</b>
<b>Gross Profit</b>		<b>\$36,154.39</b>
<b>Expenses</b>		
Wages & Salaries	\$58,559.83	
Long service leave payments	\$4,139.80	
Employment Expenses	\$117.55	
software	\$757.55	
Insurance	\$2,039.80	
Superannuation	\$4,291.50	
Merchant fees	\$222.93	
School Canteen & Council Fees	\$1,060.11	
<b>Total Expenses</b>		<b>\$71,189.07</b>
<b>Operating Profit</b>		<b>-\$35,034.68</b>
<b>Other Income</b>		
P&C Contributions	\$10,259.00	
JobKeeper	\$27,000.00	
<b>Total Other Income</b>		<b>\$37,259.00</b>
<b>Total Other Expenses</b>		<b>\$0.00</b>
<b>Net Profit/(Loss)</b>		<b>\$2,224.32</b>

## Canteen Report: Term 3, 18 August 2020

### WA School Canteens' Association (WASCA) Report and recommendations

1. Melissa updated our schools Healthy Food and Drink Policy and is on the school's website.
2. Reviewing the menu-the menu was reviewed last year when WASCA was first approached. We might be asked 4 times in the whole school year for a copy of our menu it is not something the students are bothered with. Similarly, the main difference between a summer and winter menu would be mainly soups and our hot meals, hot meals are very popular whatever the season and not one student buys soup this is something we make fresh for the teachers. We will however be putting in daily reminders to the students that they can order before school or at recess.
3. Last week I organised some beautiful year 10 students to forgo their lunch and recess for the whole week so they could tally the number of students that use the canteen. I haven't finished collating the figures yet but the early results are very disappointing. I was expecting out of 1000 students that we would at least serve around 200, the results are saying the number is far less and only around 130 students and roughly 9 teachers. We need to find out why and to obviously increase the numbers. I don't know if Covid-19 has a part to play in this or not also the summer months are typically a lot busier. I am liaising with Helen Watson to get the Student Council to issue a survey (designed by WASCA) through Survey Monkey to all students during form time they will then collate the answers for me. There is also a survey for teachers which I will get Karen to help me with.
4. I have contacted the City of Bayswater about their volunteer programme and was advised to send an email to [mail@bayswater.wa.gov.au](mailto:mail@bayswater.wa.gov.au) titled Volunteers. WASCA also have on their website a "volunteer welcome kit". Due to all of my extra work commitments with JobKeeper, new pricing, different pay procedures and actioning 95% of this report I would like a volunteer to write to the City of Bayswater and look into creating a welcome kit.
5. Refer to next section about training
6. As above
7. As above

### Training

1. Michelle, Pina and I completed a refresher course during the school holidays in the Traffic Light Training. It is recommended we do this every five years. Although we didn't learn anything new, other than we could get volunteers from our local shire, it was still interesting. Unfortunately, the other schools that completed the class with us were primary schools so we couldn't relate much in number of students, serving etc.
2. We also completed the Food Safety and Hygiene course through FoodSafe for the third time. Our new volunteer also took this course as it's recommended for all staff and, as we were in the mood for courses, we also took the Hospitality & Tourism COVID-19 Hygiene Course.

3. Michelle and I also completed the Financial Management course, which we found at times to be a bit confusing but very beneficial. Once we got over our confusion, we now have a formula to work out our pricing to cover all overheads. Before we do this, we need to know:
  - a) the amount of profit the committee would like the canteen to make?
  - b) do you want us to include the parent contributions?

We will be working out our new pricing in term 4 based on the Profit and Loss statement from the end of term. Just so you know, with the new price calculations, 5% is added on to cover any increases from our suppliers and any wage increases etc.

### **JobKeeper**

As you know we are currently being paid \$1500 gross with the aid of JobKeeper. This will end at the end of September. For us to continue getting JobKeeper, we have to prove several things – the main one being that our GST revenue (income) has to be down by 30% or more in the September quarter. Tanya says there is no give and take on this figure.

If we look at our over counter sales including EFTPOS for the June quarter, we were down 27.80% - very close but not close enough. This figure does not include P & C contributions. If they were to be included, then our income would be down by 34.50% so Tanya is looking into whether we can include the contributions in the turnover test.

Tanya is also looking to see if they class us as a not-for-profit because the rate for not-for-profits is a 15% loss in income, not 30%, and we would therefore qualify.

With that in mind and to be prepared if we are approved for the next lot of JobKeeper, which will be reduced to \$1,200 gross from the government, I am asking the P & C to approve top up payments of \$246.46 gross for me and \$213.06 gross for Michelle (Pina is not affected by the lower government rate) each fortnight.

Apparently, there has been a huge number of applicants for the small business \$10,000-\$20,000 grant so we are still waiting to see if we have been successful or not.

Bankwest has been very kind to small business and not charged us EFTPOS fees for the June quarter, they are however back to charging now.

Once again, we catered for the school PD day and got some wonderful feedback from the teachers.

September is Crunch and Sip and for the first time I would like the canteen to get involved, much to the disgust of some of the upper school students who think it's a very "baby childish conception". I plan to hang up cardboard vegetables and fruit all around the canteen and plan on having a let's call it a refined or more grown up vegetable option out on display for the students to purchase daily. I'm even hoping some students will send in their favourite vegie recipe that we can showcase and the one that sells the most will get a prize.

I have asked Phil (the Chaplin) if he can get any vegies or fruit from the Foodbank to help with this and I will be able to plan specials around what we are lucky to get.

Linda Morgan  
Canteen manager

## **Cricket Academy Parents' Subcommittee Report: Term 3, 18 August 2020**

Our last meeting was held on 4 August. We had approximately 12 parents in attendance, which was good turnout.

Sam Davis gave us an update on where things were post-COVID. The majority of trips for each are going ahead (locally), however, at this stage, there is no real possibility of interstate or international travel.

The issue of the CAPS bank account was discussed. As a group we decided we are happy for the account to be closed and funds transferred into the main P&C account, with a sub-account register to be kept to allow reconciliation of CAPS funds held. Jenny and Glenn will sort out the best way to do this.

We also agreed that, as most camps were taking place, we would transfer \$1,000 per year group (as previously discussed and approved by P&C) to the school in order to subsidise these camps. Will need advice on how best to do this.

We would like P&C approval to run a welcome sundowner to incoming Year 7 parents in the week before school returns in January/February.

We also discussed the annual Cricket Academy awards night. We would like to proceed with organising this event, along the same lines as last year. Date proposed is 30 November 2020.

We ran a Bunnings Sausage Sizzle at Bayswater on 16 August. Thanks to the P&C, and particularly Liz, for arranging the approval of this at such short notice. We raised \$1,120 which, considering the weather, was challenging. Thanks to all volunteers and parents who donated their and supplies for the day.

Jenny McFarlane  
CAPS subcommittee convenor