

JOHN FORREST SECONDARY COLLEGE P&C
Term 4 General Meeting Minutes
Tuesday 10 November 2020
7.00pm – School library

Meeting opened at 7.05 pm

1. ATTENDANCE AND APOLOGIES

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

Apologies: Nil

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 18 August 2020 be taken as read and confirmed as a true and accurate record | Yes |

3. BUSINESS ARISING FROM PREVIOUS MINUTES

| Actions | Person responsible | Completed |
|--|-----------------------------|---|
| Obtain evidence of the P&C's not for profit status and provide to Tanya for the JobKeeper application | Linda Morgan | Yes |
| Contact the City of Bayswater asking for volunteers for the canteen | Helen Bolin | No – the CoB does not coordinate volunteers for food service. Neither does the City of Stirling * |
| Develop spreadsheet to assess current pricing for goods sold in the canteen | Linda Morgan and Dave Morey | On going |
| Develop scenarios to see the difference they would make to pricing, including: <ul style="list-style-type: none"> • 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. | Linda Morgan | On going |
| Check if current officer bearers are registered with the Department of Mines, Industry Regulation and Safety | Liz McQueen | Yes |
| Advise CAPS on how to transfer the \$1,000 to subsidise each school camp | Melissa Gillett | Yes |
| CAPS committee to consider closing its bank account and using the P&C account with separate account for CAPs | Jenny McFarlane | Will be closed in the next couple of weeks and approximately \$9.5K transferred to |

| Actions | Person responsible | Completed |
|---|---------------------------|------------------|
| | | the P&C account |
| Kaye Caldwell to be provided with bank toggle | Glenn Cook | Yes |

* Helen to write to WACSSO regarding incorrect advice given by the WA School Canteen Association to tap into volunteers coordinated by councils, and to provide gifts to volunteers

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"> • Letter from WACSSO regarding vacancy in the Swan West electorate – undated • WACSSO P&C Voice – term 3 2020 | Yes |

Nil correspondence out.

5. REPORTS

5.1 Principal's report – Melissa Gillett

See attached report setting out:

- Staffing
- OLN results for years 9, 10, 11 and 12
- Public school review of JFSC.

| 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.

Registration with the Australian Charities and Not-for-profit Commission

Glenn raised registering as a charity with the Australian Charities and Not-for-profit Commission (ACNC) and advised:

- the P&C was previously registered but this lapsed possibly due to failing to submit the required annual information statements since 2013;
- WACSSO support P&Cs being registered as a charity as it makes it easier to get government grants;
- the ATO would not require us to lodge annual tax returns if we are a charity;
- maintaining registration is simply done by lodging annual information statements after the AGM;
- the P&C may be eligible for JobKeeper 2 if we have charity status (the reduction in revenue for charities is 15% rather than 30%. Our revenue has declined 17%);
- it will take approximately 3 weeks for the ACNC to process our re-registration.

The ATO has declined our Job Keeper application but we have 60 days to lodge an objection. If we obtain charity status within this period, we can then lodge an objection. If we obtain JobKeeper 2, we will be required to pay the staff over the Christmas break any amount equivalent to the Job Keeper payments.

The meeting queried whether parent donations to the P&C would be tax deductible if we were a charity.

Audit of financial statements

It was acknowledged that, although the WACSSO Constitution does not require the P&C to have its accounts audited, the *Schools Education Act* requires this and it was agreed it was also good financial practice.

There have been difficulties in the past obtaining an auditor on a voluntary basis from the parent body. Melissa advised she would speak to the school finance committee to see if it would be possible to reduce the school fees for a parent who does volunteer to audit the accounts.

Glenn will also investigate auditor options.

| Motions | Carried |
|---|----------------|
| That the attached Treasurer's report be adopted | Carried |
| That the P&C approve Glenn Cook re-registering the P&C with the Australian Charities and Not-for-profit Commission | Carried |
| That the P&C approve: <ul style="list-style-type: none"> the appointment of an auditor to audit the accounts for the 2021 AGM payment of up to \$500 for an auditor | Carried |

| Actions | Person responsible |
|--|---------------------------|
| Re-register the P&C with the Australian Charities and Not-for-profit Commission | Glenn Cook |
| Obtain advice on whether parent donations to the P&C are tax deductible if the P&C is a charity | Melissa Gillett |
| Investigate whether it would be possible to reduce the school fees for a parent who volunteers to audit the P&C's accounts | Melissa Gillett |
| Engage an auditor | Glenn Cook |

5.4 Canteen report – Linda Morgan

See attached report.

Linda noted that the demand for the EFTPOS machine is so great now, a second one is required.

| Motion | Carried |
|--|----------------|
| That the attached canteen report be adopted | Carried |
| That the P&C vote via email on obtaining a second EFTPOS machine once costs have been obtained from the bank | Carried |

| Actions | Person responsible |
|--|---------------------------|
| Contact the bank to: <ul style="list-style-type: none"> determine the cost of an additional machine; request a review of our charging costs given the increase in EFTPOS transactions; determine if being a charity will make a difference to the charges | Glenn Cook |

5.5 Cricket Academy Parents (CAPS) report – Jenny McFarlane

See attached report.

CAPS would like to register for the Toyota 'Good for WA Cricket' raffle. Tickets are sold online. The funds raised will be directed to the P&C account (as the CAPS account will be closed in the next couple of weeks).

| Motions | Carried |
|---|----------------|
| That the attached CAPS report be adopted | Yes |
| That the P&C approve CAPS registering for the Toyota 'Good for WA Cricket' raffle | Yes |

| Actions | Person responsible |
|--|---------------------------|
| Provide Sonya Criddle with the school's Facebook coordinator's contact details for the promotion of the raffle | Melissa Gillett |

6. GENERAL BUSINESS

Containers for change

It was noted that there is an opportunity for the school or the P&C to become involved in the 'Containers for Change' program – either by having bins located at the school or by setting up and promoting a scheme ID which allows parents and others to direct refunds on their empty containers to the school or P&C.

Scouts WA may be able to assist by dropping off and collecting bins as they have commenced doing this for Bayswater Primary School.

| Actions | Person responsible |
|--|---------------------------|
| Discuss with the JFSC environment committee regarding options for the school's involvement in the containers for change scheme | Melissa Gillett |

President and Treasurer's positions

It was noted that both Helen Bolin and Glenn Cook will be stepping down from the President and Treasurer positions after the AGM and work needs to start now to identify replacements.

Sonya Criddle indicated that she would be prepared to take on the President's position.

Liz McQueen indicated that she would continue on in the Secretary's position in 2021.

Hire of netball courts

In response to a question at the meeting, Melissa advised that JFSC does hire out the netball courts.

Meeting closed: 8.25 pm

Term 1 meeting (AGM): Tuesday, 2 March 2021 – 7 pm



P & C Principal's Report Term 4 2020

Term 4 is almost over... and yet it has only just begun. This time of the year is incredibly busy for both staff and students; all of whom seem noticeably more fatigued than in previous years.

Year 12 students are well into their ATAR examinations. At the time of this meeting, students have completed exams in Modern History; Physics; Literature; Physical Education Studies; English; Chemistry; Mathematics Applications; Mathematics Specialist; and Psychology. Still to come are Human Biology; Mathematics Methods; Economics; Visual Arts; 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 2021 is nearing completion, with a number of selection processes either complete or underway. In some 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. We have an unusually high number of staff taking parental leave next year; with selection processes occurring to backfill these positions for 12 months.

OLNA

September OLN results 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 OLN competence – September 2020 (Test 2 for Years 10 - 12) | | | |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
| | 2020 Numeracy (Sept 2019) | 2020 Reading (Sept 2019) | 2020 Writing (Sept 2019) |
| Year 9 (n = 189) | 63% (N/A) | 78% (N/A) | 82% (N/A) |
| Year 10 (n = 184) | 82% (83%) | 89% (88%) | 84% (84%) |
| Year 11 (n = 192) | 91% (92%) | 93% (91%) | 90% (89%) |
| Year 12 (n = 170) | 98% (98%) | 97% (99%) | 97% (96%) |

Of interest is the Year 9 results. Due to NAPLAN being cancelled in 2020, Year 9 students were able to attempt OLN in September; as a way of “pre-qualifying” for OLN. In 2020, 105 students pre-qualified through OLN testing (56%). In 2019, 65 students pre-qualifying through NAPLAN testing (33%).

Public School Review

The Public School Review (PSR) was originally scheduled to occur in March 2020; but was cancelled two



days prior as a result of COVID-19. During Terms 2 and 3; the PSR process was modified, with a new process implemented from the commencement of Term 4 2020.

One thing that has not changed for over a decade is this:

Every school is required to seek continual improvement and account for its performance by undertaking self-assessment, planning for improvement, reporting on performance and progress and participating in, and acting on, review processes.
(School Improvement and Accountability in Public Schools Policy)

Research indicates that there are five areas (domains) that have the greatest impact on **student achievement and progress**. These are:

- engaging **relationships and partnerships**;
- a positive **learning environment**;
- effective **leadership**;
- **quality teaching**; and
- **use of resources**.

There are two components of the PRS process:

- School self-assessment
- School-based validation of school self-assessment

The first component is ongoing – however schools must submit a summary of their self-assessment (with evidence) online through the ESAT (Electronic School Assessment Tool). This is then reviewed by two people: a Public School Review Director and a peer reviewer (principal of similar type of school). The pair then visit the school and conduct a series of meetings to validate the school's claims.

The validation visit occurred on Wednesday 28th October 2020.

At the conclusion of the validation visit, the principal is asked to propose the timeframe of return for the next review; although the final date is determined the Deputy Director General, Schools. The options for review timeframes are:

- 1 year – additional time and/or support is/are required to meet the school performance standard; or the school is seeking a review in a particular area of focus
- 3 years – school performance is validated as meeting the standard
- 5 years – school performance is validated as exceeding the standard across all domains

The College is awaiting the Public School Review report; which will include a timeframe for the next review; as well as commendations and recommendations for each domain.

Critical Incident

The College was extremely saddened to learn of the unexpected passing of a 2019 Year 12 student. This is the second such death from the year group. Support services have been provided to current Senior School students; as well as to 2019 Year 12 students.

Melissa Gillett
Principal

Treasurer's Report: Term 4 2020

The P&C's financial position continues to improve dramatically 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 healthy financial position as of the end of October, with a total equity of just over \$52,000, which is up from about \$9,000 in August. This dramatic jump in equity is due to the continuing JobKeeper payments, as well as a Federal Government grant for small business of \$15,000 to support cash flow in a time of difficult operating conditions due to COVID19. The Profit and Loss statement (see attached) details income and expenditure so far this year with a profit of just over \$45,000, which is directly the result of the JobKeeper payments and Government grant, which amount in total to \$73,500. Whilst this profit is excellent for the P&C, it is important to note that overall, the canteen has made a loss of just over \$42,000 to this point in the year, and so overall the P&C would have made a financial loss of approximately \$28,000, if not for the fortuitous Government financial assistance. Without that assistance, the P&C would have become insolvent sometime during 2020. Further parent contributions were received after the August meeting and so totalled just under \$15,000 for 2020, which is a little less than in previous years (typically \$16,000 to \$18,000), but a reasonable result given the difficult year it has been for students, parents, and the school.

The P&C is now ineligible for the Government's JobKeeper initiative because our revenue in the most recent quarter did not meet the Government criterion of a greater than 30% decline. I understand our revenue has declined about 17% compared to the similar period last year. However, the P&C could qualify for JobKeeper if it were registered as a charity with the Australian Charities and Not-for-profits Commission, since the criterion for charities is a profit decline of greater than 15%. The P&C was registered as a charity in the past but this lapsed in 2015 without the committee's knowledge. Re-registration entails providing Annual Information Statements back to 2013, and if the P&C qualified for JobKeeper payments again, it would potentially become eligible for payments in the order of \$15,000 from JobKeeper 2. This is worth consideration.

Since the last meeting, Bankwest has added Kaye Caldwell to the list of account signatories with electronic access, so now our banking procedures have fallen into line with our constitution. Linda Morgan, the Canteen Manager and Book Keeper, calculates wages and inputs supplier payments into MYOB, then sends the resultant information files to Kaye Caldwell to load into Bankwest electronic banking, then another signatory, usually myself, approves those payments. At the time of writing this report, current bank account signatories are Helen Bolin, Glenn Cook, Karen McKay, and Kaye Caldwell, whilst Linda Morgan has non-signatory account access, which allows her to view transactions in the account, but not set-up or approve payments. Others can be easily provided this access if required.

This will be my penultimate P&C meeting after about 9 years of P&C meetings as I intend to resign at the AGM next year.

Glenn Cook

Treasurer

Balance Sheet

As of 30/10/2020

| Assets | |
|----------------------------|--------------------|
| General Cheque Account | \$66,388.00 |
| Total Assets | \$66,388.00 |
| Liabilities | |
| Trade Creditors | \$5,607.51 |
| Payroll Liabilities-Tax | \$5,820.83 |
| Payroll Liabilities-Super. | \$2,849.87 |
| Total Liabilities | \$14,278.21 |
| Net Assets | \$52,109.79 |
| Equity | |
| Retained Earnings | \$6,847.97 |
| Current Earnings | \$45,261.82 |
| Total Equity | \$52,109.79 |

Profit & Loss Statement

1/01/2020 To 30/10/2020

ABN: 28 152 106 751

| | | |
|-------------------------------|--|---------------------|
| Income | | |
| Over Counter Sales | | \$68,093.93 |
| EFTPOS | | \$49,477.65 |
| Catering | | \$5,106.80 |
| Rewards | | \$59.49 |
| Total Income | | \$122,737.87 |
| Cost Of Sales | | |
| Bakery | | \$1,622.88 |
| Packaging | | \$95.55 |
| Pies/Pastry | | \$20,272.00 |
| Pizza | | \$4,681.14 |
| Grocery | | \$17,797.74 |
| Dairy | | \$13,743.31 |
| Fruit & Veg | | \$2,710.70 |
| Ice Cream | | \$1,166.94 |
| Prepared Meals | | \$7,519.20 |
| Cool Drinks | | \$367.20 |
| Sushi | | \$1,558.58 |
| Total Cost Of Sales | | \$71,535.24 |
| Gross Profit | | \$51,202.63 |
| Expenses | | |
| Wages & Salaries | | \$79,102.53 |
| Long service leave payments | | \$4,139.80 |
| Employment Expenses | | \$117.55 |
| software | | \$975.55 |
| Insurance | | \$2,039.80 |
| Superannuation | | \$5,998.70 |
| Merchant fees | | \$544.53 |
| Postage and Stationery | | \$5.29 |
| School Canteen & Council Fees | | \$290.95 |
| Total Expenses | | \$93,214.70 |
| Operating Profit | | -\$42,012.07 |
| Other Income | | |
| P&C Contributions | | \$14,759.00 |
| JobKeeper | | \$58,500.00 |
| Grants and Donations | | \$15,000.00 |
| Total Other Income | | \$88,259.00 |
| Other Expenses | | |
| Insurance P & C | | \$985.11 |
| Total Other Expenses | | \$985.11 |
| Net Profit/(Loss) | | \$45,261.82 |

Canteen Report: Term 4 2020

The menu pricing for 2021 is still being completed we have discovered that some items (e.g.-potato pies and sushi) will be very expensive with the new pricing formula so we have decided to omit them from the menu. With this in mind we have begun making our own onigiri rolls fresh daily and so far, we have not received any complaints from the students the opposite in fact they sell out.

Fruit and vegetable fortnight although a lot of extra work was a huge success, I'm sure the girls could be heard saying next time I come up with an idea to just ignore me. The serving windows were decorated with all different types of fruit and vegetables and looked really great (photos on the school social media accounts). We must thank Phil Glossop and Foodbank who donated potato, carrots and apples. Fruit and veggie cups are very old fashioned and didn't sell well at all however we made our own poke style bowls that we created and were inspired by traveling the world.

e.g.) a Japanese bowl that contained seasoned rice as the base, Japanese pickled cucumber, soy and garlic mushrooms, Japanese potato salad, carrot salad with a yuzu dressing and avocado topped with kewpie mayo and toasted sesame seeds. Other bowls consisted of Italian, Mexican and a four-salad salad bowl. We sold out of every bowl we made, they were so popular with students and staff (actually sometimes the students were lucky to get any) that time permitting we now make at least one type of bowl per week.

Although fruit and vegetable week is over Phil still continues to bring us bread and whatever vegetables are available, we therefore have not had to purchase as much bread as usual and the vegetables are always put to good use.

Week two term four was our busiest catering week for the year, we started with our goodbye morning tea for the year 12's and finished the week catering lunch for the staff on school development day.

Orientation day is fast approaching, menus have already been sent out and parents have been advised that there will be no pre ordering unless their child has specific dietary requirements.

The response to the canteen survey sent out to parents' students and staff was disappointing with only 88 parents and 123 participating. We learnt two things the first being that the children want the spicy chicken brought back (which isn't going to happen as it is a red item and very difficult to price) and that the parents of year 7's would like online ordering, as this wasn't reflected in the rest of the year group responses and we have discussed this before it would not be viable to establish online ordering just for year 7 students.

The order window has been open before school for the last eight weeks, simultaneously students were advised of this with a daily notice blitz also letting them know that if they had any special dietary requirements, we could cater for them provided they order. We also stated in the notice that if you wanted to skip the line at recess and lunch then ordering and collecting from the order window was the way to go. In the 8 weeks we have had 1 student order their lunch and that was a drink only.

We had another Health inspection by the City of Bayswater and once again we were deemed compliant.

The volunteer morning tea this year will be held on 10th December, if any committee members are available it would be appreciated if they could attend as we not only thank the canteen volunteers but all volunteers who work tirelessly for the whole school community.

Linda Morgan

CAPS Report: Term 4 2020

CAPS is currently preparing for our annual awards night which is being held on Monday 30 November at Swan Athletics Club. Invitations will be going out to family and special guests later this week.

We are also in the process of planning and Welcome function for 2021 Year 7 students and their families. This will be held on Wednesday 27 January and will involve a sausage sizzle and a casual game of cricket. It is an opportunity for parents and kids to meet and to educate parents on CAPS and the work we do.

CAPS committee wishes everyone a safe and happy Christmas break.

Jenny McFarlane and Sonya Criddle