

**JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS' ASSOCIATION INCORPORATED**  
**Term 2 General Meeting Minutes**  
**Tuesday, 24 May 2022**  
**7.00pm – School library**

Meeting opened at 6:58 pm

**1. ATTENDANCE AND APOLOGIES**

Attendees: C Burrows (Chair), K Stewart, R Brandes de Roos, D Robinson, S Peet, P Cherubinn, M Dimonopoulos, L Morgan, L McQueen, F Van, R Marshall

Apologies: Sonya Criddle

**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 1 March 2022 be taken as read and confirmed as a true and accurate record	Yes

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

Actions	Person responsible	Completed
Change signatories to the CAPS bank account (BSB: 306-042; Account number: 070551-1)	Rathy B	Yes
Populate pricing spreadsheets with canteen items, costs and prices to calculate price increases and bring to next meeting	Rathy B, Linda M and Kerry S	Yes
Run a student naming competition in the new year, once the cafeteria is open	Linda M	Work in progress
Ask the school to place a Canteen Volunteer call out notice on the electronic sign on Russell St	Linda M	Work in progress
Place a social media post asking for a volunteer to assist in the canteen on a Wednesday 10:30 to 1:30pm	Linda M and Sonya C	Work in Progress

**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>● Letter from Lisa Rodgers (via WACSSO) #22CI/01 - Director General of the Department of Education COVID-19 safety measures in schools</li> <li>● Email from WACSSO #22CI/02 - Nomination period for the 2022 WACSSO State Council Elections</li> <li>● Letter from Children's Crossing &amp; Road Safety Committee #22CI/03 - Review of Crossing, Broun Ave near Lawrence St</li> <li>● Letter from Bankwest #22CI/04 - Merchant pricing change</li> <li>● Bankwest Statement 242 for account 070551 #22CI/05</li> <li>● WACSSO 2022 P&amp;C Handbook</li> <li>● Email from State Member of Parliament, Lisa Baker #22CI/07 - Allocated RATS available for collection</li> </ul>	Yes

<ul style="list-style-type: none"> <li>● Email from Bankwest #22CI/08 - Confirmation for request to change details on account 070551</li> <li>● Letter from WACSSO #22CI/09 - Affiliation Annual Fee Invoice 22317</li> <li>● Bankwest Statement 243 for account 070551 #22CI/10</li> <li>● Letter from CGU Workers Compensation #22CI/11 - Employer Indemnity Insurance Invoice</li> <li>● Letter from Children's Crossing &amp; Road Safety Committee #22CI/12 - Review of Crossing, Broun Ave near Lawrence St initial survey results</li> <li>● Bankwest Statement 244 for account 070551 #22CI/13</li> <li>● Letter from SGIO #22CI/14 - Business Insurance Policy Invoice</li> <li>● Bankwest Statement 586 for account 417101-5 #22CI/15</li> <li>● Letter from Dept. of Education to Celebrate P&amp;C Day</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>● Letter to Commonwealth Bank of Australia - Request to update listed owner for Merchant ID 5353109690769526</li> </ul>	Yes

## 5. REPORTS

### 5.1 Principal's report – Denise Robinson

See attached report setting out:

- Acknowledging and thanking the dedicated staff at JFSC
- Building update
- External Testing - NAPLAN and ESTs
- Peer Support Review
- Year 11 and 12 exams held in the staff room
- COVID update
- WASSEA President - Melissa Gillet appointed

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

### 5.2 President's report – Sonya Criddle

No report.

### 5.3 Treasurer's report – Rathy Brandes de Roos

See attached report.

Information to note:

- The P&C financial position continues to remain healthy.
- The canteen has reported a profit for the first quarter of this year. This is to be celebrated as previous years has reported losses.
- Awaiting the deposit of the P&C student contributions from the school.

<b>Motions</b>	<b>Carried</b>
That the attached Treasurer's report be adopted	Yes
That the John Forrest Secondary College Parents and Citizen's Association Incorporated approve, with respect to Bankwest account BSB: 306-042 and account number 4171015 (being the account used for the canteen): <ul style="list-style-type: none"> <li>● name change of this account from JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS ASSOCIATION to JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS' ASSOCIATION INCORPORATED as per DMIRS registration</li> <li>● Amend and update the office bearers as per the AGM outcome from Term1 meeting.</li> <li>● Remove Glenn Cook as a signatory of the bank account</li> <li>● Add Kerry Stewart (Secretary) as an authorising signatory to the account</li> </ul>	Yes
That the signatories are updated for Bankwest account JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS' ASSOCIATION INCORPORATED (for the CAPS subcommittee with BSB:306-042 and account number 0705511): <ul style="list-style-type: none"> <li>● Remove the following signatories the bank account Sean Cappeau, Veronica Harrison and Susan McHugh</li> <li>● Add Kerry Stewart (Secretary) as an authorising signatory to the account</li> </ul>	Yes
That the Australian Business Registration details are amended and updated: <ul style="list-style-type: none"> <li>● update office bearers to include Sonya Criddle (President), Rathy Brandes de Roos (Treasurer) and Kerry Stewart (Secretary)</li> </ul> amend name to JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS ASSOCIATION INCORPORATED.	Yes

<b>Actions</b>	<b>Person responsible</b>
Change the name of account, update the office bearer details and change signatories for the Canteen bank account (BSB: 306-042; Account number: 4171015)	Rathy B
Amend the name and update office bearer details for the Australian Business Registration number 28152106751	Rathy B
Update the signatories for for the CAPS subcommittee bank account (BSB:306-042; Account number 0705511)	Rathy B

#### 5.4 Canteen report – Linda Morgan

See attached report.

Information to note:

- Upper school exams affect our takings as they are the biggest spenders.
- Canteen COVID 19 plan to be set out. At the meeting it was decided that the canteen will temporarily close on the days/weeks that staff levels are inadequate due to illness.
- Volunteers for the canteen needed. It is disappointing to have had no new volunteers. The canteen is flexible with hours and rosters. Volunteers are greatly appreciated.

<b>Motion</b>	<b>Carried</b>
That the attached canteen report be adopted	Yes
That John Forrest Secondary College P&C approves the purchase of a third EFTPOS machine for use in the lower school side	Yes

<b>Actions</b>	<b>Person responsible</b>
Purchase an EFTPOS machine	Rathy B Linda M
Purchase thermomix (Quote 11/5/22 for \$2359) and knives	Linda M

## 5.5 Cricket Academy Parents (CAPS) report – Jenny McFarlane

See attached report.

Information to note:

- CAPS sub committee meeting was held on Tuesday 17/5/22
- Awards nights is tentatively set for Monday 28th November
- Preparations are being made for fundraising events, with a Bunnings Sausage sizzle for August / September and a Quiz Night held sometime later this year. Suggestions for a free or low cost venue would be welcome.
- CAPS camps are still planned for this year. Interstate travel excursions are still to be decided.
- Thank you to the Treasurer, Rathy for their dedication to sorting out the bank account details and issues.

<b>Motions</b>	<b>Carried</b>
That the attached CAPS report be adopted	Yes
That the John Forrest Secondary College P&C approves to provide funding from the CAPS bank account (0705511) to the school for each year group to assist with subsidizing the cost of planned cricket camps/trips. <ul style="list-style-type: none"><li>● Year 7                 \$1000</li><li>● Year 8                 \$1000</li><li>● Year 9                 \$1000</li><li>● Year 10                \$1000</li></ul>	Yes

<b>Actions</b>	<b>Person responsible</b>
Await resolution to a raised dispute with Bankwest regarding CAPS bank account 070551-1, statement #242, for an unknown transaction to NordCheckout for the amount of \$128.25 dated 23 Feb 22.	Jenny M Rathy B
Transfer \$4000 from the CAPS bank account (0705511) into the JFSC school account (account details to be confirmed by Alisha/Rose)	Jenny M Rathy B

## **6. GENERAL BUSINESS**

### 6.1 City Rotary School Partnership

The City Rotary have formed a partnership with John Forrest Secondary College. Ros Marshall introduced the Rotary Club organisation and spoke about the activities, contributions and donations provided recently. Information was presented about the range of Rotary youth programs and opportunities, and to express the Rotary's dedication to be involved and support our school.

The proposal for a Rotary Club Breakfast has been postponed until later in the year, when staff and student representatives are less pressured by the effects of COVID-19.

Additionally, information was presented by Fiona Van on Eating Disorders most common to adolescents. A document with a list of support organisations and services will be passed on to Student Services. How to promote / pass on the information to the school community was briefly discussed.

### 6.2 Google Workspace

The P&C are now registered with Google Workspace for Non-profits. Cost is free for Workspace, however domain registration is \$18 per year. This year's fee was gifted.

The P&C now has role specific email addresses, and access to web-based productivity and collaboration tools. New contact email addresses will be communicated.

Meeting closed: 8:24 pm

**Term 3 meeting: Tuesday, 16 August 2022 - 7.00pm**



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**Parents & Citizens Meeting**  
**Tuesday 24 May 2022**  
**Principal's Report | Denise Robinson**

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**1. Thank you to all JFSC staff.**

I would like to start by acknowledging and thanking the dedicated staff at JFSC for their efforts to maximise student learning, and minimise the impact of increasing COVID student and staff absences. Staff are working tirelessly to support each other and students, many times taking on additional classes, marking and preparation to ensure the continuation of student learning.

**2. Build Update**

Classes are now operating in the new Technologies buildings – including Design and Technology, Digital Technology, Food Science, and Textiles. Technologies Staff have also moved into their new staff space in Central Block. The walkway to the top floor of Central block is open, as is the path next to Room 34. Two refurbished rooms (Room 21, Science, and Room 6, General Classroom) are now in operation.

Demolition of the old technologies and pre vocational buildings is complete. This is the site on which the new Sports Facility and Netball Courts will be built. South Block (The Arts Building) is progressing.

The next phase of the build involves the refurbishment of rooms 9 to 12, which is in the centre of the school. To provide safety for staff and students, the build site has been fenced off which isolates the building site (and therefore transport of rubble, machinery etc) from staff and students. This also results in some rerouting of foot traffic, and closure of one set of stairs. Other access and pathways are now open.

**3. External Testing**

NAPLAN (Years 7 & 9) and Externally Set Tasks (ESTs) for Year 12 General courses have taken place.

Increased student absences due to COVID have been accommodated by increasing the window and number of catch up sessions.

**Peer Support Review**

In the JFSC spirit of continual improvement, a review has been held with staff and students involved in the peer support program (Year 11 students supporting year 7 students). Suggestions and planning for ongoing interaction and support is being developed.

#### **4. Exams**

Year 11 and 12 exams will be held in the staff room this exam period to provide optimum conditions for our students.

#### **5. COVID update**

Staff and students have Community cases are reflected in our school. While masks are no longer mandated at school (except for close contacts), students and staff have been encouraged to wear masks.

We received our delivery of 22 000 free RATs and 20 RATs have been supplied to every student.

Additional Air Purifiers are being made available in some classrooms which are affected most by noise from the build, which will enable the doors to be closed, while continuing to optimise and meet ventilation requirements for COVID safety.

Removal of some of the COVID safety measures by the CHOWAHealth, mean that camps may resume – with saliva RATs are available to students who may become unwell on camp, with parents needing to give permission for students to self-administer RATs for students to be able to attend camp.

#### **6. WASSEA President**

Melissa Gillett has been appointed as WASSEA President for the remainder of 2022. This does not change situation for the Principal position, which will be advertised this term as a fixed term appointment.

**Denise Robinson**  
**Principal**

24 May 2022

## John Forrest Secondary College P&C Treasurers Report

### Term 2 - May 2022

The P&C's financial position continues to be in a healthy position.

As at the end of April 2021 the P&C had approximately \$68,918 cash in the bank, with net assets of \$58,903 once current liabilities of \$10,015 are considered (see attached Balance Sheet). In comparison the equivalent net cash position at end of April 2021 was \$54,000. Of the listed liabilities, all items listed have since been paid.

The canteen prices were reviewed and updated in term 1, which has assisted in realising a net profit of just under \$4,000 in the first three months of the year (see attached profit and loss statement), which includes the Cricket Academy raffle funds of approximately \$172 that was deposited into the P&C account. This is positive when compared to last year where the net position was a loss of approximately \$7000. This is additionally a great result given the disruptions to student and staff attendance from COVID related requirements.

At the time of writing this report, the P&C has not received any student contributions from the school (2021 total contributions received were \$16,801). This is a crucial part of our income and will substantially offset the canteen ongoing expenses and P&C funding to the school.

Tasks complete since the Term 1 meeting:

- Lodgement of 2021 ACNC report
- Successful update to CAPS account name and authorising signatories
- Investigations to updating name to John Forrest Secondary College P&C Association Incorporated (as per DMIRS certificate)
- Disputed transaction on CAPS account

Key focus for the coming 3 to 4 months includes:

- Updating information for Australian Business Registration;
- Acquiring 3<sup>rd</sup> EFTPOS terminal; and
- Purchase of equipment via the grant monies from January 2022.

**Treasurer Resolution Term 2-1:** Update Bankwest account for the canteen service (with BSB: 306-042 and account number 4171015):

- name change of this account from JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS ASSOCIATION to JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS ASSOCIATION INCORPORATED as per DMIRS registration
- Amend and update the office bearers as per the AGM outcome from Term1 meeting.
- Remove Glenn Cook as a signatory of the bank account
- Add Kerry Stewart (Secretary) as an authorising signatory to the account

**Treasurer Resolution Term 2-2:** Amend and update the Australian Business Registration office bearers to include Sonya Criddle (President), Rathy Brandes de Roos (Treasurer) and Kerry Stewart (Secretary) and the name to be JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS ASSOCIATION INCORPORATED.

**Treasurer Resolution Term 2-3:** Update Bankwest account JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS ASSOCIATION INCORPORATED (for the CAPS subcommittee with BSB: 306-042 and account number 0705511):

- Remove the following signatories the bank account Sean Cappeau, Veronica Harrison and Susan McHugh
- Add Kerry Stewart (Secretary) as an authorising signatory to the account

Rathy Brandes de Roos

Treasurer 18 May 2021



**Balance Sheet**

As of 29/04/2022

Assets		
General Cheque Account		\$68,918.66
<b>Total Assets</b>		<b>\$68,918.66</b>
Liabilities		
Trade Creditors	\$4,300.47	
Payroll Liabilities-Tax	\$5,042.83	
Payroll Liabilities-Super.	\$671.83	
<b>Total Liabilities</b>		<b>\$10,015.13</b>
<b>Net Assets</b>		<b>\$58,903.53</b>
Equity		
Retained Earnings	\$55,335.26	
Current Earnings	\$3,568.27	
<b>Total Equity</b>		<b>\$58,903.53</b>

This report includes Year-End Adjustments.

**Profit & Loss Statement**

3/01/2022 To 29/04/2022

<b>Income</b>		
Over Counter Sales	\$24,514.98	
EFTPOS	\$35,005.32	
Catering	\$1,304.00	
Grants & Donations	\$4,382.00	
<b>Total Income</b>		<b>\$65,206.30</b>
<b>Cost Of Sales</b>		
Bakery	\$1,266.64	
Packaging	\$1,259.63	
Pies, Pastry	\$7,558.80	
Pizza	\$1,401.58	
Grocery	\$7,130.43	
Dairy	\$9,081.16	
Fruit & Veg	\$969.95	
Deli	\$1,785.95	
Ice Cream	\$778.81	
Prepared Meals	\$6,915.45	
Fruit Drinks	\$345.50	
Water	\$456.00	
<b>Total Cost Of Sales</b>		<b>\$36,249.92</b>
<b>Gross Profit</b>		<b>\$28,956.38</b>
<b>Expenses</b>		
Wages & Salaries	\$20,662.22	
Insurance	\$1,204.10	
Superannuation	\$2,066.23	
Merchant fees	\$554.64	
<b>Total Expenses</b>		<b>\$24,487.19</b>
<b>Operating Profit</b>		<b>\$4,469.19</b>
<b>Other Income</b>		
P & C member fees	\$12.00	
Cricket Academy	\$172.45	
<b>Total Other Income</b>		<b>\$184.45</b>
<b>Other Expenses</b>		
Software	\$360.00	
Audit Fees	\$500.00	
<b>Total Other Expenses</b>		<b>\$860.00</b>
<b>Net Profit/(Loss)</b>		<b>\$3,793.64</b>

This report includes Year-End Adjustments.

## **Canteen Report**

### **Term 2 2022**

Currently Eftpos sales make up 2/3rds of our daily takings and we are really struggling with having three windows open on the upper school side and only two serving staff. I have asked Rathy if we can have a third terminal to be used on the lower school side.

I have obtained a quote of \$2539.00 to purchase a Thermomix with some of the funds from the Patrick Gorman grant that we applied for and received in January and would like permission to go ahead with the purchase. (See attached) I would also like to purchase some new knives that were also listed on the grant application.

Year 12 exams have commenced this week and year 11 exams will follow, this always effects our daily takings as upper school students are our biggest spenders.

We need a Covid 19 plan for the canteen. Currently Michelle Pina and I have been very fortunate and not been affected by Covid 19. I am assuming this could change any moment and am under the premiss that if one of us contracts covid 19 the rest of us will get it as we work so closely together. We can work with 2 staff and a limited menu however this would be really hard to do for more than a couple of days, there is no way we can operate with 1 staff member even with getting the teachers /students helping to serve. The prep and cleaning is too much for 1 person. Thank you to Denise and the admin staff who have supplied us with some masks, RAT tests and sanitiser.

## **CAPS Report**

### **Term 2 2022**

CAPS Meeting was held in the School Library on Tuesday 17<sup>th</sup> May.

6 parents in attendance along with Sam Davis and Jacob Sands.

Sam gave a comprehensive update of where the programme is at and introduced Jacob to the parent group.

#### Items of Business:

1. Proposed a motion that CAPS donate \$1000 for each of the four year groups to subsidise camps. This has been raised as a financial motion for approval by the P&C.
2. Awards night is tentatively set down for Monday 28 November. Venue and details to be confirmed at next meeting.
3. I would like to proceed in organising a Bunning Sausage Sizzle for late August/early September.
4. Fund raising committee established to look at the prospect of putting on a quiz night as a major fund raising event.

I would like to acknowledge the hard work and determination of Rathy, in (finally) being able to sort out our ongoing issues with the bank account. I truly do thank you.

Jenny McFarlane

CAPS Convenor