

JOHN FORREST SECONDARY COLLEGE P&C
Term 4 General Meeting Minutes
Tuesday, 8 November 2022
6:30pm – School Arts Block

Meeting opened at 6:47 pm

1. ATTENDANCE AND APOLOGIES

Attendees: S Criddle (Chair), K Stewart, R Brandes de Roos, S Dally, I Lawton, M Dimonopoulos, L Morgan, P Cherubino, J McFarlane, L Perkins, S Gyles, S Peet, D Robinson,

Apologies: C Burrows, R Marshall

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 16 August 2022 be taken as read and confirmed as a true and accurate record	Yes

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Actions	Person responsible	Completed
Run a student naming competition in the new year, once the cafeteria is open. P&C to donate prizes for the top 3 choices	Linda M	Ongoing
Ask the school to place a Canteen Volunteer call out notice on the electronic sign on Russell St Sign is out of commission until further notice.	Linda M	Yes
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 Sonja C	Yes
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. Follow up again with Bank	Jenny M and Rathy B	Ongoing
Purchase an EFTPOS machine Eftpos machine now in use	Linda M and Rathy B	Yes
Check insurance for Canteen will be valid at new location	Rathy B	Ongoing
Engage an independent auditor for the 2022 end of year finances	Rathy B	Yes
Apply for a Local Matters, Grill'd jar Waiting to hear what month is selected for the jar.	Candice B Sonya C	Yes
Investigate if funds are required from the P&C for the faction banners Awaiting final quote	Denise R	Ongoing
Check functionality of the Electronic Notice Board on the oval Sign is out of commission until further notice.	Denise R	Yes
Create a canteen volunteer recruitment flyer Expect to have flyers ready for distribution by the end of month.	Sonya C	Ongoing
Investigate the options to promote and sell the Telethon Movie Fundraiser tickets. Tickets to be purchased for selling to the school community. Discussed how we sell to the community.	Sonya C	Ongoing

Amend starting time to the next P&C meeting & notify advertisement material	Kerry S	Yes
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4. CORRESPONDENCE IN AND OUT

Motion	Carried
<p>That the correspondence in since the last meeting be received as per below:</p> <ul style="list-style-type: none"> Email from Nell Gray 22CI:26 - Uniform Concepts Apr-Jun 2022 quarterly commission statement Letter from Commonwealth Bank 22CI:27 - Statement 1, Account ****9961, 8 Jul tp 31 Aug 2022 Email from WACSSO 22CI:28 - Certificate of Membership for the period 15/9/22 to 15/9/23 Email from Community Cinemas 22CI:29 - follow up on fundraiser ticket promotion Letter from Australian Taxation Office 22CI:30 - Superannuation changes Letter from Australian Taxation Office 22CI:31 - Payroll Single Touch information 	

Motion	Carried
<p>That the correspondence out since the last meeting be received as per below:</p> <ul style="list-style-type: none"> Nil 	

5. REPORTS

5.1 Principal's report – Denise Robinson

See attached report setting out:

- Thank you to the Parents and Citizens Team, with particular appreciation to the Canteen staff for their efforts in 2022.
- Build Update - the new Arts and Technologies learning spaces are now in use, new Science Lab and general learning areas nearing completion, redevelopment of the old music rooms and old Library, construction of the new Gym.
- National School Improvement Partnership Survey Data Executive Summary.
- Reconciliation Action Plan development.
- Staffing and Appointments.
- Events and Activities - Year 12 final assembly celebrations, 2023 Naplan moved to Term 1, Presentation Evening 25th November, Sustainable Expo 3rd December, Girls in STEM 5th December.

Motion	Carried
That the attached Principal's report be adopted	

5.2 President's report – Sonya Criddle

No report

Sonya noted that a letter of thanks and appreciation has been received from a customer of the Canteen. They wished to convey their high regard and praise the Canteen Staff for their dedication, efforts and tasty food.

5.3 Treasurer's report – Rathy Brandes de Roos

See attached report.

Information to note:

- The P&C financial position remains stable and solvent
- Canteen key areas to monitor are the inflationary pressures on fresh food and dairy and supplementary personnel and resources to support the new cafeteria.
- Increase in Canteen sales is partially due to the 3rd EFTPOS machine
- 2022 P&C Student Voluntary Contributions have been received.

Motions	Carried
That the attached Treasurer's report be adopted	Yes
That the John Forrest Secondary College P&C Association Incorporated, approve the appointment of Alan King as the independent auditor to review the 2022 Annual Financial Report.	Yes
That the John Forrest Secondary College P&C Association Incorporated, approve with respect to Commonwealth bank account BSB 066132 Account 11239961: <ul style="list-style-type: none"> ● Addition of Kaye Caldwell as an authorising signatory to the account ● Provide Linda Morgan view access to the account for bookkeeping purposes. 	Yes
That the John Forrest Secondary College P&C Association Incorporated, approve transfer of all canteen account funds to the Commonwealth bank account BSB 066132 Account 11239961 and make it the primary account for transactions.:	Yes

Actions	Person responsible
With respect to Commonwealth bank account BSB 066132 Account 11239961: <ul style="list-style-type: none"> ● Addition of Kaye Caldwell as an authorising signatory to the account ● Provide Linda Morgan view access to the account for bookkeeping purposes 	Rathy B
Transfer of all canteen account funds to the Commonwealth bank account BSB 066132 Account 11239961 and make it the primary account for transactions.:	Rathy B

5.4 Canteen report – Linda Morgan

See attached report.

Information to note:

- Canteen staff have been progressively relocating all the equipment into the new Cafe.
- Extra oven trays
- Thank you to Andrew Morgan for assisting us with moving as well as at a few of the catering events.
- A meeting will be held next week with Deputies to form a plan on how to best serve the students in the new Cafe.
- Catering in Term 4 is busy. Already having catered the Teachers PD Day Christmas Lunch, Year 12 Morning Tea, World Teachers Day Morning Tea.
- Upcoming catering events include Volunteer Morning Tea, Netball Luncheon, Orientation Day, Out of School PD Lunch and many more.
- Replacing the Soup around the World for staff, we now have a Salad Bar for the Summer Months.
- Two volunteers have been in contact expressing interest in helping next year.

Motion	Carried
That the attached canteen report be adopted	Yes
That the John Forrest Secondary College P&C Association Incorporated, provide catering for Orientation Day, with a budget of up to \$300	Yes

5.5 Cricket Academy Parents (CAPS) report – Jenny McFarlane

See attached report and Term 4 CAPS meeting.

Information to note:

- Annual Awards Night is planned for Monday 5th December at 6pm at Yokine Bowling Club
- Nominal entry fee of \$5 per family includes entry to the door prize and pizza and drink for students.
- Incoming Year 7 students (2023) will be invited and be presented with their hats to welcome them.
- Bunnings Sausage Sizzle planned for early 2023

Motions	Carried
That the attached CAPS report be adopted	Yes
That the John Forrest Secondary College P&C Association Incorporated, approve to spend up to \$1000 to cover venue hire and supper for students at the Annual Awards night.	Yes
That the John Forrest Secondary College P&C Association Incorporated, approve the CAPS to host a fundraising quiz night towards the end of March 2023.	Yes

6. GENERAL BUSINESS

6.1 Fundraising discussion

Kerry introduced the idea of using Square as an online platform to sell fundraising items such as raffle and fundraising event tickets. Square offers a Free plan with 2.2% charged per transaction.

It was mentioned that if hardware like a reader was used, some Mobile phones may not be compatible.

There was a discussion on how to sell the Telethon Cinema Community Movie tickets to the school community. It was agreed that payments would be via electronic bank transfer and movie ticket vouchers issued via email after payment. It was decided that a sample of 100 tickets to be bulk purchased, with more as if / when required. A central Fundraising email address would be advantageous to allow multiple P&C volunteers to action orders. A P&C bank signatory would need to confirm cleared funds

Another option for purchasing would be made available via the Square.

Adventure Golf Midland had provided the P&C with a promotion voucher pack. These will be used by CAPS as raffle prizes.

6.2 City Rotary School Partnership

Ros Marshall apologised for not being able to attend the meeting, however asked the following was communicated:

A representative from Rotary hopes to attend the Volunteer Day event.

Rotary have been working with Robert Woodward, the STEM coordinator, with getting speakers for the Girls STEM Cafe on the 5th of December.

Rotary has awarded a Yr 12 student the Stan Perron Medal which will be announced at the Yr. 12 Presentation night. The Stan Perron Medal has now been awarded to three JFSC students, which is amazing.

Motion	Carried
That the John Forrest Secondary College P&C Association Incorporated, approve to sign up to Square Free	Yes

Actions	Person responsible
Register Square Account and set up basic website store	Kerry S
Set up a new Email account for Fundraising within the John Forrest Secondary College P&C Association Google Workspace	Kerry S

Meeting closed: 8:20 pm

Term 1 AGM 2023: Tuesday, 28th February 2023 - 6:30 pm

PRINCIPAL REPORT – TERM 4



JOHN FORREST Secondary College
INDEPENDENT PUBLIC SCHOOL

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Parents & Citizens Meeting Tuesday 8 November 2022 Principal's Report | Denise Robinson

Term 4 Overview

With the lifting of the pandemic safety measures, it has been great for the College to stabilise and reengage in the many available activities, events and learning opportunities which are the foundation of our College culture.

1. Thank you to the Parents and Citizens Team

Thank you to the P&C for the time and energy you have committed to supporting the John Forrest Secondary College community. Your willingness to invest in our college adds to the student and staff experience. The canteen is one of the key hubs of our college community, and the canteen team has done a fantastic job in 2022 navigating the challenges, and somehow coming out the other side providing a thriving service to students and staff.

2. Build Update

- Classes are now operating in the purpose-built Arts and Technologies learning spaces.
- Café permit application has been submitted to the City of Bayswater, with the function and logistics of using the cafe being worked through in Term 4, 2022.
- Construction of the new Gym is well underway, as is the development of the new Administration Building (previously the library).
- Rooms 9 – 12 nearing completion (new science lab and General Learning Areas (GLAs)), demolition of internal of Rooms 26-27 (previously music rooms) also well underway – will become GLAs.

3. National School Improvement Partnerships Survey Data.

National School Improvement Partnerships Survey data (WHiTs –students, SOCs – Staff, PACs – Parents and Carers) - we have engaged the NSI Team to prepare an Executive Summary of the JFSC data, and they will work with the Leadership Team using this feedback to inform College planning.

4. Reconciliation Action Plan (RAP)

Reconciliation Action Plan (RAP) working party met late in Term 3, including JFSC community members who are local First Nations traditional owners, to commence the process of developing a RAP.

There are four RAP types in the RAP Framework; Reflect, Innovate, Stretch and Elevate) (<https://www.reconciliation.org.au/reconciliation-action-plans>)

We are at the beginning of our journey and will develop a Reflect RAP.

5. Staffing and Appointments

Executive Team: Rebecca de Beer (HOLA HASS) will be joining the Executive Team while Melanie English (Deputy Principal) is on leave from Week 8, Term 4 2022, until end of Term 1, 2023.

Leadership Team: Program Coordinator Careers and Vocational Education (CAVE) position became vacant, which provided the opportunity to realign to a broader Vocational Pathways focus; Our direction is to capitalise on the synergy of the Program Coordinator Vocational Pathways, Career Practitioner and Workplace Learning Support Officer roles working across years 7-12. Focus on developing Career Learning and VET opportunities and pathways. This team will move into a purpose built facility as part of the redevelopment of the current Gym into the new library, which includes the current Health Centre being redeveloped into the Vocational Pathways hub.

2023 Recruitment

2023 Staffing and recruitment is on track and I acknowledge the work of the Deputy Principals, who working closely with HOLAs and Program Coordinators in whole of College recruitment strategy.

6. Events and Activities.

- Year 12 Final Assembly was a fabulous celebration of our Year 12 cohort and their journey through JFSC, and the staff who supported them. Year 12 ATAR students are currently sitting their WACE Exams, with Year 11 students about to commence their Semester Two Exams.
- 2023 NAPLAN has been moved to Term 1, and an additional opportunity for our Year 9 students to sit OLNA was provided in Term 4 2022. We are awaiting the results of these assessments.
- There are many activities and opportunities still to come in Term 4, some of the larger upcoming events are:
 - Presentation Evening – 25 November at Winthrop Hall, UWA.
 - Sustainability Expo – Saturday 3 December – 2-5 pm, Arts Block and outside deck area.
 - Girls in STEM - Café - Monday 5 December – 9-11 am – including keynote speakers and a “speed dating” activity that will allow students to interact and learn from professionals and university students studying STEM related courses, to assist in career exploration and support aspirations to enter STEM study and careers. The event will be opened by Sue Ellery/Lisa Baker with Professor Fiona Wood as one of the Keynote speakers.

Denise Robinson
Principal

8 November 2022

TREASURER REPORT – TERM 4

John Forrest Secondary College P&C Association Incorporated

Treasurers Report November 2022

The P&C's financial position continues to be stable and profitable. The association can be considered as solvent and remains a "going concern".

Key areas to be monitored will be the inflationary pressures on fresh food and dairy and supplementary personnel and resources to support the cafeteria/canteen service. The canteen prices will be reviewed on an ongoing basis to ensure it meet the cost of sales.

The following summary table provides a trend on the Balance sheet.

	Current quarter YTD Cumulative Actual to end <u>Sep 2022</u>	Previous quarter YTD Cumulative Actual to end <u>Jul 2022</u>	Previous year YTD Cumulative Actual to end of <u>Oct 2021</u>
Assets	\$92,462	\$69,760	\$80,424
Liabilities	\$10,675	\$6,492	\$16,074
Net Equity	\$81,787	\$63,268	\$64,350
Earnings YTD	\$26,688	\$7,392	\$17,566

The following summary table provides the trend based on the P&L statement for the canteen accounts only.

	Current quarter YTD Cumulative Actual to end <u>Sep 2022</u>	Previous year YTD Cumulative Actual to end <u>Oct 2021</u>
Total revenue from sales	\$185,514	\$167,197
Cost of goods and services	\$99,270	\$86,544
Gross profit	\$86,244	\$80,653
Total expenses	\$75,405	\$77,649
Operating profit	\$10,838	\$3,003
Other income (Voluntary contributions)	\$19,041	\$17,764
Other expenses	\$3,191	\$3,202
Net Profit/(Loss)	\$26,689	\$17,566

This is a great result given the loss of a week when staff were COVID affected. The increase in sales can be partially attributed to the 3rd EFTPOS machine becoming functional. The P&C has now received student voluntary contributions from the school of \$18,851 (2021 total contributions received were \$16,801). This is a crucial part of our income and should be considered for opportunities to provide funding or other resources to the school. It will also assist in offsetting some of the canteen ongoing expenses but is less of a requirement with current sales transactions.

The following table summarises the CAPS account:

	Current quarter YTD Cumulative Actual to end <u>Oct 2022</u>	Previous year YTD Cumulative Actual to end <u>Aug 2021</u>
Cash Balance	\$5,101	\$9,229
Earnings (fundraising)	\$0	\$0
Liabilities/ Expenses	\$0	\$0
Net Equity (Balance)	\$5,101*	\$9,229*

*Canteen account held \$172 (31-Jul-22) and \$950 (12-Aug-21) of CAPS funds respectively, which is not included in the balance.

Tasks complete since the Term 3 meeting:

- Disputed transaction on CAPS account-incomplete
- Acquiring 3rd EFTPOS terminal – complete
- CBA/Bankwest transition – incomplete requires addition of Kaye Caldwell as authorising signatory and Linda Morgan view access

Key focus for the coming 3 to 4 months includes:

- Annual report and audit for 2022
- Transition to CBA – inquiries
- Funding for the new cafeteria or other school resources

Treasurer Resolution #1:

John Forrest Secondary College P&C Association Incorporated approve the appointment of Alan King as the independent auditor to review 2022 Annual Financial Report.

Treasurer Resolution #2:

John Forrest Secondary College P&C Association Incorporated approve, with respect to Commonwealth bank account BSB 066132 Account 11239961:

- Addition of Kaye Caldwell as an authorising signatory to the account
- Provide Linda Morgan view access to the account for book keeping purposes.

Treasurer Resolution #3:

John Forrest Secondary College P&C Association Incorporated approve transfer of all canteen account funds to the Commonwealth Bank account BSB 066132 Account 11239961 and make it the primary account for transactions.

Rathy Brandes de Roos

Treasurer

30 October 2022

Profit & Loss Statement

January 2022 To September 2022

Income		
Over Counter Sales	\$65,563.71	
EFTPOS	\$108,339.97	
Cost Price Sales	\$283.20	
Catering	\$6,868.00	
Grants & Donations	\$4,382.00	
Rewards	\$78.11	
Total Income		\$185,514.99
Cost Of Sales		
Bakery	\$1,883.53	
Utensils	\$2,967.00	
Packaging	\$2,244.52	
Pies/Pastry	\$13,305.45	
Pizza	\$4,064.14	
Grocery	\$13,043.80	
Dairy	\$19,156.88	
Fruit & Veg	\$2,874.65	
Deli	\$3,331.51	
Ice Cream	\$876.31	
Prepared Meals	\$32,562.12	
Fruit Drinks	\$414.50	
Cool Drinks	\$1,919.37	
Water	\$627.00	
Total Cost Of Sales		\$99,270.78
Gross Profit		\$86,244.21
Expenses		
Wages & Salaries	\$64,853.84	
Employment Expenses	\$64.45	
Insurance	\$2,041.73	
Superannuation	\$6,538.35	
Merchant fees	\$1,687.20	
School Canteen & Council Fees	\$220.00	
Total Expenses		\$75,405.57
Operating Profit		\$10,838.64
Other Income		
P&C Contributions	\$18,855.83	
P & C member fees	\$13.00	
Cricket Academy	\$172.45	
Total Other Income		\$19,041.28
Other Expenses		
Software	\$1,090.00	
Audit Fees	\$500.00	
P & C Council member fees	\$1,600.93	
Total Other Expenses		\$3,190.93
Net Profit/(Loss)		\$26,688.99

This report includes Year-End Adjustments.

Balance Sheet

As of September 2022

Assets	
General Cheque Account	\$92,462.71
Total Assets	\$92,462.71
Liabilities	
Trade Creditors	\$3,870.85
Payroll Liabilities-Tax	\$5,432.83
Payroll Liabilities-Super.	\$1,371.61
Total Liabilities	\$10,675.29
Net Assets	\$81,787.42
Equity	
Retained Earnings	\$55,098.43
Current Earnings	\$26,688.99
Total Equity	\$81,787.42

This report includes Year-End Adjustments.

CAPS REPORT – TERM 4

Term 3 is traditionally a quiet term for CAPS. Please see attached the minutes from our last meeting.

We have now, however, moved into planning the Annual Awards Night.

It is proposed that the Awards be held on Monday 5th December at 6pm at Yokine Bowling Club.

As in previous years, there will be a nominal entry fee of \$5 per family which will allow entry to the door prize and pizzas and a drink for students. We will run a raffle for fund raising purposes.

It is our intention this year to invite incoming Year 7 students (2023) and present their hats to them as a welcome to the academy.

We have raised a separate financial proposal for Caps to host this function. We have allowed for \$1000, however expect it to be in the vicinity of \$500.

Other fund-raising activities include a Bunnings Sausage Sizzle (early 2023) and a Quiz Night – anticipated for April 2023.

Jenny McFarlane

CAPS Convenor

CAPS MEETING – TERM 4 31/10/2022

Attendees – Sam Davis, Jenny MacFarlane, Paul Rolfe, Samantha Peet

Cricket Report – Sam Davis

All camps for the year are going ahead except for year 10.

Year 9 camp starts 1/11/2022 – Rockingham

Year 8 camp starts 29/11/2022

Sam is hoping for the year 8 camp next year to be back at Narrogin.

Working on interstate camps for year 9/10

Frog box still unable to be used due to non compliance with the ed department regulations. It is being worked on to get it ASAP.

Awards night for 2022 – Monday 5/12/2022

Yokine Bowling club \$300 fee.

Pizzas and soft drink for the students.

Sam Davis is trying to get a door prize

Sam Peet working on some raffle prizes.

Quiz night – working on having one in first term most likely time will be first week of April. Looking at Yokine Bowling club as well.

CANTEEN REPORT – TERM 4

On the last holidays we worked the second week moving all equipment, tools etc that we will not be using to the new café. As the term continues, we will gradually move the rest of the items. Hopefully on the last day of the term there will only be heavy items that will need to be removed by the removalists. I have spoken to our various suppliers, and we are in the process of getting all the fridges and freezers removed. Many thanks to Andrew Morgan for helping us each day.

We were given a very basic teaching lesson on how to use and clean the new ovens, hot plates and dishwasher. At this stage we really don't know what specific types of oven trays and exactly how many we will need. After discussing with Kelly (Home Economics) I propose that we order a couple of different trays to see what works best for us (\$24.00-\$30 each) We will need at least another 2 dishwasher racks (\$24.00 to \$30 each) and suitable freezer containers and tubs (\$10-\$30.00 each)

We are meeting with all the deputies next week to form a plan on how best to serve the students.

As always term 4 is our busiest term for catering. We catered our normal early Christmas ham lunch for the teachers PD Day it was a huge success. Thank you once again to Andrew who came in and washed dishes and helped us plate the food. The Year 12 morning tea was also a huge catering event and again Andrew was there to do the dishes. We also catered a whole school morning tea for World Teachers Day and quite a few smaller events. Still to come-Volunteer Morning Tea, Netball Luncheon, Orientation Day, Out of School PD lunch and quite a few others.

The P & C usually hosts the morning tea on Orientation Day (28th November). Last year the budget was \$350.00, and we provided cake, this year I propose homemade biscuits and coffee with a budget of \$250 to \$300.00 payable by the P & C. Would the P & C like us to cater this event?

After the huge success of Soup Around the World we now have a salad bar for the staff during the summer months. Every day there are two "unique" salads eg- Mexican corn salad, lentil and halloumi salad. We then have what we call "the usual suspects"- tomato, cucumber, lettuce, olives etc. Although this has increased our workload immensely the joy and feedback, we have received has been astronomical. Yesterday, Wednesday near the end of lunch service I turned around from serving and there were at least 10 staff gathered around the mini buffet chatting and filling up their lunch trays. For me it really was a ta da moment when I realised the impact these meals have made on the staff. An added plus side is that this has added to our daily totals. The only negative-we are frazzled and may never eat salad again

Last week we caught up with two of our old/past volunteers, they are always promoting our school in particular the canteen and they brought along a lady who would like to volunteer next year as her son is starting year 7 with us. I have also received one reply from a parent that received the orientation day forms which I will follow up.

Linda Morgan

Canteen Manager