

**JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED**

**Term 4 General Meeting Minutes**

**Tuesday, November 7, 2023**

**6.30 to 7:30pm – Conference Room**

**Video call link: <https://meet.google.com/gbw-wbiq-sww>**

**Or dial: (AU) +61 2 9051 7728 PIN: 753 082 624#**

Meeting opened at 6:37 pm

**1. ATTENDANCE AND APOLOGIES**

Attendees: Samantha Peet (Chair), Kerry S, Pina C, Michelle D, Linda M, Denise R, Alison G, Liz P

Apologies: Nirmal S, Rathy B, Liz M, Caprice B

**2. CONFIRMATION OF PREVIOUS MEETING MINUTES**

<b>Motion</b>	<b>Carried</b>
That the minutes of the previous General Meeting of John Forrest Secondary College P&C Association on Aug 15, 2023 be taken as read and confirmed as a true and accurate record	Yes

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

<b>Actions</b>	<b>Person responsible</b>	<b>Completed</b>
P&C Banking changes: <ul style="list-style-type: none"><li>● Create a new Commonwealth bank account for CAPS. Transfer CAPS funds from Bankwest to CBA</li><li>● Transfer Canteen / Main P&amp;C funds from Bankwest to CBA</li><li>● Ensure Linda Morgan (Canteen Manager) has appropriate access to all Commonwealth banking accounts</li><li>● Close Bankwest accounts</li><li>● Update signatories</li></ul> <i>All complete except for closure of Bankwest account</i>	Sam Kerry	Ongoing
That the Treasurer, Nirmal Singh (appointed at this General P&C meeting, dated August 15, 2023) is added as a signatory to all JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS' ASSOCIATION INCORPORATED Commonwealth Bank Accounts.	Sam Nirmal	Yes
That the Merchant numbers are confirmed for the Eftpos machines and submitted to the Commonwealth Bank.	Sam Linda	Yes
That the JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS' ASSOCIATION INCORPORATED Merchant Facilities Owners are updated to the following: <ul style="list-style-type: none"><li>● Remove all previous authorised owners - including Helen and Glen</li><li>● Add Samantha Peet - President</li><li>● Add Nirmal Singh - Treasurer</li></ul>	Sam	Yes
Update SGIO Insurance Policy Client 280-8798, 34-8715/21/1, policy BP 34-871. With Primary contact being the Canteen Manager, Linda Morgan. JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS' ASSOCIATION INCORPORATED 2023 Office Bearer Positions: President - Samantha Peet, Vice President - Caprice Burrows, Treasurer - Nirmal Singh, Secretary - Kerry Stewart <i>Submitted documents.</i>	Linda	Yes

#### 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"> <li>● Email from CBA (23CI:30) - Bank Statement 4 - Account xxx9961</li> <li>● Email from Charity Research (23CI:31) - Invite / promotion to grant</li> <li>● Email from WACSSO (23CI:32) - enews Term 3 week 10</li> <li>● Email form WACSSO (23CI:33) - P&amp;C Voice Term 3 Conference Addition</li> <li>● Email from ACNC (23CI:34) - Newsletter</li> <li>● Email from WACSSO (23CI:35) - enews Term 3 week 8</li> <li>● Email from WACSSO (23CI:36) - Affiliation payment not received reminder</li> <li>● Email from Community Grants Hub (23CI:37) - Acquittal of 2021-2022 volunteer grants funding</li> <li>● Email from Bankwest (23CI:38) - Statement 262 - Account 70551-1</li> <li>● Email from ACNC (23CI:39) - latest news</li> <li>● Email from Telethon Community Cinemas (23CI:40) - Fundraising opportunity</li> <li>● Email from WACSSO (23CI:41) - enews</li> <li>● Letter for Royal Life Saving (23CI:42) - First Aid Kit Fundraising offer</li> </ul>	Yes

Motion	Carried
<p>That the correspondence out since the last meeting be received as per below:</p> <ul style="list-style-type: none"> <li>● Email to Perth Homeless Support Group (23CO:01) - Reply to food drive consideration</li> </ul>	Yes

#### 5. REPORTS

##### 5.1 Principal’s report – Denise Robinson

See attached report setting out:

- Thank you to the P&C and Cafe Team. 2023 saw the launch of the new Wandjoo Cafe and the Faction House Banners.
- Staffing Appointments
- Redevelopment Update
- Events and Activities
- New start time in 2024 of 8.35am Mon - Fri

Denise discussed the Nation School Opinion Survey recently carried out this year. This survey is conducted every 2 years and is a requirement of the Department of Education. Results were generally positive, and highlighted some areas for the executive team to focus on. 96 parents/ guardians responded to the survey.

Motion	Carried
That the attached Principal’s report be adopted	Yes
National School Opinion Survey– Parent/Carer Feedback	Yes

##### 5.2 President’s report – Samantha Peet

No report

It was noted that the P&C have had little presence in some school events and it is acknowledged this is a missed opportunity to connect with our community. This year, we have been made aware of and can provide P&C representation for Year 7 Orientation Day (27/11).

##### 5.3 Treasurer’s report – Nirmal Singh

No report.

It was noted that Nirmal is organising an independent auditor to review the 2023 Annual Financial Report. Once details are finalised, an executive meeting will be held to discuss and approve.

Actions	Person responsible
That the John Forrest Secondary College P&C Association Incorporated is to source an independent auditor to review the 2023 Annual Financial Report.	Sam Nirmal

#### 5.4 Cafe report – Linda Morgan

See attached report.

- Linda highlighted that new Food Standards come into force on the 8th December. Mandatory training of all staff including volunteers is required for familiarisation of Food Safety and Food Allergy requirements..
- The Chilli Bar is proving popular as an alternative to the Salad bar.
- End of year is busy for catering events
- Thank you to those teachers that acknowledged our work on Canteen Day 3/11.
- Signage for the Cafe is to be installed as part of the Building works.

Motion	Carried
That the attached canteen report be adopted	Yes

#### 5.5 Cricket Academy Parents (CAPS) report – Samantha Peet

No Report

- The Quiz night was a success with praise to Sam for organising the event. Almost 100 patrons attended and the night raised approximately \$3000, which will be used to subsidise upcoming CAPS camps and activities.
- Sam will register for the Toyota Good for Cricket raffle. This raffle is free to get involved and Toyota make it easy to buy and sell tickets (online) with many amazing prizes up for grabs. Tickets are \$5 with 100% of proceeds returning to the P&C. Details will be sent out to our community shortly.
- The CAPS awards night is this term. The \$700 approved for the CAPS BBQ will be reallocated to the food and drink costs for the night. Raffle prizes are to be sourced by Sam. Tickets are to remain at \$5 per family.

## 6. GENERAL BUSINESS

The Telethon Community Cinema Tickets will be made available to our community. A portion of the ticket prices is allocated to the P&C. Sandra and Kerry will monitor the purchases. Details will be sent out to our community on how to purchase tickets.

<https://john-forrest-secondary-college-parents-and-citizens-associatio.square.site>

**Meeting closed: 7:21 pm**

**2024 Term 1 meeting: Annual General Meeting Tuesday, February 27 - 6:30pm**



**Parents & Citizens Meeting**  
**Tuesday 7 November 2023**  
**Principal's Report | Denise Robinson**

**1. Thank you to the Parents and Citizens Team, including the Café Team.**

Since our last P&C meeting, we launched the House Faction Banners, for which the P&C generously funded the artwork by local artist Kevin Bynder. Kevin attended the launch at the House Athletics Carnival, along with Danny Cuccovia, Business Development Officer from Yonga Solutions, who produced the banners for the College. Thank you to Sonya Criddle for representing the P&C at the carnival launch. The P&C was thanked and knowledge publicly both at a whole college assembly, as well as at the carnival.

I would like to take this opportunity to thank P&C members for the time and energy you have committed to supporting the John Forrest Secondary College community. The opening of the new Wandjoo Café in 2023 ensured the continuity of the important food hub and caring culture that is the legacy of the original canteen. The social and relaxation space in the café has been valued and appreciated by our Year 12 students, and now that Year 12 students have finished their classes for 2023, Year 11 students are enjoying this privilege. A huge thank you to the Café Team both for their care and food, for both students and staff.

**2. Staffing and Appointments – we recently welcomed:**

- **Teaching staff:**
  - David (Ross) Bickerton (Mathematics)
  - Jasmina Kovcevic (HASS)
  - Dan Puren (Science, HASS and Technologies)
- **Leadership Team:**
  - Lorna Middleton (HOLA Technologies) replacing Steve Angell who is on 6 months leave.
- **Career Practitioner - Nicole Clune.**
  - Nicole has a wealth of experience across a variety of educational contexts, both in Australia and overseas. Her passion for students to develop the knowledge and skills to thrive in whatever path they take, aligns and compliments the work across our college and will greatly benefit and support students and staff.

**3. Redevelopment Update:**

We are in the final stages of our redevelopment program and can glimpse the day when our College will no longer be partially a building site!

- Our Student Wellbeing Team commenced operation at the beginning of Term 4 out of their new space, previously the administration building, which has been redesigned and refurbished into the Student Wellbeing Hub. Final touches are still taking place; however, the space is working well for students and staff. All student sign in and out procedures still occur through the main College Reception.
- Staff celebrated the opening of the extended and refurbished staffroom on World Teachers' Day, 27 October. It is a very professional space, ideal for staff to relax and catch up with colleagues. We held our first whole staff meeting in the new staffroom last week and enjoyed the upgraded facilities.
- Mathematics staff have moved back into their extended and refurbished office and are enjoying being together again as a team.
- HASS staff have moved to temporary offices, while their office undergoes transformation.
- Another major transformation underway is the old gym to new Library & Resource Centre, which includes IT Support, as well as the Career Pathways Hub. This is progressing well and on track to open early in Term 1 2024 (hopefully before term commences!).
- PS Structures is now working on the demolition of Room 24 and the old Student Services offices, to be developed into the new HASS and English staff offices. Room 33 and the old HASS staff office are simultaneously being redeveloped and refurbished into general classrooms.

#### **4. Events and Activities:**

- Year 12 Final Assembly was held for the first time in the new Recreation Centre. It was a noteworthy celebration of our Year 12 students and the staff who have supported them through their journey at the college. The dual screens in the Recreation Centre enhanced the viewing of the final Year 12 video presentation, which showcased our Year 12 students' development and experiences at the college. Thank you to Mr David Morey who has supported these students as their Year Coordinator in these final years of their secondary schooling.
- Year 12 ATAR students are currently sitting their WACE Exams, with Year 11 students about to commence their Semester Two Exams. Year 10 exams are also approaching, with those students who are going to study an ATAR pathway sitting longer exams as part of their preparation for Year 11.
- There are many activities and opportunities still to come in Term 4, some of the larger upcoming events are:
  - College Development Day – Friday 17 November (student free)
  - Presentation Evening – 30 November at Winthrop Hall, UWA.
  - Cricket, Tennis and Netball camps, including the Cricket Tour to Queensland, Music concert.
  - Year 10 Social Evening – 23 November
  - As well as a variety of curriculum related excursions, and a number of career taster programs.

#### **Looking towards 2024:**

- **8:35am start time for students – Monday to Friday (including Wednesdays)**

To provide consistency for students and families in establishing routines, and to support student punctuality, from 2024, students will commence college at 8:35 am each day, including Wednesdays.

On Wednesdays students will be dismissed at 2:35 pm, and staff meetings will commence at 2:40 pm. This change to the configuration of the College day (Wednesdays) was approved by the Regional Director of Education after consultation with staff and the College Board. This change will be communicated to our College community later in Term 4.

- **Year 9 elective Courses:**

From 2024, Year 9 elective courses will be timetabled to be semester long. This increases the number of classes available, within our current staffing, enabling more students to experience a greater breadth of study. This does not apply to specialist program classes, or the mainstream physical education classes, which remain as year long programs.

Health courses in Years 7-10 will be year long courses, including incorporating a focus on literacy development, work readiness focus in Year 10, and the continued focus on social and emotional learning for all students.

**I take this opportunity to thank our parents and community and wish everyone a safe and healthy summer break when we get there.**

**Denise Robinson  
Principal**

**7 November 2023**

# Canteen Report

## Term 4

2023

### New Food Standard 3.2.2A

A new food standard will be enforced from December 8<sup>th</sup> which will entail new mandatory training for all Food Handlers including volunteers.

I am attending an all-day course via Zoom on Friday 10<sup>th</sup> November that will be conducted by WASCA (this course has been approved by the Australian Institute of Food Safety).

In addition, Michelle and I have already completed The Foodsafe course in May 2020 which is valid for 5 years. Pina, Andrew and Taruna will also have to complete this course.

There is also a new Food Allergy course that is mandatory for all staff and volunteers that we must complete. This course and the Foodsafe course are available from WASCA and are free for all members. These courses are mandatory for anyone who works/volunteers in the food industry and a copy of all certificates will be inspected by the Bayswater department of Environmental Health. Michelle and I have completed and passed this course.

Getting volunteers is hard enough, I am thinking it will be nearly impossible now to get any volunteers when they find out that they must undertake two 1-hour courses.

We started the term with a salad bar available to staff and all students, this was a success with the staff, however the work and planning involved proved too much for me so I came up with another idea and it has taken off big time especially with the students. We now have a Chilli Bar.

Although we are approaching the end of the year it is our busiest time for catering-

- We are catering the next PD Day where we will have a Christmas Themed menu.
- The volunteer morning tea 12<sup>th</sup> December
- Orientation Day 27<sup>th</sup> November
- Cartec training 1<sup>st</sup> December
- Primary school Music boxes?
- More QTP luncheons?
- Enrichment morning tea 7<sup>th</sup> November

Orientation Day is fast approaching. The parents are invited to a morning tea afterwards which is hosted by the P & C. This year the parents can enjoy a Devonshire tea. There is normally a huge turnout for this event and it would be a good time for new parents to meet and talk to members of the P & C and the school community and to meet other parents.

November 3<sup>rd</sup> was Canteen Day- thank you to those teachers that acknowledged our work

A big thank you to Sam who comes in fortnightly to check on us and for enabling a somewhat smooth transition to ComBiz.

The “Canteen Queens”-AKA Linda, Michelle and Pina (winners of the cricket quiz night)