

**JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION
INCORPORATED Annual General Meeting Agenda**

Tuesday, March 4, 2025

6:30pm to 7pm – School Library and Resource Centre

Video call link:

<https://meet.google.com/kxv-ttrc-vwd>

Meeting opened at 6:30pm

Memberships paid prior to commencement - [2025 Membership Fee \$1]

1. ATTENDANCE AND APOLOGIES

Attendees: Samantha P (Chair), Nirmal S (Treasurer), Sandra G (Secretary), Denise R, Michelle D, Pina C, Alison G, Caprice B, Ryan C, Nadya S, Liz P, Jody W

Apologies: none

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

Motion	Moved	Seconded	Passed
Minutes of previous Annual General Meeting of John Forrest Secondary College P&C Association on 27 February 2024 taken as read and confirmed as a true and accurate record	Sam	Caprice	Yes

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Actions	Owner	Status
P&C Banking changes	Sam	Completed
Auditor review	Nirmal	Completed

4. CORRESPONDENCE IN AND OUT

Correspondence in since the last meeting:

- 25CIAGM:01 - DMIRS Associations Online, 2024 Information Statement due
- 24CIAGM:02 - 25CI:03 – WACSSO 2025 P&C Handbook paper copy, online copy can be downloaded here: <https://wacssso.wa.edu.au/members-dashboard/pc-resources/guides-infosheets/>

Motion	Moved	Seconded	Passed
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That the correspondence in since the last meeting be received	Allison	Liz	Yes
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Correspondence out since the last meeting:

- Nil

5. REPORTS

4.1 Principal's report – Denise Robinson

See attached report setting out:

- Commencement of College Year including Staff Update and Enrolments
- JFSC transition to Compass
- National School Improvement Partnerships
- Recent Events and Special Assemblies:
- Year 7 Transition Program
- Peer Support Program
- Year 7 Activity Day
- Year 12 College Ball

Denise also noted the following:

- Denise acknowledged Linda Morgan's outstanding 22 years of service in the café. Linda retired in February and will enjoy a well-deserved holiday with her husband, Andrew. A formal farewell will be organised by the school upon her return.
- A warm welcome was extended to our new staff member, Lara.
- There will be a change in Year 10 streaming for English and Science, while Maths and HASS will remain unchanged.
- Moving forward, the pedestrian gate will be locked outside of school hours for security purposes.

Motion	Moved	Seconded	Passed
That the Principal's report be adopted	Sandra	Pina	Yes

4.2 President – Samantha Peet

Sam noted the following:

- Sam acknowledged Linda's hard work and dedication. Michelle was thanked for stepping up in Linda's absence. Warm welcome to Lara.
- A meeting with Dan took place, during which discussions with the campaign manager were held. The ideas shared were well received and align with the organisation's vision and values.

However, they have no more budget left.

- The Breakfast Club is on the list for future developments. The six-season garden and edible garden projects could be used for HASS, Science, and cooking classes.
- A new \$10 million fund may be established over four years to support P&Cs that run canteens. This fund will assist with staff training costs and any other needs the P&C may have. Information regarding this fund will be available after the election.
- Regarding PALS Grant: Sandy and Kirsten will check for further details.

Motion	Moved	Seconded	Passed
That the Presidents' report be adopted	Sandra	Allison	Yes

4.3 Treasurer – Nirmal Singh

See attached report setting out:

- Balance Sheet Report
- Profit & Loss Report

Nirmal also noted the following:

- Our financial position remains consistent with that of 2023-2024.
- Going forward, the cost of MYOB has been reduced.
- Liabilities for payroll, superannuation, and other related expenses have been accounted for.
- The ATO has authorised the necessary regulatory requirements.
- The bank is now directly connected to MYOB for easier financial management.
- Going forward, canteen staff will use MYOB app to capture receipts, add hours worked, request leave, etc.
- A debit or credit card will be organised for the School Canteen Supervisor for online orders.
- A price increase is applied to the menu items to cover the higher costs.
- The school is now covering the costs for cleaning products.

Motion	Moved	Seconded	Passed
That the Treasurers's report be adopted	Allison	Liz	Yes
That the 2025 Solvency Declaration be adopted	Sandra	Sam	Yes

4.4 Canteen – Michelle Dimanopoulos

- Lara has settled in very well and is adjusting seamlessly to the team.
- Stuffed baked potatoes are proving popular, with 40-50 sold per day.
- Linda's husband has kindly offered to volunteer two days a week.
- Linda may also volunteer on Wednesdays.
- There has been a 10% increase in sales, with a busy start to the term. We hope this trend

continues.

- There were concerns about Year 11-12 students finishing lunch earlier on Fridays, but this is being monitored.

Motion	Moved	Seconded	Passed
That the Canteens report be adopted	Denise	Sandra	Yes

4.5 Cricket Academy Parents (CAPs) – Samantha Peet

- There has been a slight change in the Cricket Academy Parents (CAPs) structure. There will no longer be regular CAPs meetings every term. Instead, Nick, Marc, and Sam will meet as needed, and parents will be contacted via email when assistance is required.
- A challenge arose in previous meetings where discussions veered off-topic and couldn't be steered back effectively.
- A date for the upcoming quiz night will be organised soon.
- CAPs did not contribute to the awards night last year, as cricket and netball were combined, and CAPs covered the cost of the kids' ticket. This year, the plan is to follow a similar approach.
- It was clarified that CAPs funds will not be used for camp expenses. Last year, \$1,000 of CAPs money was used for Year 8 camp; this will not be repeated for Year 9.
- An electronic scoreboard is planned for the main oval.
- The cricket nets have been redone and are now in better condition.

Motion	Moved	Seconded	Passed
That the CAPs report be adopted	Caprice	Nirmal	Yes

6. ELECTIONS

Positions	Current	Willing to continue	Nominations received
President	Sam	Yes	0
Vice President	Caprice Burrows	Yes	0
Treasurer	Nirmal	Yes	0
Secretary	Sandra	Yes	0
Executive Committee members	Allison Gullick	Yes	0
Executive Committee members	Liz Perkins	Yes	0

Executive Committee members	Ryan C	Yes	0
Committee members	Jody Weaver	Yes	0
Committee members	Nadya Shokhireva	Yes	0
CAPS committee convenor	Sam	Yes	0

7. APPOINTMENTS OF SIGNATORIES

No changes to signatories required

8. ACTION ITEMS ARISING FROM THE AGM

Actions	Owner	Status
Sandy and Kirsten to check for further details of the PALS Grant	Sandy	Open

Meeting closed 7:30pm

Next AGM meeting: Tuesday, March 3, 2026