

JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED

Term 3 General Meeting Minutes

Tuesday, August 19, 2025

6:30pm to 7:30pm – Admin Conference Room

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, Caprice B, Alison G, Ryan R, Liz P, Jody W, Len S

Apologies: Nadya S

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

Motion	Moved	Seconded	Passed
That the minutes of the previous General Meeting of John Forrest Secondary College P&C Association, held on 3 June 2025, be taken as read and confirmed as a true and accurate record.	Jody	Denise	Yes

3. ACTION ITEMS ARISING FROM PREVIOUS MINUTES

Outstanding action Items	Owner	Status
Accounting & Finance: <ul style="list-style-type: none">Update ATO records with authorised contacts<ul style="list-style-type: none">Paper form sent couple of weeks ago.With the ATO to action. Will follow up.Leave entitlements in MYOB	Nirmal	On going
	Nirmal	Done
Fundraising <ul style="list-style-type: none">Set up store for Fundraiser Royal Life Saving Fundraising Kit – action before summer holidays.Fundraiser at Grill'd – send follow-up email. No reaction. Will resend.Telethon Community Cinemas Fundraiser – Sam to create paper Cinema Tickets. Tickets can be used a gifts or raffle prizes.Kiosk at future school events. Next event 17/9.Entertainment Book fundraiser	Sam	On going
	Sam	On going
	Sam	On going
	Alison / Liz	On going
	Sandra	See 6.2

Correspondance <ul style="list-style-type: none"> Send Actual Wages Declaration within 14 days 	Nirmal	Done
WACCSO <ul style="list-style-type: none"> Register for conference 23-24/08 	Sandra / Nirmal	Done

4. CORRESPONDENCE

Correspondence in since the last meeting:

- 25CI:11 – Tax Invoice Commonwealth Bank > give to Nirmal
- 25CI:11 – Cadburry Fundraising information > no follow up needed
- 25CI:12 – email to Treasurer: CGU Workers Compensation Insurance will change to CGUA on 1 October 2025
- 25CI:13 – email to Treasurer: GSK Insurance offering optional insurance to P&Cs affiliated with WACCSO

Sandra commented that our WACCSO membership already covers a core suite of group insurances provided through WACCSO, including Volunteer Workers Accident, Public and Products Liability Insurance.

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

Correspondence out since the last meeting:

- None

Motion	Moved	Seconded	Passed
That the correspondence out since the last meeting be acknowledged	N/A	N/A	Yes

5. REPORTS

5.1 Principal's report – Denise Robinson

See attached report setting out:

- Recent Staff Appointments
- Compass Events Module
- JFSC Public School Review – currently in self-reflection phase at the moment. P&C to meet with validation team in T1 2026.
- NAIDOC Week
- Reward Excursions
- T3 Events

Additional notes:

- Homework club on Thursdays is going very well: 10–15 students attending each session, with two teachers present.
- School will undergo a full compliance review (held at regular intervals) with the finance officer visiting for five days. Nirmal as Treasurer was acknowledged in the Full Compliance Review for the work he had done to refine/improve/develop the P&C financial systems and records.

Further, the P&C discussed Parents and Carers' Survey Feedback (National School Partnership)

- Drop-off in parent participation after Y9.
- Improvements seen since 2021 across all domains, but some areas still need attention.
- *Things to celebrate:* satisfaction with progress, welcoming to diversity, staff care for students, welcoming school culture
- *Areas to improve:* disruptive behaviour in classroom, feeling safe on school grounds

Len praised the orientation and warm welcome received as new parents, including classroom tours and insights into pathways.

Liz asked about Semester 2 parent–teacher interviews being quieter. Denise noted this is always the case; Semester 1 is typically much busier.

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

5.2 President – Samantha Peet

N/A

5.3 Treasurer – Nirmal Singh

See attached report setting out:

- Outstanding Action Items
- Profit & Loss Report
- Balance Sheet Report
- Risk Management

Additional notes:

- Michelle is now proficient in preparing invoices in MYOB.

AC: to hold executive meeting to discuss Term Deposit (48 hours' notice required).

Motion	Moved	Seconded	Passed
That the attached Treasurer's report be adopted	Michelle	Liz	Yes

5.4 Canteen – Michelle Dimanopoulos

Michelle noted that:

- Wise payments working well; card also used at Spudshed and Aldi.
- Attendance now recorded in MYOB app.
- Canteen organised Japanese & Italian Week – several popular items retained.
- Extra catering provided for reporting nights and PD day.
- Canteen closed on Friday 29/8 for Athletics Carnival.
- Pina celebrated 24 years at the school canteen.

Query: Michelle asked about annual pay rise. All rates updated in March. Nirmal receives Fair Work emails with updates to the Fast Food Industry Award.

AC: review pay items during executive meeting and ensure they align.

Motion	Moved	Seconded	Passed
That the Canteen's report be adopted	Jody	Denise	Yes

5.5

N/AFUNDING & FUNDRAISING

6.1

No new requests received.

6.2

Entertainment Book:

- Contact details updated (previously still in the name of a former drama teacher). Emails now go to Secretary.
- Our unique online order page is: www.entbook.com.au/87511g
- Fundraising dashboard details on file with Secretary
- They will send us a display stand and promotional materials – to consider placing at reception
- Commissions are currently deposited into Acc 00900083 / BSB 006132. To be changed to the official P&C account. AC: change to main P&C account

Motion	Moved	Seconded	Passed
That the account where the commissions of the Entertainment Book are paid into is changed to the P&C account	Allison	Liz	Yes

7. ANY OTHER BUSINESS

None

Meeting closed 7:34pm

Next P&C Meeting:

- *Term 4 – Tuesday 11 November 2025 6:30pm*



P&C Meeting
Tuesday 19 August 2025
Principal's Report | Denise Robinson

1. Recent Staff Appointments:

Welcome to:

- Alonso Chen, Mathematics
- Matthew Collier, Deputy Principal Years 7&8
- Sam Sheriden, Mathematics – ECU Highly Accomplished Teacher program
- Wen Min Teo, Executive Assistant

Welcome Back:

- David Morey, Science
- Suzy Martinelli, Technologies
- Jasmina Bijelic, English

2. Compass Events Module:

During Term 3 and 4, JFSC will be transitioning to using the Compass Events Module for excursion management and consent. This will streamline the process for parent and carers, as well as for school staff. Payment options will still be available.

3. JFSC Public School Review

The PSR is our self assessment (with supporting evidence) of how we are performing for each of the five 'enabling' domains of the School Improvement and Accountability Framework (SIAF), which are:

- Relationships and Partnerships
- Learning Environment
- Leadership
- Use of Resources
- Teaching Quality

Research has shown these domains have the greatest impact on **Student Achievement and Progress**.

Our self assessment and collation of our evidence against the domains will be ongoing, with the validation visit being in Term 1, 2026. As a significant partner of JFSC, P&C representatives will be invited to participate the validation visit for the *Relationships and Partnerships* domain.



4. NAIDOC Week

The College celebrated NAIDOC week from 4 to 8 August in 2025. Activities and events throughout the week showcased and celebrated Aboriginal and Torres Strait Islander culture. A highlight of the celebrations was our college assembly run wholly by our First Nations students, with Kaleirah Du-Pont, Kauri Murray-Ranui and Tessa Kelly as speakers, a beautiful Welcome to Country by Uncle Vaughan McGuire and a dance performance by Corroboree for Life.

JFSC hosted the inaugural NAIDOC week basketball match between JFSC and Kiara College, with First Nations students competing in a match played in great spirit and sportsmanship.

To round off a huge week of learning, celebration and acknowledgement, staff competed in the inaugural Deadly Damper competition, with 14 different flavoured damper entries from staff for all to enjoy.

5. Reward Excursions

The College Student Wellbeing Team have coordinated numerous reward activities reward activities for year cohorts of students, led by Year Coordinators. These activities are invitation only to students who have high standards of behaviour and attendance. We thank all staff, both teaching and support staff who support both the organisation of these events, as well as participating in the events with students. Feedback from venue staff of every event has been effusively complimentary about the high standards of conduct of JFSC students.

6. Highlights of the many events and activities in Term 3 so far:

- **Schools to Stage Dance Competition** - On Sunday 10 August our Dance students JFSC was represented in 4 different categories.

Our students placed 1st in the Year 9/10 Hip Hop (Minifusion) and the Year 11 Duet. Our Senior Crew (Hyperfusion) placed 2nd in a very tough Year 11/12 Hip Hop category and our Year 11 Contemporary piece, up against some very tough competition, narrowly missed out on placing.

We acknowledge and thank our dedicated staff who supported the students through their early morning, after school and lunchtime rehearsals. On the day of competition, dancers were fabulously supported by each other, staff, families and friends, showcasing the JFSC community values, spirit and teamwork.

- **Law Society of WA Mock Trials** – Two JFSC Teams excelled in the Mock Trials. Their achievements were driven by their enthusiasm and commitment, with the Year 11 Team winning Round 1, and the Year 10 Team winning three rounds and earning a place in the final. Students were fortunate to be coached by retired Supreme Court Judge, John Chaney. Thank you to the team of staff who supported these students to engage with this valuable opportunity and experience.



JOHN FORREST Secondary College
INDEPENDENT PUBLIC SCHOOL

180 Drake Street, Morley WA 6062
T: 9473 4000
E: johnforrest.sc@education.wa.edu.au
www.johnforrest.wa.edu.au
www.facebook.com/johnforrestsc

7. Upcoming Events:

House Athletics Carnival	Year 12 Final Assembly and Breakfast
Dance Showcase Evenings	Senior Drama Production Night
Write a Book in a Day	Year 8/9 Emerging Leaders – ABCN Partnership
Senior Music Showcase	Year 6/7 Science Masterclass
Year 9/10 Career Tasters (Civil Rail, Auslan)	Music: Contemporary, Choir, and Junior Concert Band Festivals
Year 7/8 Young Writers Collective	
Philanthropy Club – partnership with WA Charity Direct – Friday 22 August 2025 – JFSC hosting St Stephens and Trinity College, along with WA Charity Direct Board members for a collaborative workshop.	<i>On Country</i> – 17 Year 9 and 10 students will embark on an expedition to learn more about Australia's History and Aboriginal culture.

Denise Robinson
Principal

18 August 2025

Treasurer's Report for JFSC P&C Association Inc General Meeting
Tuesday 19 August 2025

Outstanding Action Items

- **Update ATO records with authorised contacts:** I've sent a form to ATO to update Authorised Contacts. I called the ATO on 1 August to enquire about the status of our form. The ATO has received the form but have yet not allocated it for action.
- **Leave entitlements in MYOB:** The payslips are now showing the annual leaves.
- **Send Wage Declarations to CGU:** Completed

Profit & Loss till 31/07/2025

- We are managing well with our revenues around the same level as this time last year.
- The best outcome has come from Cost of Sales with us spending about \$18,000 less this year compared to last year.
- Also, we have spend about \$6,500 less this year on operational costs compared to last year in the same time period.
- We are trending well in terms of P&C contributions but are behind in securing grants and donations. As a result, we are about comparatively \$4,000 short compared to last year.
- Overall, we have a profit of about \$18,000 in the comparison period.

Balance Sheet as on 31/07/2025

- The negative asset of \$3,320 under Electronic Clearing Account has now been paid.
- The amounts against Trade Debtors and Trade Creditors is a legacy issue. I still haven't been able to find a way to resolve it. However, we do not have any debtor asset or creditor liability.
- The Payroll Tax Liability payment to ATO is pending as we have not been able to connect to the ATO Online Services. As a result, ATO might not have completed the employer wage declarations. Accordingly, if the employees lodge their ITR now, ATO may contact us to submit our BAS dues early.
- I've contacted ATO and put it in their records why we haven't completed and paid our BAS/PAYG dues so they don't penalise us.
- The Payroll Super Liability is pending as we haven't been able to contact with our earlier Tax Agent to complete our Super lodgements. I can't use the ATO Super Clearing House portal too as we don't have access to ATO Online Business Portal.
- We should be able to complete these lodgements in about a month's time when we ATO updates our new authorised contacts.

Risk Management

- As we do most of our work through MYOB, and very soon through ATO portal, we should have at least one more Executive member with access and authorisations to complete regular payroll and supplier payments.
- Though we don't need to have an audit, we should get at least one member to review our MYOB entries.

Profit and loss report

Accrual mode

01 Jan 2025 - 31 Jul 2025

	Total			
	Actual	Last Year	Variance \$	Variance %
4-0000 Income				
4-1000 Cash Sales	40,598.99	43,576.53	(2,977.54)	-7
4-1010 EFTPOS	101,011.00	96,437.95	4,573.05	5
4-3000 Catering	9,633.60	9,662.00	(28.40)	-0
4-6100 Grants & Donations	30.00	0.00	30.00	-
Total Income	151,273.59	149,676.48	1,597.11	1.10%
5-0000 Cost Of Sales				
5-1010 Bakery	0.00	702.29	(702.29)	-100
5-1030 Utensils	41.42	591.67	(550.25)	-93
5-1050 Pizza	0.00	1,245.30	(1,245.30)	-100
5-1060 Grocery	63,396.39	76,578.55	(13,182.16)	-17
5-1070 Dairy	10,129.09	10,579.06	(449.97)	-4
5-1080 Fruit & Veg	0.00	2,066.75	(2,066.75)	-100
Total Cost Of Sales	73,566.90	91,763.62	(18,196.72)	-19.80%
Gross Profit	77,706.69	57,912.86	19,793.83	34
6-0000 Expenses				
6-5100 Wages & Salaries	54,177.89	59,079.77	(4,901.88)	-8
6-5110 Long service leave payments	0.00	1,441.69	(1,441.69)	-100
6-5200 Worker Comp Insurance	1,276.50	1,396.30	(119.80)	-9
6-5300 Cleaning Products	0.00	214.50	(214.50)	-100
6-5400 Business Insurance	836.07	829.53	6.54	1
6-5600 Superannuation	6,177.43	6,473.30	(295.87)	-5
6-5700 Bank Fees	33.58	0.00	33.58	-
6-5710 EFTPOS Terminal fees	1,552.31	1,505.90	46.41	3
6-5800 Postage and Stationery	0.00	192.54	(192.54)	-100
6-5805 Employee Incentives	492.90	0.00	492.90	-
Total Expenses	64,546.68	71,133.53	(6,586.85)	-9.30%
Operating Profit	13,160.01	(13,220.67)	26,380.68	200
8-0000 Other Income				
8-0010 P&C Contributions	13,098.70	11,481.00	1,617.70	14
8-0030 Grants and Donations	0.00	5,500.00	(5,500.00)	-100
8-3000 Square Eftpos	0.00	43.04	(43.04)	-100
8-5001 Misc Income	0.13	0.00	0.13	-
Total Other Income	13,098.83	17,024.04	(3,925.21)	-23.10%
9-0000 Other Expenses				
9-1100 MYOB Subscription	344.72	972.00	(627.28)	-64
9-1110 Accountancy Fees	352.00	0.00	352.00	-
9-2000 WACSSO Fees	2,287.00	0.00	2,287.00	-

	Total			
	Actual	Last Year	Variance \$	Variance %
9-2005 Canteen Asso Fees	199.00	199.00	0.00	0
9-2210 Donations to school	4,254.95	0.00	4,254.95	-
Total Other Expenses	7,437.67	1,171.00	6,266.67	535.20%
Net Profit	18,821.17	2,632.37	16,188.80	615

Balance sheet report

Accrual mode
31 Jul 2025

	Total			
	Actual	Last Year	Variance \$	Variance %
1-0000 Assets				
1-1101 Cheque Account CBA	83,062.69	81,629.49	1,433.20	2
1-1102 Wise Bank Account	3,026.97	0.00	3,026.97	-
1-1190 Electronic Clearing Account	(3,320.00)	4,059.47	(7,379.47)	-182
1-2000 Trade Debtors	(13,053.76)	(13,218.76)	165.00	-1
Total Assets	69,715.90	72,470.20	(2,754.30)	-3.80%
2-0000 Liabilities				
2-2000 Trade Creditors	7,767.30	8,308.30	(541.00)	-7
2-5000 Payroll Liabilities-Tax	8,756.83	6,962.83	1,794.00	26
2-5010 Payroll Liabilities-Super.	5,019.86	5,084.76	(64.90)	-1
Total Liabilities	21,543.99	20,355.89	1,188.10	5.84%
Net Assets	48,171.91	52,114.31	(3,942.40)	-8
3-0000 Equity				
3-8000 Retained Earnings	29,350.74	49,481.94	(20,131.20)	-41
3-9000 Current Earnings	18,821.17	2,632.37	16,188.80	615
Total Equity	48,171.91	52,114.31	(3,942.40)	-7.56%