

JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED

Term 4 General Meeting Minutes

Tuesday, 11 November, 2025

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

The meeting opened at 6:30pm

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, Matt Collier

Apologies: None recorded

Welcomed Mat (Matthew) Collier

Memberships were paid prior to commencement (2025 Membership Fee: \$1).

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

Resolution 01	Moved	Seconded	Passed
That the minutes of the previous General Meeting of John Forrest Secondary College P&C Association, held on 19 August 2025, be taken as read and confirmed as a true and accurate record.	Jody	Nirmal	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 + PAYG & super submitting	Nirmal	Done
Fundraising <ul style="list-style-type: none">Set up store for Fundraiser Royal Life Saving Fundraising KitTelethon Community Cinemas Fundraiser – Sam to send list to Wen Min.	Sam Sam	Live in Dec Send to Wen Min

4. CORRESPONDENCE

Correspondence in since the last meeting:

- 25CI:19 – email 29/10 Education WA to Denise regarding remaining funds from the WA Student Assistance Payment program will be made available to P&C to support families/College community
- 25CI:18 – email 20/10 Laura Benson Variety Heart Scholarships extracurricular Arts, Sports & Academics. Applications close 14 November - <https://www.variety.org.au/wa/programs/scholarships/>

- 25Cl:17 – email 9/10 Dan Bull invites up to three representatives from our P&C to attend his P&C End of Year Appreciation Event on 27 Nov @Bayswater Hotel. RSVP by 17 November
Caprice, Ryan and Sandra going – Caprice picking up badges
- 25Cl:16 – email 27/9 WACCSO P&C Voice post-conference digital copy:
<https://heyzine.com/flip-book/faed6adce4.html#page/1>
- 25Cl:15 – various emails Entertainment Book regarding purchases now arriving in Secretary's inbox and funds arriving in P&C account
- 25Cl:14: email 11/9 Wen Min regarding Y7 Orientation Day on 1 Dec – P&C to organise morning tea

Correspondence out since the last meeting:

- None

Resolution 02	Moved	Seconded	Passed
That the inward correspondence be received and outwards correspondence be endorsed.	Liz	Sam	Yes

5. REPORTS

5.1 Principal's report – Denise Robinson

See attached report setting out:

- Perth EV Challenge
- Y12 Prefects
- Breakfast Club Expansion in 2026 -community hub model 2 day / 3 days through Student Wellbeing Hub
- On Country Expedition / Raw Impact QLD
- Social Media Age restriction

Resolution 03	Moved	Seconded	Passed
That the attached Principal's report be adopted.	Sandra	Michelle	Yes

5.2 President – Samantha Peet

No report tabled.

Resolution 04	Moved	Seconded	Passed
N/A - No report tabled.			

5.3 Treasurer – Nirmal Singh

See attached report setting out:

- Profit & Loss Report and Balance Sheet Report

Additional notes:

- All P&C details updated on ATO, ABR, RAM
- May need to pay Tanya - Bookkeeper @ \$88 per hour for her help in resolving ABR connection issue. Nirmal will request Tanya to send the final figures.
- Added Sam and Sandra
- Single Touch Payroll setup in MYOB to ATO, Reported all previous payruns through STP
- Finalised payruns for FY 2024-25
- Super is now set up via MYOB and connected through Commonwealth Bank to pay Super with payruns, when the new rules come into effect.
- Historical Trade Debtor liabilities still appearing in Balance Sheet to be corrected that may need the help of a bookkeeper
- Former 2 P&C members still have access to Commonwealth Bank accounts - need to review/revoke access

Resolution 05	Moved	Seconded	Passed
That the attached Treasurer's report be adopted.	Liz	Sam	Yes
Resolution 06	Moved	Seconded	Passed
That a term deposit account is opened and up to \$30,000 deposited for long term liabilities regarding Canteen.	Sandra	Allison	Yes

5.4 Canteen – Michelle Dimanopoulos

- Thank you to P&C, and especially Sam and Nirmal, for getting things sorted, to the School for extra Catering, and a big thank you to Lara & Pina
- An unusual issue occurred during the cash deposit. The deposit machine shut down immediately after the money was inserted, and no receipt was issued. Nirmal will check whether the funds have been returned to the P&C account and will follow up with Michelle if necessary.

Resolution 07	Moved	Seconded	Passed
That the attached Canteen's report be adopted.	Denise	Sandra	Yes

5.5 CAPS – Samantha Peet

No report tabled.

Resolution 08	Moved	Seconded	Passed
N/A - No report tabled.			
Resolution 09	Moved	Seconded	Passed
That up to \$3000 be allocated for a new electronic scoreboard.	Nirmal	Sandra	Yes

Resolution 10	Moved	Seconded	Passed
That \$1,000 is allocated to the Y9 camp (cricket academy)	Sandra	Nirmal	Yes

6. FUNDING & FUNDRAISING

6.1 New funding requests

- **Provisional motions:** That funding requests for equipment used by or to benefit students, to support school activities or for school representation, are discussed if and when they are submitted prior to the meeting.

Resolution 11	Moved	Seconded	Passed
PC Funding Submission Request Music Department for an Upright Piano	Declined		
Resolution 12	Moved	Seconded	Passed
That up to \$900 be allocated to small sunscreen bottles for the Y7 Orientation Packs (Year 10 Student Council SunSafe Ambassador Project)	Sandra	Allison	Yes

- Breakfast Club & Homework Club will continue in 2026

Action Item	Owner	Status
Prepare cost forecast for Breakfast Club & Homework Club based on 2025 figures	Nirmal	

6.2 Fundraising

- **Update on kiosk at future school events**
The Senior Concert last term had very limited promotion and was one of the least attended events. Kiosk sales were low, but this was a good 'test'. Next week's Friday concert has also not been advertised, so the kiosk will operate as a soft launch. Sam has a card reader, which can also be used via phone. This card reader can be used for these events.

7. ANY OTHER BUSINESS

7.1 P&C Partnership - Refurbished laptops

Local business offering devices with warranty for approximately. \$500. Ryan will contact the owner to further explore the option and determine whether this is something the P&C can and should endorse.

7.2 Upcoming engagements

- **P&C End of Year Appreciation Event** - 27 Nov @Bayswater Hotel. Caprice, Ryan and Sandra going – Caprice picking up badges
- **P&C Morning Tea** - Monday 1 December am
4 P&C members attending: Sam, Ryan, Liz, Alison

- **2026 Y7 Welcome BBQ – Week 5**
4:30-6pm informal meet & greet for parents and staff

Confirmed dates for P&C Meetings and AGM in 2026

- Term 1 – AGM & Term 1 Meeting Tuesday 3 March 2026 6:30pm
- Term 2 – Tuesday 19 May 2026 6:30pm
- Term 3 – Tuesday 18 August 2026 6:30pm
- Term 4 – Tuesday 10 November 2025 6:30pm



Parents & Citizens Meeting
Tuesday 11 November 2025
Principal's Report | Denise Robinson

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

I 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 financial contribution that the P&C has been able to offer for College initiatives, in particular whole school programs **Breakfast Club**, and **Homework Club**, is highly valued and appreciated.

The Wandjoo Café continues to offer students an important food hub and caring culture. Our gratitude is expressed to Michelle, Pina and Lara (the Wandjoo Café Team) for their care and food, for students and staff. They have catered for many staff events, as well as district network meetings, and the exceptional standard of the catering is consistently highlighted by community members and staff from other schools. The social and relaxation space in the café has been valued and appreciated by our Year 12 students. Year 11 students are enjoying this privilege now that Year 12 classes have concluded.

2. JFSC Engineering Club places at Perth EV Challenge: *Thank you to the P&C for their support in partially funding the Car this year.*

The EV Team from Engineering Club competed in the [Perth EV Challenge](#) powered by ReEnergise Digital on Sunday 2 November 2025. The College came 2nd in the Junior Race and 3rd in the Senior race in just their third year of competition. An awesome performance in a car they built from scratch this year. This was against about 24 other cars from about 12 other schools. The EV Challenge has students build electrical vehicles powered by a bike battery and raced around a Kart track at speeds up to 60km/hr. Winners are determined by the teams that can complete the most laps of the track in a 1 hour race on a single battery charge.

The team was supported by Mr Vinciullo, Ms Middleton, Mr Chen, Mr Woodward and Mr Hendroff. Thanks also to returning students who helped out: Levi M. and Dylan P.

3. 2026 Year 12 Prefects.

Congratulations to the following students who have been elected as Year 12 Prefects for 2026.

Emily Smith – Head Prefect

Vathna Tran – Deputy Head Prefect
Oscar Lewis
Kauri Murray-Ranui

Trisna Sugiarta – Head Prefect

Natana Back
Palve Mrasic
Tayla Otley

Their appointments were announced and celebrated at the recent whole school assembly and reflect their commitment to our College values and their willingness to serve our College community. 2026 Head Prefects Emily and Trisna addressed the assembly and outlined their commitment to leading all students to ensure that John Forrest Secondary College continues to develop as a learning environment of excellence. 2025 Year 12 prefects also returned to present our 2026 prefects with their badges.

4. Breakfast Club expansion for 2026:

John Forrest Secondary College has been invited to participate in an expansion of the School Breakfast Program in 2026. We have indicated our intention to participate in this expansion, and models of delivery are currently being considered. This includes a model which expands the current Community

Hub model to two days per week, complimented by three days per week of food availability through the Student Wellbeing Hub. The Breakfast Club will continue to be staffed by volunteer staff and students.

5. College Uniform Updates:

Following feedback from students and parents, some small improvements in our College Uniform are heading into production for 2026. This includes a warmer lining for the College jacket, and improvements in the design and material for College shorts. To support the College priority of bolstering the profile and effectiveness of our House System, we will be supplying a House (sports) shirt to every student to commence 2026.

6. eSafety Commissioner – Social Media Age-Restriction legislation webinar Information to promote eSafety Commissioner webinar to parents and care givers

Optional communication method: Connect notice, email

Audience: Parents and care givers

Title/Subject: Social media age restrictions explained – a guide for parents and carers webinar

From 10 December 2025, certain online platforms will be required under new government legislation to prevent under-16s from creating or maintaining accounts.

The eSafety Commissioner is delivering a 30-minute webinar that will help parents and carers understand the upcoming changes to social media access for children under 16.

Join the information session to:

- understand the purpose of the new age restrictions and how they aim to protect young Australians
- understand which platforms will require users to be 16+ and what platforms they can still access
- get tips and resources to support your child's online safety and wellbeing through the transition.

Parents and carers will gain:

- a clear understanding of the new rules and their implications
- confidence in guiding their child through these changes
- access to trusted resources to support safe and positive online engagement.

Parent Session:

Thursday 20 November, 9:30 - 10:00 AM (AWST)

Register here: <https://register.gotowebinar.com/register/5381443563543667032>

For more information on the social media legislation, refer to the eSafety Commissioner's Social media age restrictions hub: [Social media age restrictions hub | eSafety Commissioner](#)

7. Events and Activities:

- Presentation Evening was held at Winthrop Hall and was a spectacular celebration of our Year 12 students, and family, friends and staff who have supported them through their journey at the college. Thank you to Mrs Dani Triantopolous who has supported these students as their Year Coordinator in their final year of their secondary schooling.
- The **On Country** learning experience to Bethel Farm (QLD) saw a group of our students build their understanding of our indigenous history and culture. Thanks to **Sandy Tu and Trevor Rossiter**, the staff who coordinated and led this learning experience for our students. Thank you also to the City of Bayswater for a community grant that supported this expedition.
- 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.

Thank you to our JFSC parents and community for another great year, and I wish everyone a safe and healthy summer break when we get there.

Denise Robinson
Principal

11 November 2025

Balance sheet report

Accrual mode
31 Oct 2025

	Total			
	Actual	Last Year	Variance \$	Variance %
1-0000 Assets				
1-1101 Cheque Account CBA	90,560.45	70,072.99	20,487.46	29
1-1102 Wise Bank Account	367.44	0.00	367.44	-
1-2000 Trade Debtors	(13,074.76)	(13,218.76)	144.00	-1
Total Assets	77,853.13	56,854.23	20,998.90	36.93%
2-0000 Liabilities				
2-2000 Trade Creditors	5,867.82	12,061.95	(6,194.13)	-51
2-5000 Payroll Liabilities-Tax	11,664.83	7,276.83	4,388.00	60
2-5010 Payroll Liabilities-Super.	5,582.57	4,521.11	1,061.46	23
Total Liabilities	23,115.22	23,859.89	(744.67)	-3.12%
Net Assets	54,737.91	32,994.34	21,743.57	66
3-0000 Equity				
3-8000 Retained Earnings	29,350.74	49,481.94	(20,131.20)	-41
3-9000 Current Earnings	25,387.17	(16,487.60)	41,874.77	-254
Total Equity	54,737.91	32,994.34	21,743.57	65.90%

Profit and loss report

Accrual mode

01 Jan 2025 - 31 Oct 2025

	Total			
	Actual	Last Year	Variance \$	Variance %
4-0000 Income				
4-1000 Cash Sales	55,133.04	59,841.08	(4,708.04)	-8
4-1010 EFTPOS	156,552.45	147,281.30	9,271.15	6
4-3000 Catering	15,264.15	10,945.50	4,318.65	40
4-6100 Grants & Donations	30.00	0.00	30.00	-
Total Income	226,979.64	218,067.88	8,911.76	4.10%
5-0000 Cost Of Sales				
5-1010 Bakery	0.00	936.04	(936.04)	-100
5-1030 Utensils	41.42	672.47	(631.05)	-94
5-1035 Packaging	979.08	0.00	979.08	-
5-1050 Pizza	0.00	1,992.20	(1,992.20)	-100
5-1060 Grocery	96,942.20	110,535.24	(13,593.04)	-12
5-1070 Dairy	13,721.47	14,760.14	(1,038.67)	-7
5-1080 Fruit & Veg	0.00	2,459.52	(2,459.52)	-100
Total Cost Of Sales	111,684.17	131,355.61	(19,671.44)	-15.00%
Gross Profit	115,295.47	86,712.27	28,583.20	33
6-0000 Expenses				
6-5100 Wages & Salaries	78,452.59	90,873.85	(12,421.26)	-14
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	9,090.40	10,129.62	(1,039.22)	-10
6-5700 Bank Fees	39.08	0.00	39.08	-
6-5710 EFTPOS Terminal fees	2,381.36	2,248.80	132.56	6
6-5800 Postage and Stationery	0.00	264.54	(264.54)	-100
6-5805 Employee Incentives	492.90	0.00	492.90	-
Total Expenses	92,568.90	107,398.83	(14,829.93)	-13.80%
Operating Profit	22,726.57	(20,686.56)	43,413.13	210
8-0000 Other Income				
8-0010 P&C Contributions	13,098.70	15,386.28	(2,287.58)	-15
8-0030 Grants and Donations	0.00	5,500.00	(5,500.00)	-100
8-3000 Square Eftpos	27.44	43.04	(15.60)	-36
8-5001 Misc Income	104.13	0.00	104.13	-
Total Other Income	13,230.27	20,929.32	(7,699.05)	-36.80%
9-0000 Other Expenses				
9-1100 MYOB Subscription	551.72	1,147.23	(595.51)	-52
9-1105 Audit Fees	0.00	530.00	(530.00)	-100
9-1110 Accountancy Fees	352.00	0.00	352.00	-

	Total			
	Actual	Last Year	Variance \$	Variance %
9-2000 WACSSO Fees	2,565.00	2,337.25	227.75	10
9-2005 Canteen Asso Fees	199.00	199.00	0.00	0
9-2210 Donations to school	7,106.95	12,516.88	(5,409.93)	-43
9-3000 Catering	(205.00)	0.00	(205.00)	-
Total Other Expenses	10,569.67	16,730.36	(6,160.69)	-36.80%
Net Profit	25,387.17	(16,487.60)	41,874.77	254