

# JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED

## Term 1 General Meeting Minutes

Tuesday, 3 March, 2026

Admin Conference Room

The meeting opened at 6:42pm

### 1. ATTENDANCE AND APOLOGIES

Attendees: Samantha P (Chair), Nirmal S (Treasurer), Denise R, Michelle D, Pina C, Caprice B, Ryan R, Liz P

Apologies: Sandra G (Secretary), Alison G, Len S, Jody W,

Memberships were paid prior to commencement (2026 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 11 November 2025, be taken as read and confirmed as a true and accurate record.	Nirmal	Caprice	Yes

### 3. ACTION ITEMS ARISING FROM PREVIOUS MINUTES

Outstanding Action Items	Owner	Status
Accounting & Finance: <ul style="list-style-type: none"><li>Update ATO records with authorised contacts + PAYG &amp; super submitting</li></ul>	Nirmal	Done
Fundraising <ul style="list-style-type: none"><li>Set up store for Fundraiser Royal Life Saving Fundraising Kit</li><li>Telethon Community Cinemas Fundraiser – Sam to send list to Wen Min.</li></ul>	Sam Sam	Done Done
New Action Items	Owner	Status
Secretary: <ul style="list-style-type: none"><li>After AGM: update details with WASCO before April</li><li>After AGM: update information statement with the Department of Mines, Industry Regulation and Safety</li></ul>	Sandra Sandra	Open Open
Accounting & Finance: <ul style="list-style-type: none"><li>Before 31 January: update Registration with the Australian Charities and Not for Profit Commission (ACNC)</li><li>Add 2025 financials and Solvency Statement to Treasurer folder on Google Drive.</li></ul>	Nirmal Nirmal	Done Open

#### 4. CORRESPONDENCE

Correspondence in since the last meeting:

- Sandra to pick up snail mail at front desk
- 4/2/26: WACSSO information brochure “Attracting and retaining P&C volunteers”: <https://buff.ly/3CWtAme>
- 5/12/25: Email Dan Bull regarding distribution of \$980 WASAP Funds to School P&C. Payment was made to connected school account on 11 December

Correspondence out since the last meeting:

- None

<b>Resolution 02</b>	<b>Moved</b>	<b>Seconded</b>	<b>Passed</b>
That the inward correspondence be received and outwards correspondence be endorsed.	Liz	Ryan	Yes

#### 5. REPORTS

5.1 Principal’s report – Denise Robinson

See attached report setting out:

- Commencement of College year
- JFSC Public School review
- Welcome to new & returning staff, role updates & deputy Principal Responsibilities
- Recent events
- Y7 Transition Program & Welcome Afternoon
- Peer Support Program
- Y12 College Ball

<b>Resolution 03</b>	<b>Moved</b>	<b>Seconded</b>	<b>Passed</b>
That the attached Principal’s report be adopted.	Michelle	Caprice	Yes

5.2 President – Samantha Peet

No report tabled.

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

5.3 Treasurer – Nirmal Singh

See attached report setting out:

- Profit & Loss Report and Balance Sheet Report
- Banking updates
- MYOB & accounting updated

Additional notes:

- Signatories on the bank accounts, ATO & Super to be updated once new Treasurer is voted in.

<b>Resolution 05</b>	<b>Moved</b>	<b>Seconded</b>	<b>Passed</b>
That the attached Treasurer's report be adopted.	Denise	Liz	Yes

#### 5.4 Canteen – Michelle Dimanopoulos

- No price changes this year
- Canteen running smoothly

<b>Resolution 06</b>	<b>Moved</b>	<b>Seconded</b>	<b>Passed</b>
That the Canteen's report be adopted.	Liz	Ryan	Yes

#### 5.5 CAPS – Samantha Peet

No report tabled.

<b>Resolution 07</b>	<b>Moved</b>	<b>Seconded</b>	<b>Passed</b>
N/A - No report tabled.			

## 6. FUNDING & FUNDRAISING

### 6.1 New funding requests

<b>Resolution 8</b>	<b>Moved</b>	<b>Seconded</b>	<b>Passed</b>
That the Committee approves the Homework Club funding submission up to a maximum value of \$7,000, with funds to be used in line with the submitted proposal and any applicable school/P&C funding requirements.	Sam	Ryan	Yes
<b>Resolution 9</b>	<b>Moved</b>	<b>Seconded</b>	<b>Passed</b>
That the Committee approves the Breakfast Club funding submission up to a maximum value of \$1,800, with funds to be used for food supplies not otherwise provided by Foodbank. These purchases are to be made by the P&C, coordinated by Sam, within the approved amount.	Caprice	Ryan	Yes

### 6.2 Fundraising

- Entertainment Book – will continue in 2026
- Royal Life Saving Fundraising Kit – repeat 1-2 times in 2026
- Music Night Kiosk – 1st concert end of June

## 6.3 Grants

Discussed below Grant opportunities for 2026.

- *Perth Volunteer Grants*. Grants of between \$1,000 and \$5,000 are available for local community groups in the Perth electorate to support the efforts of volunteers and to promote participation in volunteering. <https://www.patrickgormanmp.com/community-grants-alert> – **Liz & Alison will submit an EOI.**
- *Let's Grow Grant City of Bayswater* recognises the role schools and community groups can play in leading urban greening. A total package of \$10 million over four years will deliver the grants program, with \$2.5 million allocated each financial year to support as many eligible projects as possible. Round One will support projects that increase tree canopy and greening in urban areas where people live, learn, work and spend time — including school grounds, community spaces, street verges, parks, carparks, neighbourhood hubs, public transport stops, and walking and cycling routes. Round 1 Guidelines can be found here: <https://www.wa.gov.au/media/158937/download?inline> – no action taken
- *Healthway's Healthy Schools Program* provides grants ranging from \$3,000 - \$5,000 to public schools and their Parents and Citizens Associations (P&Cs) in Western Australia. These grants help schools run projects that promote the health and wellbeing of students and the school community through activities aligned to the health Promoting Schools Framework. <https://www.healthway.wa.gov.au/wp-content/uploads/Healthy-Schools-Guidelines-2026.pdf> – no action taken
- *Variety Heart Scholarships* support children and young people in Western Australia who demonstrate talent and commitment in sport, the arts or education, but face barriers to pursuing their goals due to disability, long-term illness or financial hardship. Scholarships offer funding of up to \$4,000. – no action taken
- *National Volunteer Week Grants Volunteering WA* ([www.volunteeringwa.org.au/nvw](http://www.volunteeringwa.org.au/nvw)) offers volunteer involving organisations across Western Australia the opportunity to apply for a grant to organise an event or activity which recognises and thanks volunteers during National Volunteer Week (in May 2026). Grant up to \$1,500. – no action taken
- <https://communitybankbayswater.smartygrants.com.au/2026CommunityPitch> - Applications close 8 March – no action taken
- Non atm, but to check later in 2026:  
<https://departmentofcommunitiesapply.smartygrants.com.au>

## 7. ANY OTHER BUSINESS

WACSSO are holding a webinar on Wednesday 11 March 7pm – 8:30pm on AGM and Handover Essentials, hosted by Tracy. This will cover all the essentials, from prior preparation to what happens after the meeting has concluded. To register (login required): [P&C Training and Events — WACSSO](#)

### Meeting closed at 7:30pm

*Next P&C Meeting:*

- Term 3 – Tuesday 18 August 2026 6:30pm
- Term 4 – Tuesday 10 November 2025 6:30pm



**Parents & Citizens Meeting**  
**Tuesday 3 March 2026**  
**Principal's Report | Denise Robinson**

**Commencement of College Year:**

It has been an exceptionally smooth and positive start to the 2026 school year, and it is great to begin a year without the looming changes that have characterised recent times, whether major building works or significant system ICT updates. This sense of stability has allowed our staff and students to settle quickly into productive routines and focus wholeheartedly on learning. I extend my sincere thanks to our parents, carers, staff and students for contributing to such a calm, enthusiastic and successful beginning to the year.

**JFSC Public School Review (PSR) 2026:**

All public schools undertake ongoing self-assessment against the Department of Education's Domains to support continuous improvement and the best possible outcomes for students. At John Forrest Secondary College, staff have been thoughtfully gathering and submitting evidence that demonstrates our progress across these Domains, which has now been provided to the Department of Education.

On Tuesday, 3 March, a Director of Public School Review and a Peer Reviewer from a comparable secondary school context will visit our college. They will meet with groups of staff, students, our P&C, the College Board, and representatives from several of our valued external partner organisations to validate our self-assessment processes.

We look forward to sharing and celebrating the collective achievements of our college community. Thank you to everyone who has contributed to our PSR and to those who continue to engage in our ongoing reflection and improvement processes. Your commitment ensures that students and staff are consistently supported to achieve their personal best.

**Welcome to new Staff 2026:**

**Adam Bartlett** - HPE  
**Ethan Batley** - HASS  
**Todd Carroll** - HASS  
**Jonathon Costley** - Maths  
**Rebecca Cusick** - Program Coordinator  
Learning Support  
**Matthew Davy** - Technologies  
**Raquel Gowan** - HPE  
**Michael Griesser** - Science  
**Grainne Harris** - Education Assistant

**Georgina Isles** - Arts - Media  
**Matthew Jones** - English  
**Megan Mathieson** - HPE  
**Kalli Mills** - Education Assistant  
**Cheyne Robinson** - Laboratory Technician  
**Leone Scott** - Vocational Pathways  
**Alexandra Strickland** - HASS  
**Bruce Thompson** - Arts - Music  
**Lucy Ward** - HPE  
**Lachlan Williams** - Science

**Welcome back to returning Staff 2026:**

**Rod Clarke** - Maths

**Lewis Todman** - Science

**2026 Role Updates:**

Congratulations to the following staff for taking up new roles to commence 2026:

**Nicole Clune** - Program Coordinator Vocational Pathways  
**Simone Norman** - Coordinator Student Achievement  
**Rachel Rafferty** - Year 7 Coordinator

## 2026 Deputy Principal Year Responsibilities

As students progress through the College, they may work with different Deputy Principals. For 2026, year cohort alignments are as follows:

- Matthew Collier – Years 7 and 10
- Angela Trees – Years 8 and 11
- Sandy Olney Thurstun – Years 9 and 12

## Recent Events:

**Achievement Assembly:** Student achievement across many aspects of the College was acknowledged and celebrated at our Achievement Assembly. At this assembly we celebrate the diverse ways our students strive for excellence, through their learning, behaviour, participation, and contributions to our school community. At JFSC we know that achievement is not defined by a single measure, it grows from effort, resilience, and the willingness to learn from challenges. As students aim for their personal best, they broaden their future choices and open doors to new opportunities, both within and beyond school.

We extend our congratulations to the following students who were recognised at the assembly:

### **Year 12 2025 School Curriculum and Standards Association (SCSA) Awards:**

#### **Certificates of Distinction**

Andrew Ho

#### **Certificates of Merit**

Georgia Byers

Sangkhai Dang

Ewan Halse

Isabella Jackson

Abbey Peters

Paige Sargeant

Gurdev Singh

#### **JFSC Year Group Dux recipients 2025:**

Year 12 ATAR Dux - Sangkhai Dang

Year 12 General Dux - Ali Siraj Khurrami

Year 12 VET Dux - Ashton Wheeler

Year 11 ATAR Dux - Vathna Chan

Year 11 General Dux - Kylie Tran

Year 11 VET Dux - Maddison Ryan

Year 10 Dux - Tobias Hodgkin

Year 9 Dux - Sophia Kennedy

Year 8 Dux - Gemma Cook

Year 7 Dux - Mila Bird

#### **JFSC Community Awards**

City of Bayswater Scholarship recipient - Connor Gambie

ADF Long Tan and Leadership Award - Paige Sargeant

ADF Future Innovators Award - Caleb Huang

Stan Perron Award - Andrew Ho

Ampol All Rounder Award - Hunter Wills

#### **2026 Year 11 Student Leaders Announced:**

Malak Al-Khafaji

Abbey Anderson

Tane Back

Tessa Kelly

Siyona Meher

Emily Nguyen

#### **2026 Arts Captains**

Erin McNeil

Jay O'Sullivan

Tayla Otley

Zoe Wolters

#### **2026 Sports Captains**

##### **Balyoongar**

Palak Kumar

Riley Ludlam

Chanel Riordan-Ager

Deakin Stoute

##### **Boodjar**

Georgia Baker

Flynn Howse

Daniel McFarlane

Nevaeh Thomas

##### **Bilya**

Vera Costigan

Alila Judd

Cass McParlane

Diego Merstein

##### **Ngangk**

Yanazay Horne

Sienna Jones

James Nicholson

Dash Pocock

### **House Swimming Carnival**

Year 7-12 students participated in the Interhouse Swimming Carnival on Monday 23 February at the new venue of Stirling Leisure – Inglewood Aquatic Centre. The day was a celebration of the spirit of John Forrest Secondary College, with students competing, encouraging, supporting, and celebrating with their peers. It was a great day and we look forward to our students participating in the interschool swimming carnival in the near future.

### **Year 7 Transition Program**

The induction program for Year 7 students was conducted in Week 1, with the new format of students working in their Form groups, with their classroom teachers. This established a solid sense of connection and belonging in Form, and set students up for a positive start to their JFSC experience.

### **Peer Support Program**

Peer Support leaders conduct activities with Year 7 students on Fridays during Form over a 12 week period.

Year 11 students developing leadership skills within a framework that supports Year 7 students. Social and Emotional Learning focus. Year 7 students developing peer connection, as well as with older student leaders. Year 11 Leaders meet with Clare Carter (Student Support Officer) and Trevor Sykes (Chaplain) during Form period on Thursdays to go through the activity for the following day.

### **JFSC Year 7 Welcome Afternoon:**

This term we are excited to launch a new community-building initiative by inviting our Year 7 parents and carers to a Welcome Event at John Forrest Secondary College. The event, to be held on Wednesday 4 March from 4:30–6:00 pm in the Kelso Quad, is designed to create an informal and welcoming space for families to connect with staff and celebrate the beginning of their child's secondary school journey. With a sausage sizzle and refreshments available, the afternoon aims to strengthen relationships, enhance the transition experience for our newest cohort, and foster early engagement between home and school. We look forward to this becoming a valued tradition that supports our Year 7 families and reinforces the strong sense of community at JFSC.

### **Year 12 College Ball – Friday 6 February 2026, Fraser's Kings Park.**

Year 12 students enjoyed a fabulous evening with their peers and staff, celebrating the commencement of their final year of secondary education.

**Denise Robinson**  
**Principal**

3 March 2026

## **John Forrest P&C AGM Meeting**

Tuesday 3 March 2026

### **Treasurer's Report**

#### **Profit & Loss Statement for CY2025**

- The P&L statement for calendar year 2025 is attached.
- In 2025, the P&C canteen achieved a profit of \$32,925.94 compared to a loss of \$20,131.20 in 2024. This has been achieved by increasing revenue by 5.9%, reducing operating costs by 14.2% and employee costs by 11.9%.
- A big thanks for the canteen staff to reduce operating costs by controlling grocery costs and also finding alternate suppliers.

#### **Balance Sheet ending 31/12/2025**

- Owing to the 2025 profit, the P&C's total equity has increased to \$62,296.68.
- With this total equity, our P&C remains solvent for all regulatory and reporting purposes.
- This total equity should be read as \$73,406.31 owing to incorrect Trade Debtors and Creditor amounts in the Balance Sheet.
- We've have requested TAG Bookkeeping, who have been helping our P&C, to review and help us remove the incorrect Trade Debtors and Creditor amounts in the Balance Sheet.

#### **Banking Updates**

- The P&C transferred our banking fully from Bankwest to Commonwealth Bank.
- The Commonwealth Bank CommBiz is all set up to make payments using two-user authorisations with the users well-versed in the use of CommBiz app token and authorisations.
- Some ex-members the P&C still have access to the Bank and CommBiz which needs to be removed for financial, regulatory and audit purposes.
- In 2025, we opened a Wise Bank account to get a debit card for small value purchases. The debit card is working well. However, we wise does not has connection to help flow its transactions into MYOB directly requiring manual uploads.

#### **MYOB Updates**

- We have updated our subscriptions to a lower plan saving some savings on our costs.
- We have opted to an online subscription plan helping P&C members to review the accounts much more easier. This also helps prevent problems if the canteen computer on which the earlier version was installed didn't work for some reason.
- We've connected our Commbank with MYOB for the banking transactions to flow seamlessly for reconciliations later.
- We are also using MYOB's AI features and rules to make the reconciliation work faster.
- We have opted for using MYOB Team app to help our canteen employees log their daily work hours which seamlessly flows into MYOB helping us run our payrolls much faster & accurately. A big thanks to the canteen staff members to helping us adopt the new app usage.
- We have started using MYOB Capture app to help everyone to seamlessly scan and upload receipts for any expenses directly into MYOB for reconciliation later.

#### **Accounting Updates**

- We have finally got access to ATO's Relationship Authorisation Manager & ABR systems. With that, we've updated our P&C details on the Australian Business Number and cleared off our pending BAS payments.
- We've set up out Single Touch Payroll connecting MYOB to ATO's systems. With the STP, all are payrolls are flowing seamlessly to ATO.
- We have updated all super details of our staff in MYOB and have cleared off all Super dues.
- We have also created all necessary setups in MYOB for the Payday Super coming from 1 July.
- We have also transferred the staff leave details from paper format to MYOB so they are accrued and paid accurately.
- All our required insurance, including worker compensation, are in place and active.

#### **Others**

- Considering the small size of our P&C, we do not need to get our books audited. However, the books are available for a review by any P&C executive member for transparency.

## Profit and loss report

Accrual mode

01 Jan 2025 - 31 Dec 2025

	Total			
	Actual	Last Year	Variance \$	Variance %
<b>4-0000 Income</b>				
4-1000 Cash Sales	64,860.74	69,868.19	(5,007.45)	-7
4-1010 EFTPOS	181,431.75	168,195.28	13,236.47	8
4-3000 Catering	17,665.65	11,330.00	6,335.65	56
4-6100 Grants & Donations	30.00	0.00	30.00	-
<b>Total Income</b>	<b>263,988.14</b>	<b>249,393.47</b>	<b>14,594.67</b>	<b>5.90%</b>
<b>5-0000 Cost Of Sales</b>				
5-1010 Bakery	0.00	936.04	(936.04)	-100
5-1030 Utensils	41.42	687.47	(646.05)	-94
5-1035 Packaging	1,006.35	0.00	1,006.35	-
5-1050 Pizza	0.00	1,992.20	(1,992.20)	-100
5-1060 Grocery	107,253.66	121,667.48	(14,413.82)	-12
5-1070 Dairy	15,045.25	16,012.60	(967.35)	-6
5-1080 Fruit & Veg	0.00	2,459.52	(2,459.52)	-100
<b>Total Cost Of Sales</b>	<b>123,346.68</b>	<b>143,755.31</b>	<b>(20,408.63)</b>	<b>-14.20%</b>
<b>Gross Profit</b>	<b>140,641.46</b>	<b>105,638.16</b>	<b>35,003.30</b>	<b>33</b>
<b>6-0000 Expenses</b>				
6-5100 Wages & Salaries	99,062.09	112,513.88	(13,451.79)	-12
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	11,563.56	12,501.45	(937.89)	-8
6-5700 Bank Fees	40.74	7.70	33.04	429
6-5710 EFTPOS Terminal fees	2,840.47	2,731.40	109.07	4
6-5800 Postage and Stationery	0.00	264.54	(264.54)	-100
6-5805 Employee Incentives	612.90	0.00	612.90	-
<b>Total Expenses</b>	<b>116,232.33</b>	<b>131,900.99</b>	<b>(15,668.66)</b>	<b>-11.90%</b>
<b>Operating Profit</b>	<b>24,409.13</b>	<b>(26,262.83)</b>	<b>50,671.96</b>	<b>193</b>
<b>8-0000 Other Income</b>				
8-0010 P&C Contributions	14,750.20	19,982.11	(5,231.91)	-26
8-0030 Grants and Donations	0.00	5,500.00	(5,500.00)	-100
8-3000 Square Eftpos	100.50	62.65	37.85	60
8-5001 Misc Income	1,098.14	0.00	1,098.14	-
<b>Total Other Income</b>	<b>15,948.84</b>	<b>25,544.76</b>	<b>(9,595.92)</b>	<b>-37.60%</b>
<b>9-0000 Other Expenses</b>				
9-1100 MYOB Subscription	689.72	1,172.23	(482.51)	-41
9-1105 Audit Fees	0.00	530.00	(530.00)	-100
9-1110 Accountancy Fees	352.00	0.00	352.00	-

	<b>Total</b>			
	<b>Actual</b>	<b>Last Year</b>	<b>Variance \$</b>	<b>Variance %</b>
9-2000 WACSSO Fees	2,565.00	2,337.25	227.75	10
9-2005 Canteen Asso Fees	398.00	199.00	199.00	100
9-2210 Donations to school	3,407.31	14,790.15	(11,382.84)	-77
9-3000 Catering	0.00	384.50	(384.50)	-100
<b>Total Other Expenses</b>	<b>7,412.03</b>	<b>19,413.13</b>	<b>(12,001.10)</b>	<b>-61.80%</b>
<b>Net Profit</b>	<b>32,945.94</b>	<b>(20,131.20)</b>	<b>53,077.14</b>	<b>264</b>

## Balance sheet report

Accrual mode

31 Dec 2025

	Total			
	Actual	Last Year	Variance \$	Variance %
<b>1-0000 Assets</b>				
1-1101 Cheque Account CBA	79,788.95	59,650.79	20,138.16	34
1-1102 Wise Bank Account	1,103.36	0.00	1,103.36	-
1-2000 Trade Debtors	(12,998.76)	(13,218.76)	220.00	-2
<b>Total Assets</b>	<b>67,893.55</b>	<b>46,432.03</b>	<b>21,461.52</b>	<b>46.22%</b>
<b>2-0000 Liabilities</b>				
2-2000 Trade Creditors	(1,889.13)	8,125.39	(10,014.52)	-123
2-5000 Payroll Liabilities-Tax	5,724.83	6,684.83	(960.00)	-14
2-5010 Payroll Liabilities-Super.	1,761.17	2,271.07	(509.90)	-22
<b>Total Liabilities</b>	<b>5,596.87</b>	<b>17,081.29</b>	<b>(11,484.42)</b>	<b>-67.23%</b>
<b>Net Assets</b>	<b>62,296.68</b>	<b>29,350.74</b>	<b>32,945.94</b>	<b>112</b>
<b>3-0000 Equity</b>				
3-8000 Retained Earnings	29,350.74	49,481.94	(20,131.20)	-41
3-9000 Current Earnings	32,945.94	(20,131.20)	53,077.14	-264
<b>Total Equity</b>	<b>62,296.68</b>	<b>29,350.74</b>	<b>32,945.94</b>	<b>112.25%</b>