

<ul style="list-style-type: none"> Add 2025 financials and Solvency Statement to Treasurer folder on Google Drive. 	Nirmal	Open
<ul style="list-style-type: none"> 2025 Annual Information Statement to be completed before 30 June (via Charity Portal) 	Nirmal	Done

4. CORRESPONDENCE

Correspondence in since the last meeting:

- Thank you letters received from WACSSO and the Department of Education
- Latest issue of P&C Voice: <https://heyzine.com/flip-book/683a03ad4d.html#page/8>
- The Canteen has a new email address: JohnForrest.SC.Cafe@education.wa.edu.au

Correspondence out since the last meeting:

- None

Resolution 01	Moved	Seconded	Passed
That the inward correspondence be received and outwards correspondence be endorsed.	Denise	Nirmal	Yes

5. CONFIRM ELECTIONS AGM AND OPEN POSITIONS FOR NEXT YEAR

Note: Ideally, all open positions for 2026-2027 should have someone shadowing the role for at least one term during 2025-2026

Positions	2025-2026	2026-2027 intention
President	Samantha Peet	Samantha Peet
Vice President	Caprice Burrows	Caprice Burrows
Treasurer	Nirmal Singh; Shadowed by: Aman Athwal	Open
Secretary	Sandra gyles	Open
Executive Committee members	Allison Gullick	Allison Gullick
Executive Committee members	Liz Perkins	Liz Perkins
Executive Committee members	Ryan C	
Committee members	Jody Weaver	Jody Weaver
CAPS committee convenor	Tbd meeting 28 May 2026	

Resolution 02	Moved	Seconded	Passed
That the current positions for 2025–2026 be confirmed.	Sandra	Sam	Yes

6. APPOINTMENTS OF SIGNATORIES

Changes to signatories are required before handover. The motion to update signatories was deferred to the next meeting, or until such time as a new Treasurer is appointed.

The following wording is to be added to the agenda of that meeting:

That the signatories are updated for the JOHN FORREST SECONDARY COLLEGE PARENTS AND CITIZENS' ASSOCIATION INCORPORATED bank accounts; Commonwealth Bank BSB 066-132 and account number 11239961; and the Wise account named JOHN FORREST SECONDARY COLLEGE P&C ASSOC. INCORP with membership number P85846981, as follows:

- Remove the following signatories: Kerry Stewart and Linda Morgan.
- Once the new Treasurer is confirmed: remove Nirmal Singh as retiring Treasurer and add the newly appointed Treasurer as signatory.

7. REPORTS

5.1 Principal's report – Denise Robinson

The attached Principal's report was tabled and noted. The report covered:

- ANZAC Assembly
- Study Hacks
- Homework Club
- Breakfast Club
- Clubs and Extracurricular activities at JFSH
- [Public School Review Report](#)

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

5.2 President – Samantha Peet

No report was tabled.

5.3 Treasurer – Nirmal Singh

The attached Treasurer's report was tabled and noted, including the Profit and Loss Report and Balance Sheet Report.

Additional note: Payday Super commences from 1 July 2026.

Resolution 04	Moved	Seconded	Passed
That the attached Treasurer's report be adopted.	Sandra	Denise	Yes

5.4 Canteen – Michelle Dimanopoulos

- MYOB has now been adopted and is running smoothly.
- The City of Bayswater Health team visited the canteen and all went well.
- Michelle is to complete the WA Food Safety Supervisor course.

Resolution 05	Moved	Seconded	Passed
That Michelle books and complete the WA Food Safety Supervisor course by the end of term 3, 2026.	Sandra	Sam	Yes

5.5 CAPS – Samantha Peet

No report was tabled.

8. FUNDING & FUNDRAISING

6.1 New funding requests

Resolution 06	Moved	Seconded	Passed
That the Committee approves the After School Sewing Club funding submission up to a maximum value of \$250, with funds to be used in line with the submitted proposal and any applicable school/P&C funding requirements.	Sandra	Alison	Yes
Resolution 07	Moved	Seconded	Passed
That the Committee approves the Philanthropy Club funding submission up to a maximum value of \$750, with funds to be used in line with the submitted proposal and any applicable school/P&C funding requirements.	Sandra	Denise	Yes

6.2 Fundraising

The meeting discussed the continuation of current fundraising activities and potential new fundraising ideas, including:

- Entertainment Book Fundraising.
- Royal Life Saving Fundraising Kit (raised \$393) – planned again for August & Early November
- Music Night Kiosk on 12 June

6.3 Grants

Grant opportunities were discussed as a follow-up from the Term 1 meeting.

- The school's submission for the Perth Volunteer Grants opportunity was unsuccessful. Alison noted that, based on her experience with primary school grant applications, this was unusual, as she had not previously seen a comparable grant application declined. The next round is expected to open in 2028.
- The P&C is not eligible to apply for the Canteen Grant.

9. ANY OTHER BUSINESS

The following WACSSO resources were reviewed and discussed:

- P&C Finances eLearning Course: <https://wacssso.wa.edu.au/members-dashboard/courses-training/pc-finances-elearning-course/>. The seven modules will take approximately one hour (60-minutes) to finish but do not need to be completed all at once.

- Webinar 9 June 7-8:30pm: Online P&C Operations and Governance. Covers the legal framework of P&Cs, the roles of the Office Bearers, attracting volunteers, effective meeting techniques and the role of WACSSO

Meeting closed at 8:05pm

Confirmed dates for remaining P&C Meetings in 2026

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



Parents & Citizens Meeting
Tuesday 19 May 2026
Principal's Report | Denise Robinson

Term 2 has begun and continued to build on the strong foundation established earlier in the year. This ongoing sense of stability has enabled our staff and students to maintain productive routines and remain focused on learning. I extend my sincere thanks to our parents, carers, staff and students for their continued support in sustaining such a calm, enthusiastic and successful start to the term.

Welcome to new Staff 2026 Term 2:

Daniela Dlugocz – Program Coordinator
Vocational Pathways

Debbie Duncan – School Officer

Kristelle Haddock – School Officer

Alison Harley – School Officer

Charlie Louvard – School Officer

Mason Tion – HPE Teacher

Welcome back to returning Staff:

Jasmina Bijelic – English Teacher

David Morey – Science Teacher

Recent Events:

ANZAC Assembly

ANZAC Day holds deep significance within our college community, providing an important opportunity to reflect, remember, and honour the service and sacrifice of those who have contributed to our nation. On Friday, 24 April, the College held its annual ANZAC Day ceremony, a special event that was marked by a strong sense of respect and pride, with students paying their respects to those who have served to protect our country.

A special thanks to our distinguished guests, including Phillip and Faye Utting (Phillip is Secretary of the Bedford-Morley RSL WA), Filomena Piffaretti (Mayor, City of Bayswater), Dan Bull MLA (Member for Maylands), Patrick Gorman MP (Member for Perth), and Emma O'Neil (JFSC Board Chair), for joining us at this important event.

Study Hacks

This term, John Forrest Secondary College has commenced our *Study Hacks* journey across the College. Through this program, students from Years 7–12 are being taught strategies to help them study more effectively, both at school and at home. The program focuses on several key areas, including:

- Developing and maintaining healthy habits (sleep, screen time, diet, exercise and social balance)
- Study organisation
- Effective study techniques for deeper learning, such as mind mapping and active recall

Our aim with the *Study Hacks* program is not only to deliver the curriculum, but also to equip students with the skills to become independent and effective learners who can make the most of every learning opportunity.

Students in Years 7, 10, 11 and 12 have participated in online, interactive sessions with *Study Hacks* author Dr Jane Genovese. These sessions were tailored to each year level, with a focus on:

- **Year 7:** Establishing strong study habits as students transition to high school
- **Year 10:** Preparing effectively for class assessments and school examinations
- **Years 11 and 12:** Managing time effectively in senior school and developing strategies to excel in examinations

Students in all year levels are now participating in teacher-led sessions that build on these concepts, providing students with practical study strategies and guidance on how to apply them effectively. The *Study Hacks* program will continue to be implemented through short, targeted lessons across the remainder of the year, reinforcing these essential skills and supporting student success.

Homework Club

Homework Club returns to John Forrest SC! The College continues to welcome all students to Homework Club and offers a quiet, supervised space where students can complete homework, revise classwork and prepare for assessments. Staff are available to provide guidance and assistance, helping students to stay organised, manage their workload and build confidence in their learning.

Students are benefiting from the opportunity to work in a focused setting, particularly those who may find it challenging to study effectively at home. The program also supports the development of positive learning habits, including independence, persistence and effective use of time. Homework Club remains an important support strategy within the College, and we will continue to encourage student participation throughout the year.

Breakfast Club Program

The College's Breakfast Club Program continues to grow and has now expanded to operate five days a week. This includes two days offering an expanded breakfast service, alongside three "come and go" mornings where students can access lighter options such as hot milo, fruit and cereal. This expansion has enabled us to support a greater number of students each morning, ensuring they arrive at school ready to learn. The program also provides a welcoming and inclusive environment, fostering social connection and a strong sense of belonging among students.

The ongoing success of the Breakfast Club Program is a direct result of the commitment and support of our staff, students and P&C members. Thank you for your continued contribution to this valuable initiative.

Clubs and Extracurricular activities at JFSC

At John Forrest Secondary College we are incredibly fortunate to have a number of dedicated staff who have committed to providing clubs/extracurricular activities in the College.

These include:

Club	Teacher-in-Charge	Room	When the club occurs
Philanthropy Club	Simmonne Norman	Room 16	Monday 8.10am - 8.45am
Queerio's	Kristian Lie	Room 32	Monday lunch
Drama Club	Dani Triantopoulos	A04	Monday 3pm - 4pm
Sewing Club	Kelly Drake	T05	Tuesday 3pm - 4pm
Engineering Club	Rob Woodward & Sal Vinciullo (EV cars)	T14	Tuesday 3.10pm - 4.30pm
Chess Club	Kristian Lie	Room 32	Wednesday and Friday lunch
Art Club	Gail Bailey	A10	Thursday lunch
K-pop Club	Sandy Tu	Room 12	Thursday lunch
Homework Club	Clara Lippert	Library	Thursday 3pm - 4pm
Bushrangers	Lorna Middleton	T14	Thursday 3.15pm - 5pm

Having this range of events ensures that our students can participate in clubs in areas/hobbies that interest, connect with like-minded individuals and build their connection and sense of belonging. A massive thank you to all the staff who have offered these opportunities.

Thank you to the P&C for your ongoing support of clubs at JFSC – it ensures that we can offer a wide range of opportunities to our students and foster a deeper sense of connection and belonging within our community.

Public School Review Report

Throughout Term 1, we completed our Public-School Review (PSR) process.

When reviewing the schools and review teams assess schools in 6 areas – 5 enabling domains and 1 domain to measure student achievement and progress.

The 5 enabling domains include:

- Relationships and partnerships.
- Learning environment.
- Leadership.
- Teaching Quality; and
- Use of resources.

These 5 enabling domains ensure the best settings for students' success. This is measured in the final domain: Student Achievement and Progress. These together are the 6 domains on which we self assess.

There are two components of the PRS process:

- School self-assessment
- School-based validation of school self-assessment

The school prepared and submitted a Self - Assessment Report to the school review team who examined the findings and our school's data sources.

On Tuesday, 3 March, the College completed its validation by the review team. Since then, the college has received the Final Report. The Report detailed several commendations of the College's practice including but not limited to

- A strong, shared commitment to high-quality teaching—driven by an excellent teaching team—is embraced by all staff, with planned peer observations reinforcing evidence-based practice.
- Leadership development is strategic and focused, with valued initiatives—such as emerging leaders programs, network frameworks, and targeted mentoring—building capacity and promoting shared responsibility for improvement.
- The student wellbeing hub and centralised triage process have strengthened identification, support and monitoring, with increasingly aligned pastoral care reflecting a whole-school commitment to continuous improvement and positive outcomes for all students.

Moving forward, the college will develop further our:

- College wide instructional Framework for Excellence in Teaching and Learning
- Practices for engaging with student achievement and progress data to inform practice

The full report can be accessed [Public School Review - John Forrest Secondary College](#).

Denise Robinson
Principal

19 May 2026

WANDJOO CAFÉ

TREASURER'S REPORT

Period: 1 January 2026 – 30 April 2026

Prepared: 14 May 2026 | Accounting Method: Accrual

Income

- Total income of \$74,236 is virtually unchanged from the same period last year (+0.1%), indicating stable overall trading.
- EFTPOS sales grew by 4% to \$51,008 — a positive trend reflecting a continuing shift away from cash payments.
- Cash sales declined 8% to \$19,159. Combined with the EFTPOS increase, the total sales mix is moving as expected.
- Catering revenue of \$4,069 is consistent with the same period last year.

Cost of Sales & Gross Profit

- Total cost of sales fell significantly by 19.1% to \$34,226, primarily driven by a 21% reduction in grocery costs (\$29,295 vs \$37,138) and a 32% reduction in dairy costs (\$3,471 vs \$5,140). This reflects improved purchasing management or supplier pricing.
- Packaging costs of \$1,460 are a new line this year (not recorded separately in 2025).
- Gross profit improved strongly to \$40,010 (53.9% margin) compared to \$31,858 (43.0% margin) in the same period last year — an increase of over \$8,150.

Operating Expenses

- Total operating expenses reduced by 16.5% to \$27,601, contributing directly to profitability.
- Wages & Salaries of \$22,699 are down 16% on the same period last year (\$26,858), the largest contributor to expense savings. Members should be satisfied that staffing levels remain adequate for operations.
- Superannuation of \$2,724 has been accrued in line with the current Superannuation Guarantee rate.
- Business Insurance of \$0 recorded YTD (compared to \$836 same period last year). Confirm that the policy has been renewed and is current — this is a mandatory requirement for P&Cs with employees.
- Operating profit for the period is \$12,409 — a turnaround of over \$13,600 compared to an operating loss of \$(1,216) in the same period last year.

Other Income & Expenses

- P&C Contributions of \$6,329 have been received this period (nil in the same period last year). These funds have been applied toward school programs.
- The P&L statement includes a commitment of \$1,800 for Breakfast Club and Homework Club of \$7,000 which will be removed before we close the books at the end of the financial year.
- After accounting for all Other Income and Expenses, the net profit for the period is \$1,649 — a positive outcome compared to a net loss of \$(2,060) in the same period last year. Accounting for the commitment for \$1,800 for Breakfast Club and Homework Club of \$7,000, our actual profit will be \$10,448.79.

Balance Sheet

- The CBA Cheque Account balance of \$86,804 represents a strong and healthy cash position, up \$33,232 on the same time last year.
 - Net Assets of \$63,945 are strong, representing a 134% increase on the same time last year (\$27,291), largely reflecting the carry-forward of the 2025 net profit of \$32,946 into Retained Earnings.
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Profit and loss report

Accrual mode

01 Jan 2026 - 30 Apr 2026

	Total			
	Actual	Last Year	Variance \$	Variance %
4-0000 Income				
4-1000 Cash Sales	19,159.10	20,755.54	(1,596.44)	-8
4-1010 EFTPOS	51,008.23	49,284.38	1,723.85	4
4-3000 Catering	4,069.00	4,110.40	(41.40)	-1
Total Income	74,236.33	74,150.32	86.01	0.10%
5-0000 Cost Of Sales				
5-1030 Utensils	0.00	15.16	(15.16)	-100
5-1035 Packaging	1,459.86	0.00	1,459.86	-
5-1060 Grocery	29,295.28	37,137.90	(7,842.62)	-21
5-1070 Dairy	3,470.80	5,139.69	(1,668.89)	-32
Total Cost Of Sales	34,225.94	42,292.75	(8,066.81)	-19.10%
Gross Profit	40,010.39	31,857.57	8,152.82	26
6-0000 Expenses				
6-5100 Wages & Salaries	22,698.50	26,857.86	(4,159.36)	-16
6-5200 Worker Comp Insurance	1,247.55	1,126.25	121.30	11
6-5350 Office Equipment	71.00	0.00	71.00	-
6-5400 Business Insurance	0.00	836.07	(836.07)	-100
6-5600 Superannuation	2,723.84	2,977.39	(253.55)	-8
6-5700 Bank Fees	17.62	22.03	(4.41)	-20
6-5710 EFTPOS Terminal fees	842.70	761.12	81.58	11
6-5805 Employee Incentives	0.00	492.90	(492.90)	-100
Total Expenses	27,601.21	33,073.62	(5,472.41)	-16.50%
Operating Profit	12,409.18	(1,216.05)	13,625.23	1120
8-0000 Other Income				
8-0010 P&C Contributions	6,329.25	0.00	6,329.25	-
8-5001 Misc Income	393.96	0.00	393.96	-
Total Other Income	6,723.21	0.00	6,723.21	-
9-0000 Other Expenses				
9-1100 MYOB Subscription	303.80	137.72	166.08	121
9-1110 Accountancy Fees	0.00	352.00	(352.00)	-100
9-2005 Canteen Asso Fees	0.00	199.00	(199.00)	-100
9-2210 Donations to school	2,528.50	155.45	2,373.05	1527
9-3101 Breakfast Club	1,852.50	0.00	1,852.50	-
9-3102 Homework Club	12,798.80	0.00	12,798.80	-
Total Other Expenses	17,483.60	844.17	16,639.43	1971.10%
Net Profit	1,648.79	(2,060.22)	3,709.01	180

Balance sheet report

Accrual mode

30 Apr 2026

	Total			
	Actual	Last Year	Variance \$	Variance %
1-0000 Assets				
1-1101 Cheque Account CBA	86,803.53	53,571.68	33,231.85	62
1-1102 Wise Bank Account	1,376.94	0.00	1,376.94	-
1-2000 Trade Debtors	(12,618.76)	(13,218.76)	600.00	-5
Total Assets	75,561.71	40,352.92	35,208.79	87.25%
2-0000 Liabilities				
2-2000 Trade Creditors	9,330.54	5,087.75	4,242.79	83
2-5000 Payroll Liabilities-Tax	2,922.83	6,154.83	(3,232.00)	-53
2-5010 Payroll Liabilities-Super.	(637.13)	1,819.82	(2,456.95)	-135
Total Liabilities	11,616.24	13,062.40	(1,446.16)	-11.07%
Net Assets	63,945.47	27,290.52	36,654.95	134
3-0000 Equity				
3-8000 Retained Earnings	62,296.68	29,350.74	32,945.94	112
3-9000 Current Earnings	1,648.79	(2,060.22)	3,709.01	-180
Total Equity	63,945.47	27,290.52	36,654.95	134.31%