

JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED

Term 3 General Meeting Minutes

Tuesday, 18 August 2026

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

[Membership fees for new members to be paid prior to commencement]

1. ATTENDANCE AND APOLOGIES

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

Apologies: Liz P, Alison G

2. MINUTES

Resolution 01	Moved	Seconded	Passed
That the minutes of the previous General Meetings of the John Forrest Secondary College P&C Association on 3 March 2026 and 19 May 2026 be taken as read and confirmed as a true and accurate record.	Sam	Caprice	Yes

3. ACTIONS

Action Items	Owner	Status
Secretary:		
Update details with WACSSO following the earlier system error and resubmit.	Sandra	Re-opened
Ask the school to repost the Treasurer vacancy on its social media channels.	Sandra	Open
Seek advice on how to address the historical accounting differences.	Sandra	Open
Prepare P&C information pack for Orientation Day	Sandra	Open
Treasurer		
Prepare a handover for the incoming Treasurer.	Nirmal	Open

4. CORRESPONDENCE

Correspondence in since the last meeting:

- Mail from the front desk included bank statements and insurance documents, which were handed to Nirmal.
- Bedford Junior Cricket Club requested that we circulate their flyer.
- A note of appreciation was received on behalf of the students and staff of the Sewing Club (attached for reference). Denise advised that Jasmina and Aoibhinn, the new Home Economics teacher, have taken over from Michelle.

- Registration for the 2026 WACSSO Conference was noted. The conference will be held on 22-23 August at Crown Perth. One P&C member may attend free of charge and a second delegate costs \$278. Sandra and Nirmal attended last year; however, no members are available to attend this year. For 2027, conference dates should be circulated to the P&C as early as possible.
- Received the WACSSO Membership Certificate for 2026-2027, including Certificates of Currency for Public and Products Liability and Volunteer Personal Accident insurance. All documents have been saved to Google Drive.
- JFSC's network equipment supplier (R1i.Technology) indicated that it intended to make a donation to the P&C. Nirmal confirmed that the donation had not yet been received and will follow up as required.

Correspondence out since the last meeting:

- None

Resolution 02	Moved	Seconded	Passed
That the incoming correspondence be received and the outgoing correspondence be endorsed.	Denise	Caprice	Yes

5. ROLE OF TREASURER

The P&C discussed legacy discrepancies in the balance sheet, including Trade Debtors, Trade Creditors and tax/superannuation liabilities, which require review and reconciliation. Nirmal had sought an estimate from an accountant, who indicated that assistance could cost up to \$1,000, subject to reviewing the books and transactions.

Sandra suggested first seeking practical advice on how the historical differences should be treated before incurring this cost. The P&C also discussed whether bookkeeping support may be useful for some day-to-day Treasurer tasks, particularly given the importance of accurate payroll and financial reporting.

It was agreed to continue seeking a new Treasurer and to revisit the need for external accounting or bookkeeping assistance once the role has been filled. No resolution to engage an accountant was put to the meeting.

Post-meeting note (6 September 2026): A potential Treasurer has since been identified and Nirmal will contact them to discuss the role. Sandra has also spoken with the bookkeeper about how to deal with the historical accounting differences.

6. OPEN POSITIONS FOR NEXT YEAR

Note: Ideally, each open position for 2026-2027 should have someone shadow the role for at least one term during 2026. If P&C members know of any parents who may be interested in taking on one of these roles, please encourage them to get involved.

It was suggested that food be provided at the first meeting of 2027 to encourage attendance and involvement from new parents.

Positions	2025-2026	2026-2027
President	Samantha Peet	
Vice President	Caprice Burrows	

Treasurer	Nirmal Singh	Open
Secretary	Sandra Gyles	Open
Executive Committee members	Alison Gullick	
Executive Committee members	Liz Perkins	
Executive Committee members	Ryan C	
Committee members	Jody Weaver	
CAPS committee convenor	TBD - meeting 28 May 2026	

7. APPOINTMENTS OF SIGNATORIES

Changes to signatories are deferred until a new Treasurer and Secretary are appointed.

8. REPORTS

8.1 Principal's report - Denise Robinson

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

- Recent Staff Appointments
- Parent Teacher Conferences
- Curriculum Planning
- NAIDOC Week
- Reward Excursions
- Past & Upcoming Events

The full-day parent-teacher conferences were discussed. The format was compared favourably with the previous half-day model. The longer appointment format and later start gave staff more preparation time. Walk-in attendance continued throughout the day.

Denise also provided updates on the athletics carnival and a new Head of Learning Area.

8.2 President - Samantha Peet

No report was tabled.

8.3 Treasurer - Nirmal Singh

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

The Treasurer reported that finances are tracking well and are generally on target. Cost of sales is approximately 10% lower, while P&C contributions are higher. Required insurances are in place. MYOB costs have increased slightly. Payday Super requirements and the need to update pay rates were also noted.

8.4 Canteen - Michelle Dimanopoulos

No report was tabled.

8.5 CAPS - Samantha Peet

A few new parents have become involved with CAPS. A quiz night is being planned for late October, together with a sausage sizzle in October and a sausage sizzle for the faction carnival. A further CAPS meeting will be arranged.

Resolution 04	Moved	Seconded	Passed
That the above reports be adopted.	Sandra	Caprice	Yes

9. FUNDING & FUNDRAISING

9.1 New funding requests

Motion 05 (provisional): That funding requests for equipment used by or benefiting students, supporting school activities or school representation, be discussed if submitted prior to the meeting.

No new funding requests were received.

New benches were discussed. Denise will raise the proposal with the Executive Team and Leadership Team.

The Breakfast Grab & Go program was discussed. It currently operates three days per week, with Wednesday being the busiest day. Support from local police was also noted.

9.2 Fundraising

Discuss continuation of current fundraising activities and any new fundraising ideas.

The CAPS go-kart fundraising initiative was successful, raising approximately \$1,200.

Potential funding opportunities through WACA and the recreation department were noted.

- Entertainment Book: ongoing - consider an end-of-year reminder to parents.
- Royal Life Saving Fundraising Kit: planned again for August and early November - Sam to provide an update.
- Music Night Kiosk: review of the 12 June event was deferred to the next meeting, when Alison will provide an update.

9.3 Grants

No applications pending.

10. ANY OTHER BUSINESS

Orientation Day will be held on Monday, 30 November 2026 (Week 8).

Matt Collier will be invited to meet with the Principal and P&C in connection with Orientation Day.

The P&C may include information or a short contribution as part of the Orientation Day program.

Confirmed dates for remaining P&C meetings in 2026

- Term 4 - Tuesday, 10 November 2026 at 6:30 pm



P&C Meeting
Tuesday 18 August 2026
Principal's Report | Denise Robinson

1. Recent Staff Appointments:

Welcome to:

- Aoibhinn Byron, Home Economics Teacher
- David Bolton, Aboriginal Student Support Officer
- George Wright, Assistant Gardener
- Grace O'Keeffe, Head of Learning Area Health and Physical Education
- Lucy Osborne, Laboratory Technician
- Madalena Theodosiades, English Teacher

Welcome Back:

- Amy Daley, Mathematics Teacher
- James Venz, Network Administrator
- Lewis Todman, Science Teacher
- Mark Faletti, Health and Physical Education Teacher

2. Parent Teacher Conferences.

Allocating a full day to parent teacher conferences was a success. Feedback from staff and parents indicates more time to discuss student progress. Staff reported a more professional pace, and additional preparation time allowed additional discussion. There was also a significant increase in the number of interviews.

	Number of Interviews	Additional time enabled 'walk ins'	Ave Bookings per household
2026 July - Full Day (9:30 am to 6 pm) (1165 Students)	1044	44	0.91
2025 July - Half Day (1 - 6 pm) (1031 Students)	651	Not recorded	0.59
Interesting note: the highest number of bookings was for interviews at the beginning of the interview period (9:30 to 11 am).			

In 2027 we will continue the full day model for both parent teacher conference days (Term 1 and Term 3).

3. Curriculum Planning 2027

Year 10 students have completed subject selections for the 2027 school year. The JFSC 2027 Year 11 timetable will now be drafted (driven by student choice), students counselled if unable to study any of their requested subjects, then the lower school course selection and timetabling can commence.



4. NAIDOC Week – 50 Years of Deadly.

The College celebrated NAIDOC week from 3 to 7 August in 2026. 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 Kauri Murray-Ranui, Lewis Miller-Jetta, Nevaeh Thomas and Ella Quinlan as speakers and a performance by the Boordakan Birdiya Dancers from Hampton Senior High School. Uncle Barry McGuire extended a beautiful Welcome to Country and Auntie Rose Murray spoke to some of her favourite NAIDOC themes through 50 years of NAIDOC.

JFSC hosted the 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:

- **Inaugural Participation in Rhapsody Rotorua Festival** - 30 of our JFSC Specialist Music Program students travelled to New Zealand for the Rhapsody Rotorua Festival. Our Concert Band and Classical Guitar Quartet performed with students from across the Pacific and took part in cultural activities. Thanks to Dr Andrew Sutherland, Bruce Thompson and Mayuka Jaber for making this opportunity possible for our specialist music students.
- **Schools to Stage Dance Competition** - On Saturday 1 August and Sunday 2 August our JFSC Dance students competed in 4 different categories.

Our fabulous JFSC students shone on the stage, with the Year 12 Lyrical group taking out 4th place with an honourable mention in a large category, the Bollywood dancers coming 2nd in the Cultural dance category, and the Year 12 Small Group Choreography taking first place for their strong storytelling, technique and performance. Our two amazing Junior and Senior Hip Hop crews took first place in each of their highly competitive categories!! For the Senior crew, Hyperfusion, it came down to half a point between first and second place, with all schools demonstrating excellent timing, energy and precision. This year's crew's stylish T-shirts paid homage to choreographer and John Forrest alumnus, Denzel Mahusay, who represented the College in 2013.

- **World's Greatest Shave** – JFSC raised over \$10,500 for the Leukaemia Foundation during the Greatest Shave on Friday 24 July. Our parents, students, teachers, and staff have embraced the spirit of giving, with many going the extra mile and shaving, cutting, or colouring the hair to show solidarity with those families facing blood cancer.



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

Senior Music Showcase

Write a Book in a Day

Year 9 Career Taster (Beauty)

Music: Contemporary, Choir, and Junior
Concert Band Festivals

Year 7/8 Young Writers Collective

On Country – 14 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 2026

WANDJOO CAFÉ

TREASURER'S REPORT

Period: 1 January 2026 – 31 July 2026

Prepared: 14 August 2026 | Accounting Method: Accrual

Income

- Total income of \$147,158.62 is down slightly (-2.7%) on \$151,273.59 for the same period last year.
- EFTPOS sales grew by 2% to \$102,484.72 — the shift away from cash payments continues, though at a slower rate than reported in April (+4%).
- Cash sales declined 11% to \$36,200.40. This is a larger decline than the -8% reported in April, consistent with the ongoing move to electronic payments.
- Catering revenue fell 12% to \$8,473.50, compared with being broadly flat at the April meeting.

Cost of Sales & Gross Profit

- Total cost of sales fell 9.8% to \$67,501.04, primarily driven by an 8% reduction in grocery costs (\$59,529.11 vs \$64,647.53) and a 38% reduction in dairy costs (\$6,279.46 vs \$10,129.09).
- Packaging costs of \$1,692.47 continue as a new line this year (not recorded separately in 2025).
- Gross profit improved to \$79,657.58 (54.1% margin) compared to \$76,455.55 (50.5% margin) in the same period last year — an increase of \$3,202.03.

Operating Expenses

- Total operating expenses reduced by 1.3% to \$63,694.94.
- Wages & Salaries of \$53,365.31 are down 2% on the same period last year (\$54,177.89). Staffing levels remain adequate for operations.
- Business Insurance of \$838.24 has now been recorded for the year, in line with \$836.07 for the same period last year — confirming the policy renewal flagged as outstanding in the April report.
- Operating profit for the period is \$15,962.64 — an increase of \$4,053.77 (34%) on the \$11,908.87 recorded in the same period last year.

Other Income & Expenses

- P&C Contributions of \$18,191.25 have been received this period, up 39% on \$13,098.70 for the same period last year.
- Donations to school of \$3,528.50 are well above the \$254.95 recorded for the same period last year, reflecting Committee-approved donations made during the period.
- After accounting for all Other Income and Expenses, the net profit for the period is \$21,721.16 — up \$151.13 (1%) on the same period last year. With the Breakfast Club and Homework Club commitments now largely cleared, no further material adjustment to this figure is expected before year-end.

Balance Sheet

- The CBA Cheque Account balance of \$105,066.89 represents a strong and healthy cash position, up \$22,004.20 on the same time last year.
- Net Assets of \$84,017.84 are strong, representing a 65% increase on the same time last year (\$50,920.77), reflecting the carry-forward of the 2025 net profit of \$32,945.94 into Retained Earnings together with the current year's trading result.

Profit and loss report

Accrual mode

01 Jan 2026 - 31 Jul 2026

	Total			
	Actual	Last Year	Variance \$	Variance %
4-0000 Income				
4-1000 Cash Sales	36,200.40	40,598.99	(4,398.59)	-11
4-1010 EFTPOS	102,484.72	101,011.00	1,473.72	2
4-3000 Catering	8,473.50	9,633.60	(1,160.10)	-12
4-6100 Grants & Donations	0.00	30.00	(30.00)	-100
Total Income	147,158.62	151,273.59	(4,114.97)	-2.70%
5-0000 Cost Of Sales				
5-1030 Utensils	0.00	41.42	(41.42)	-100
5-1035 Packaging	1,692.47	0.00	1,692.47	-
5-1060 Grocery	59,529.11	64,647.53	(5,118.42)	-8
5-1070 Dairy	6,279.46	10,129.09	(3,849.63)	-38
Total Cost Of Sales	67,501.04	74,818.04	(7,317.00)	-9.80%
Gross Profit	79,657.58	76,455.55	3,202.03	4
6-0000 Expenses				
6-5100 Wages & Salaries	53,365.31	54,177.89	(812.58)	-2
6-5200 Worker Comp Insurance	1,277.70	1,276.50	1.20	0
6-5350 Office Equipment	71.00	0.00	71.00	-
6-5400 Business Insurance	838.24	836.07	2.17	0
6-5600 Superannuation	6,343.44	6,177.43	166.01	3
6-5700 Bank Fees	31.39	33.58	(2.19)	-6
6-5710 EFTPOS Terminal fees	1,608.86	1,552.31	56.55	4
6-5805 Employee Incentives	159.00	492.90	(333.90)	-68
Total Expenses	63,694.94	64,546.68	(851.74)	-1.30%
Operating Profit	15,962.64	11,908.87	4,053.77	34
8-0000 Other Income				
8-0010 P&C Contributions	18,191.25	13,098.70	5,092.55	39
8-3000 Square Eftpos	200.11	0.00	200.11	-
8-5001 Misc Income	408.96	0.13	408.83	314485
Total Other Income	18,800.32	13,098.83	5,701.49	43.50%
9-0000 Other Expenses				
9-1100 MYOB Subscription	546.80	344.72	202.08	59
9-1110 Accountancy Fees	0.00	352.00	(352.00)	-100
9-2000 WACSSO Fees	2,437.73	2,287.00	150.73	7
9-2005 Canteen Asso Fees	0.00	199.00	(199.00)	-100
9-2210 Donations to school	3,528.50	254.95	3,273.55	1284
9-3101 Breakfast Club	729.97	0.00	729.97	-
9-3102 Homework Club	5,798.80	0.00	5,798.80	-
Total Other Expenses	13,041.80	3,437.67	9,604.13	279.40%
Net Profit	21,721.16	21,570.03	151.13	1

Balance sheet report

Accrual mode

31 Jul 2026

	Total			
	Actual	Last Year	Variance \$	Variance %
1-0000 Assets				
1-1101 Cheque Account CBA	105,066.89	83,062.69	22,004.20	26
1-1102 Wise Bank Account	289.94	2,208.28	(1,918.34)	-87
1-1190 Electronic Clearing Account	0.00	(3,320.00)	3,320.00	-100
1-2000 Trade Debtors	(13,218.76)	(13,053.76)	(165.00)	1
Total Assets	92,138.07	68,897.21	23,240.86	33.73%
2-0000 Liabilities				
2-2000 Trade Creditors	5,064.40	4,199.75	864.65	21
2-5000 Payroll Liabilities-Tax	4,206.83	8,756.83	(4,550.00)	-52
2-5010 Payroll Liabilities-Super.	(1,151.00)	5,019.86	(6,170.86)	-123
Total Liabilities	8,120.23	17,976.44	(9,856.21)	-54.83%
Net Assets	84,017.84	50,920.77	33,097.07	65
3-0000 Equity				
3-8000 Retained Earnings	62,296.68	29,350.74	32,945.94	112
3-9000 Current Earnings	21,721.16	21,570.03	151.13	1
Total Equity	84,017.84	50,920.77	33,097.07	65.00%