

**JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED**  
**Term 3 General Meeting Minutes**  
**Tuesday, 16 August 2022**  
**7.00pm – School library**

Meeting opened at 07:05pm

**1. ATTENDANCE AND APOLOGIES**

Attendees: S. Criddle (Chair), D Robinson, S Peet, P Cherubinn, M Dimonopoulos, L Morgan, L McQueen, C Burrows, R Brandes de Roos, S Gyles, S Dally, I Lawton

Apologies: K Stewart, J McFarlane

**2. CONFIRMATION OF PREVIOUS MEETING MINUTES**

Motion	Carried
That the minutes of the previous General Meeting of John Forrest Secondary College P&C Association on 24 May 2022 be taken as read and confirmed as a true and accurate record	Yes

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

Actions	Person responsible	Completed
Run a student naming competition in the new year, once the cafeteria is open	Linda M	Work in progress
Ask the school to place a Canteen Volunteer call out notice on the electronic sign on Russell St	Linda M	Work in progress
Place a social media post asking for a volunteer to assist in the canteen on a Wednesday 10:30 to 1:30pm	Linda M and Sonya C	Work in Progress
Change the name of account, update the office bearer details and change signatories for the Canteen bank account (BSB: 306-042; Account number: 4171015)	Rathy B	Yes
Amend the name and update office bearer details for the Australian Business Registration number 28152106751	Rathy B	Yes
Update the signatories for for the CAPS subcommittee bank account (BSB:306-042; Account number 0705511)	Rathy B	Yes
Await resolution to a raised dispute with Bankwest regarding CAPS bank account 070551-1, statement #242, for an unknown transaction to NordCheckout for the amount of \$128.25 dated 23 Feb 22.	Jenny M Rathy B	Work in Progress
Purchase an EFTPOS machine	Rathy B Linda M	Work in Progress
Purchase thermomix (Quote 11/5/22 for \$2359) and knives	Linda M	Yes
Transfer \$4000 from the CAPS bank account (0705511) into the JFSC school account	Jenny M Rathy B	Yes

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#### 4. CORRESPONDENCE IN AND OUT

Motion	Carried
<p>That the correspondence in since the last meeting be received as per below:</p> <ul style="list-style-type: none"> <li>• Letter from Children’s Crossings and Road Safety Committee #22CI/17 - Review of crossing, Broan Ave near Lawrence St.</li> <li>• Letter from Grange Insurance Solutions #22CI/18 - Proposal for WACSSO Affiliate Canteen Insurance 1/7/22-1/7/23</li> <li>• Letter from Deputy Commissioner for Taxation #22CI/19 - single touch payroll changes</li> <li>• Letter from Deputy Commissioner for Taxation #22CI/20 - changes to Super Guarantee</li> <li>• Email from Coogee Primary School P&amp;C President #22CI/21 - Invite to join WA P&amp;C Facebook page</li> <li>• Email from WACSSO #22CI22 - Certificate of Membership 1/7/22 to 30/6/23single</li> <li>• Email eStatement number 586 #22CI/23 - Bank account transaction details July 22 for account xxxx015</li> <li>• Letter from Bankwest to K.Stewart #22CI/24 - Bankwest security token</li> <li>• Letter from Adventure Golf #22CI/25 - Fundraiser Pack and promotion</li> </ul>	Yes

Motion	Carried
<p>That the correspondence out since the last meeting be received as per below:</p> <ul style="list-style-type: none"> <li>• NIL</li> </ul>	Yes

#### 5. REPORTS

##### 5.1 Principal’s report – Denise Robinson

See attached report setting out:

- Term 3 So Far
- Welcome New and Returning Staff
- Build Update
- COVID Update - free RATS available at school reception
- College Gate - closed during school hours
- Parents and Caregivers Survey - result data discussed in detail at the meeting

Motion	Carried
That the attached Principal’s report be adopted	Yes

##### 5.2 President’s report – Sonya Criddle

See attached report.

Motion	Carried

That the attached President's report be adopted	Yes
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### 5.3 Treasurer's report – Rathy Brandes de Roos

See attached report.

Information to note:

- The P&C financial position continues to be stable and profitable
- Canteen price increase
- P&C has not yet received from the school the student contributions
- Tasks completed since Term 2 meeting
- Key focus for next 4 months

Motions	Carried
That the attached Treasurer's report be adopted	Yes

Actions	Person responsible
Check insurance for Canteen will be valid at new location	Rathy B
Engage an independent auditor for the 2022 end of year finances	Rathy B

### 5.4 Canteen report – Linda Morgan

See attached report.

Information to note:

- Pina celebrates 20 years of service
- Purchasing of containers for new canteen walk in freezer and cool room
- Traffic Light System has been replaced with the Whole of School Healthy Eating Program
- Price Increases
- Teachers treated to soups from around the world

Motion	Carried
That the attached canteen report be adopted	Yes

### 5.5 Cricket Academy Parents (CAPS) report – Jenny McFarlane

No report.

Sam noted the following:

- The transfer of funds to the school for the subsidisation of the camps/trips for 2022 has been completed. Thank you to Rathy and Sonya for making that happen.
- CAPS had a very poor turn out to our meeting this term, which was disappointing, though not unexpected given the weather that night.
- The date of 28 November 2022 has been set down for our Annual Awards Night. Venue is still to be confirmed and this will be decided on in the next couple of weeks.

- We are planning a sausage sizzle at Bunnings in the next couple of months to assist with some fund raising.
- Still organising the date and expenditure requirements for fundraiser Quiz night.

## 6. GENERAL BUSINESS

### 6.1 Faction Banners

The P&C asked if the school requires funding assistance for the new faction banners which are still in design.

### 6.2 Volunteers and Fundraising Discussion

The P&C discussed the suggestions to establish a volunteer recruitment strategy for the school canteen as current efforts are not effective in attracting volunteers.

The Rotary Club Perth City East has offered to support the P&C at investigating alternative sources for volunteers. Ros has proposed a suggested course of action to recruit volunteers from the local over 55's community groups. Sonya and Linda will design a flyer featuring the new Cafe for distribution to local groups.

The P&C discussed the use of "Sign Up", a free online event organisation tool as part of a solution for volunteer sign up and scheduling of future fundraising events.

The P&C received a promotional pack from Adventure Golf. This pack includes an option to organise a fundraiser ticket sale, with a portion of the price returned to the school as well as various vouchers for use in raffles, rewards or other fundraising options. No decision was made how to utilise the vouchers.

The P&C received a promotional pack from Telethon Movies, offering a fundraiser ticket sale. Some discussion was had on how best to promote and sell the tickets to our community. No one volunteered to take on this task.

Grill'd provide a monthly fundraiser program, Local Matters where \$500 is distributed between 3 local community groups each month. Caprice will apply to the program.

### 6.3 WACSSO Conference

The annual WACSSO conference is to be held at The Crown on the 10th-11th September. The P&C has secured one free ticket for the event. Unless someone else shows interest, Caprice will attend part of the conference.

### 6.4 Meeting Start Time

A member asked if the P&C would consider an earlier start time for meeting, say 6:30pm.

<b>Motions</b>	<b>Carried</b>
That the P&C apply for a Grill'd local jar for the Local Matters fundraising	Yes
That the P&C trial an earlier meeting start time of 6:30pm for the Term 4 2022 meeting.	Yes

<b>Actions</b>	<b>Person responsible</b>
Apply for a Local Matters, Grill'd jar	Candice B Sonya C
Investigate if funds are required from the P&C for the faction banners	Denise R
Check functionality of the Electronic Notice Board on the oval	Denise R
Create a canteen volunteer recruitment flyer	Sonya C

Investigate the options to promote and sell the Telethon Movie Fundraiser tickets	Sonya C
Amend starting time to the next P&C meeting & notify advertisement material	Kerry S

Meeting closed: 08:15 pm

**Term 4 meeting: Tuesday, 8 November 2022 - 6.30pm**



**JOHN FORREST Secondary College**  
INDEPENDENT PUBLIC SCHOOL

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**Parents & Citizens Meeting**  
**Tuesday 16 August 2022**  
**Principal's Report | Denise Robinson**

### 1. Term 3 So Far

Staff and students have returned to engaging in many activities, we are creating our new normal as we live with COVID. Camps, excursions, performances, whole school assemblies, the upcoming athletics carnival are all back on, which is great. Falling COVID case numbers are reflected in the school and we have greater staff and student attendance stability.

### 2. Welcome New and Returning Staff

Adam Bartlett (HPE)	Kelly Drake (Technologies)	Caitlin Fisher (Front Office)
Basil Hendroff (Maths)	Steve Iaschi (Science)	Hayley McKee (HPE)
Karina Parrish (English)	Jo-anne Prichard (HASS)	Sandy Tu (Science)

### 3. Build Update

Classes commencing in The Arts Block (South Block) imminently – we are expecting this in the next couple of weeks. The facilities are stunning and will serve our school community well. At break times, the area between The Arts Block and the Technologies blocks will be available to Year 10-12 students. Year 7-9 will have their current spaces, with the oval, courts and library available to any students in full school uniform.

We have not moved the Café function yet, while we plan for operating procedures in the new space.

Redevelopment of rooms 9-12 continues, as does the construction of the new Gym.

The next stage includes the library being moved to temporary space in what the former dance studio, as well as the demolition of the block containing Rooms 44/45.

### 4. COVID update

Free RATs have again been distributed to all students and staff, and we have made them available to our school community through reception.

We are still encouraging COVID safe practices, including the requirement close contacts are still required to wear masks when outside of their home.

### 5. College gates during school day.

Gate to Russell St and Catherine St are now locked during the school day for security, and to prevent members of the public wandering through the school, which happens too frequently.

### 6. PaCS

Parents and Caregivers Survey (PaCS) 2021 Data to be distributed for discussion.

### PRESIDENT REPORT - TERM 3

Good evening, everyone,

I would like to start this meeting by acknowledging and thanking a few people for their contributions to the P&C.

This year has brought many changes and updates which has brought us up to speed with modern technology.

Thanks to Rathy for her tireless work with the Banking changes.

Thanks to Kerry (even in her absence) for efforts in establishing generic emails for the P&C – this will make communications and handovers in coming years much easier. Also, for all her efforts into innovation such as Sign Up – to be discussed later, as well as social media contributions and continuing our quest into recruiting volunteers.

But most importantly, we, the P&C would also like to make a huge big thankyou to Pina. We would like to acknowledge the enormous amount of time she has contributed to the P&C and Canteen. Linda kindly informed us this week that on the 23<sup>rd</sup> of August 2022, Pina will celebrate 20 years of contributions to the JFSC P&C. AMAZING!!!

Pina, I have only known you for the past few years so I am hoping Linda may be able to share a few stories or reminisce with us of your journey with us – perhaps a bit later when she updates us on all things Canteen. For now though, we would like to present you with a small gift of thanks from us here at the P&C and again thank you for all your time.

Thankyou,

Sonya Criddle

(President)

John Forrest Secondary College P&C Association Incorporated

**TREASURERS REPORT – TERM 3**



## John Forrest Secondary College P&C Association Incorporated

### Treasurers Report August 2022

The P&C's financial position continues to be stable and profitable. The association can be considered as solvent and remains a "going concern".

Key areas to be monitored will be the inflationary pressures on fresh food and dairy and supplementary personnel to support the canteen service. These may require additional canteen price increases to meet the cost of sales.

The following summary table provides a trend on the Balance sheet.

	Current quarter YTD Cumulative Actual to end <u>Jul 2022</u>	Previous quarter YTD Cumulative Actual to end <u>Apr 2022</u>	Previous year YTD Cumulative Actual to mid <u>Aug 2021</u>
Assets	\$69,760	\$68,918	\$67,446
Liabilities	\$6,492	\$10,015	\$7,391
Net Equity	\$63,268	\$58,903	\$60,055
Earnings YTD	\$7,392	\$3,568	\$13,271*

\*Additional earnings from transfer of voluntary contributions to the P&C account

The following summary table provides the trend based on the P&L statement for the canteen accounts only.

	Current quarter YTD Cumulative Actual to end <u>Jul 2022</u>	Previous year YTD Cumulative Actual to mid <u>Aug 2021</u>
Total revenue from sales	\$138,077	\$114,590
Cost of goods and services	\$70,329	\$60,333
Gross profit	\$67,748	\$54,257
Total expenses	\$57,059	\$55,777
<b>Operating profit</b>	<b>\$10,688</b>	<b>(\$1,520)</b>
Other income (Voluntary contributions)	\$185	\$17,764
Other expenses	\$2,940	\$2,972
Net Profit/(Loss)	\$7,933	\$13,271

This is a great result given the disruptions to student and staff attendance from COVID and operating with 2 EFTPOS machines. At the time of writing this report, the P&C has not received any student contributions from the school (2021 total contributions received were \$16,801). This is a crucial part of our income and will substantially offset the canteen ongoing expenses and opportunity for the P&C to provide funding or other support to the school.

The following table summarises the CAPS account:

	Current quarter YTD Cumulative Actual to end <u>Jul 2022</u>	Previous year YTD Cumulative Actual to end <u>Aug 2021</u>
Cash Balance	\$9,101	\$9,229
Earnings (fundraising)	\$0	\$0
Liabilities/ Expenses	\$4,000	\$0
Net Equity (Balance)	\$5,101*	\$9,229*

\*Canteen account held \$172 (31-Jul-22) and \$950 (12-Aug-21) of CAPS funds respectively, which is not included in the balance.

Tasks complete since the Term 2 meeting:

- Lodgement of 2021 financial reports to WACCSO and ACNC.
- Successful addition of Kerry Stewart as a signatory to the Bankwest account.
- Submission to update name to John Forrest Secondary College P&C Association Incorporated (as per DMIRS certificate) with ATO/ Australian Business Registration.
- New Commonwealth Bank of Australia merchant profile with name John Forrest Secondary College P&C Association Incorporated created with signatories of Sonya Criddle, Kerry Stewart and Rathy Brandes de Roos; and
- Purchase of Thermomix via the grant monies from January 2022

Key focus for the coming 3 to 4 months includes:

- Disputed transaction on CAPS account-ongoing
- Acquiring 3<sup>rd</sup> EFTPOS terminal – ongoing
- CBA/Bankwest transition – inquiries
- Investigate external auditors for appointment to review 2022 Annual Report

Rathy Brandes de Roos

Treasurer

07 August 2022

**Profit & Loss Statement**

January 2022 To July 2022

ABN: 28 152 106 751

<b>Income</b>	
Over Counter Sales	\$51,244.72
EFTPOS	\$76,128.38
Cost Price Sales	\$283.20
Catering	\$6,039.70
Grants & Donations	\$4,382.00
<b>Total Income</b>	<b>\$138,077.70</b>
<b>Cost Of Sales</b>	
Bakery	\$1,593.81
Utensils	\$2,359.00
Packaging	\$2,244.52
Pies;Pastry	\$3,305.45
Pizza	\$3,077.55
Grocery	\$9,874.93
Dairy	\$5,774.42
Fruit & Veg	\$1,676.04
Deli	\$3,331.51
Ice Cream	\$876.31
Prepared Meats	\$4,304.89
Fruit Drinks	\$414.50
Cool Drinks	\$1,919.37
Water	\$627.60
<b>Total Cost Of Sales</b>	<b>\$70,329.30</b>
<b>Gross Profit</b>	<b>\$67,748.40</b>
<b>Expenses</b>	
Wages & Salaries	\$48,859.06
Employment Expenses	\$64.45
Insurance	\$2,041.73
Superannuation	\$4,858.89
Merchant fees	\$1,235.85
<b>Total Expenses</b>	<b>\$57,059.98</b>
<b>Operating Profit</b>	<b>\$10,688.42</b>
<b>Other Income</b>	
P & C member fees	\$13.00
Cricket Academy	\$172.45
<b>Total Other Income</b>	<b>\$185.45</b>
<b>Other Expenses</b>	
Software	\$840.00
Audit Fees	\$500.00
P & C Council member fees	\$1,600.93
<b>Total Other Expenses</b>	<b>\$2,940.93</b>
<b>Net Profit/(Loss)</b>	<b>\$7,932.94</b>

This report includes Year-End Adjustments.

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## John Forrest Secondary College Canteen

180 Drake Street  
MORLEY WA 6062

### Balance Sheet

As of July 2022

ABN: 28 152 106 751

Assets	
General Cheque Account	569,760.25
<b>Total Assets</b>	<b>569,760.25</b>
Liabilities	
Trade Creditors	\$3,273.00
Payroll Liabilities-Tax	\$3,762.83
Payroll Liabilities-Super.	-\$344.68
<b>Total Liabilities</b>	<b>\$6,491.05</b>
<b>Net Assets</b>	<b>563,268.20</b>
Equity	
Retained Earnings	\$5,335.26
Current Earnings	\$7,932.94
<b>Total Equity</b>	<b>563,268.20</b>

This report includes Year-End Adjustments.

### CANTEEN REPORT – TERM 3

On the 23<sup>rd</sup> of August Pina will celebrate her 20 years of service working for the P & C.

Pina thank you-

For your willingness to volunteer for any out of school event (funerals, reunions)  
For supporting all my crazy schemes and ideas  
For making us laugh all the time even when we are so so busy  
For our ABBA duets  
For working for no pay 3 hours a week for 2 years so we could all work together  
For your patience with the students  
For always having perfectly coiffed hair - it just wouldn't be you with flat hair  
For your attention to detail with all our catering presentation  
And most of all for being a third of the best three-person team ever.

MYOB pricing is increasing from \$120.00 to \$130.00 from September. I have sent them an email about getting a discount for not-for-profit organisations. I am still waiting for a reply.

The Thermomix was purchased and is getting used most days. I have ordered the knives and soup warmers. We will also need to look at purchasing approximately 50-100 tubs and containers to go in the new canteen (walk in freezer and cool room) apart from neatness this is a requirement of the council for proper food handling and storing.

As of 30<sup>th</sup> June, the Traffic Light System officially ceased, a new Whole of School Healthy Eating Program will be replacing this system. A new 'Whole of School Healthy Eating Program' website and online training will be launched in January 2023 by Nutrition Australia.

Like the rest of Australian businesses and households we have been affected by major price increases. Some items like fruit salad we are no longer selling. Browne's Dairy have drastically increased their prices from 1<sup>st</sup> August (cost per 300m and 600ml carton of flavoured milk has increased by approximately .20c). As this is a significant increase it will need to be decided if we: -

- absorb the increase
- increase our price of milk by .20c putting further pressure on families or
- the P & C subsidise the increase using the school contributions.

From the commencement of term 2 and continuing in term 3 we have been making soups for the teachers. This has been a huge success and the teachers have been so appreciative. So we don't make the same soups day in day out we created a chart of all the countries in the world and the teachers have picked numbers from 1 to 195 we then make the soup from the correlating country. This has proved to be fun, educational and tasty, so far we have travelled to Iraq, Mexico, Bolivia, Bangladesh and Uganda to name a few. This week we are visiting Israel.