

JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED
Annual General Meeting Minutes
Tuesday, February 28, 2023
6.30pm – School Cafeteria

Meeting opened at 6:39 pm

1. ATTENDANCE AND APOLOGIES

Attendees: Sonya Criddle (Chair), Rathy B, Kerry S, Michelle D, Linda M, Pina C, Liz P, Allison G, Liz M, Samantha P, Densie R, Sandra G, Caprice B, Jo W, Sam D, Indra L

Apologies: Jenny M, Charlotte S

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 November, 8th 2022 be taken as read and confirmed as a true and accurate record	Yes
That the minutes of the previous Executive Meeting of John Forrest Secondary College P&C Association on November, 15th 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. P&C to donate prizes \$50, \$25, \$25 for top 3 entries	Linda M	Ongoing
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. Bank has failed to action request. Voted to accept \$128.25 as a loss for the P&C	Jenny M and Rathy B	Yes
Check insurance for Canteen will be valid at new location SGIO requires update of account holder details before we can access policy information	Kerry S	Ongoing
Investigate if funds are required from the P&C for the faction banners Awaiting final quote - having trouble contacting the artist. Will persevere with contacting	Denise R	Ongoing
Create a canteen volunteer recruitment flyer Expect to have flyers ready for distribution by the end of month.	Sonya C	Yes
Investigate the options to promote and sell the Telethon Movie Fundraiser tickets. Tickets now purchased for selling to the school community. Re-advertise tickets	Kerry S	Ongoing
With respect to Commonwealth bank account BSB 066132 Account 11239961: <ul style="list-style-type: none"> ● Addition of Kaye Caldwell as an authorising signatory to the account ● Provide Linda Morgan view access to the account for bookkeeping purposes 	Rathy B	Ongoing

Transfer of all canteen account funds to the Commonwealth bank account BSB 066132 Account 11239961 and make it the primary account for transactions.	Rathy B	Ongoing
Register Square Account and set up basic website store	Kerry S	Yes
Set up a new Email account for Fundraising within the John Forrest Secondary College P&C Association Google Workspace jfsc_pc_fundraise@jfscpc.org	Kerry S	Yes

4. CORRESPONDENCE IN AND OUT

Motion	Carried
That the correspondence in since the last meeting be received as per below: <ul style="list-style-type: none"> Letter/ Email from Nicolina A - Offer of Employment Email from WACSSO 23CI:02 - Welcome to 2023 by Indah Yildiz, State Councillor for the surrounding Swan West Public Schools WACSSO 2023 P&C Handbook Letter from WASCA 23CI:04 	Yes

Motion	Carried
That the correspondence out since the last meeting be received as per below: <ul style="list-style-type: none"> Letter/ Email to Nicolina A - Offer of Employment 	Yes

5. REPORTS

5.1 Principal's report – Denise Robinson

See attached report setting out:

- Smooth start to 2023 College year
- New and returning staff
- 2023 Enrolment numbers
- 2022 Achievement Assembly
- Building program update - Cafe open, Administration move to new building, converting old Admin to Student Service
- Year 7 transition program and information evening
- New format to the Peer Support Program between year 7 and year 11

Denise also acknowledged the Cafe staff for their efforts with the successful move from the old to new building.

Denise spoke about the universal concern of Vaping and having safe access to toilets, explaining the measures the school has implemented to manage. She also discussed in more details the new staffing changes which include the increased availability of the School Psychologist. Denise invited questions from the parents members present, and subsequently talked about the bike rack current security and improved gated rack as part of the build. She also explained total school student capacity and ability to increase with the new build project maturing.

The School Leadership team were recently involved in analysing data from the 2021 Parent and Carers survey, to better understand the needs of the school community.

Denise is aware of the possible disruption of public transport with the Metronet works and subsequent Temporary closure of Bayswater Train Station, and will keep the school community up to date when details are released.

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

5.2 President's report – Sonya Criddle

Nil report.

Sonya mentioned that we came second in the Mt Lawley Grill'd Local Matters Vote Jar. Though still waiting on correspondence on when the contribution will be given.

5.3 Treasurer's report – Rathy Brandes de Roos

See attached report.

Of note:

- The CAPS P&C account is now set up for easier control
- A new Commonwealth Bank account was opened to facilitate EFTPOS machines and closure of Bankwest business solutions
- The P&C financials are supported by the Canteen and Catering, Voluntary contributions and voluntary fundraising events primarily associated with the specialist programs
- In 2022 the Canteen item price matrix was reviewed and increased using WACSSO guidelines. This has assisted in keeping the P&C accounts in the black.
- An Audit of the P&C finances was completed by Alan King. As this is the third year, a different Auditor will be required for 2023
- Continued registration as a Charity for the ACNC.
- Current account signatories listed
- Thank you to the Staff in the Canteen, with a big thank you to Linda (Canteen Manager) with her work as Bookkeeper

Motions	Carried
That the attached Treasurer's report and annual financial statements be adopted	Yes
That the auditor's report for 2022 be received	Yes

5.4 Canteen report – Linda Morgan

See attached report.

Of note:

- It has been a great start to 2023 in the new Cafe. Daily sales are up compared to previous years at this time
- The year 12's are to be commended on their respectable use of the Cafe seating area
- 3 new volunteers contacted the Canteen in response to the Year 7 orientation day flyer
- A soup station option will be available for Term 2
- A few extra expenses are required to purchase products not previously needed due to different or new kitchen appliances, such as Combi Oven cleaning fluid.

Linda spoke about a local primary school asking if the canteen would consider providing a lunch ordering service from the start of this year. We currently do not have the resources to offer that service due to existing commitments, labour, no online ordering system and still settling into the new Cafe.

The Canteen staff provided at the meeting a tasty sample of the preservative free Banana bread made using the Thermomix and a Frosty Fruit treat.

Motion	Carried
That the attached canteen report be adopted	

5.5 Cricket Academy Parents (CAPS) report – Sammantha Peet

See attached report.

Of note:

- The Annual awards night, held in December 2022 was a great success. Thank you to the staff that attended.
- Proposed Activity - Welcome to Students and Parents in year 7 & 8, sausage sizzle and friendly cricket game on 17th March.

- Proposed Activity - Quiz night in June
- Propose CAPS provide \$1000 per year group for camps
- After 8 years, Jenny has decided to retire as the CAPs Convenor. Samantha Peet has nominated for the position

Sam also noted that the sausage sizzle / friendly cricket match may be offered to all CAPs members at another date, yet to be determined.

Motions	Carried
That the attached CAPS report be adopted	Yes

Actions	Person responsible
Organise a P&C meeting to present CAPs Financial Resolutions.	Kerry S Sam P

6. ELECTIONS

All positions were declared vacant and the following people elected to the John Forrest Secondary College Parents and Citizens' Association Incorporated for 2023.

Position	Office holder
President	-
Vice President	-
Treasurer	-
Secretary	Kerry Stewart
Executive member	Liz McQueen
Executive member	Liz Perkins
Executive member	Alison Gullick
CAPs convenor	Sammantha Peet

A P&C with vacant Office Bearer positions is not abiding by its Constitution, this means we cannot hold events or approve expenditure of funds until all positions are filled.

Actions	Person responsible
Communicate to the school community urging for nominations to Office Bearer positions	Kerry S
Contact WACSSO on what to do when Office Bearer positions are still vacant	Kerry S

7. GENERAL BUSINESS

A parent noted that they were only made aware of the P&C meeting a day or so before. Brief discussions about the current types of communication - Instagram, Facebook, Seqta, Direct Messages, Newsletters was had. No action taken.

Last meeting, it was discussed a form to allow a process to Requests P&C funds was maybe beneficial. Kerry has drafted a form, using examples from other P&C's. The purpose and process still need to be clarified.

Actions	Person responsible
Identify which communication channels are available and would potentially be best suit for the P&C to deliver news to the school community	Kerry S
Review the purpose and procedure for the P&C Funding Request Form	Denise R

Meeting closed: 7:57 pm

Next meeting - not yet determined.



Parents & Citizens Meeting
Tuesday 28 February 2023
Principal's Report | Denise Robinson

Commencement of College Year.

Very smooth commencement of 2023 College year. With COVID management and personal responsibility more embedded into the community as a whole, we have greater continuity of learning, and higher attendance.

New Staff: 2023

Kabir Bhagat - Science
Natalia Goncalves Gimenez - Front Office
Nick Jones - Design and Technology
Helen Murray - HASS
Pheobe Whittington - HASS
Mardhi Williams - HASS

Returning Staff 2023

Brodie Boswood - HEc
Liam Carroll - HPE
Basil Hendroff - Maths
Natalie Kotevski - Front Office
Jason McGlew - HPE
Anita McPhee - English
Courtney Podmore - Music
Jan McArthur - Psychologist

Enrolments

2023 funded enrolments (at census date 17 February 2023) - (2022 funded enrolments – 1090)

Year 7:	222
Year 8:	195
Year 9:	186
Year 10:	177
Year 11:	170
Year 12:	150
Total:	1100

Achieved the goal of higher Year 7 enrolments, which is now accommodated due to additional classrooms becoming available in the redevelopment.

Recent Events

Achievement Assembly

Year 12 2022 high achievers returned to be acknowledged and celebrated:

- 14 Students achieved all A&B grades in Year 12
- 9 Students achieved an ATAR of 90+

Year Group Dux recipients 2022:

Year 11 ATAR Dux - Jonah Ketterer
Year 11 Vocational Education and Training Dux - Amelia Innis
Year 10 Dux - Oliver Brandes de Roos
Year 9 Dux - Sangkhai Dang
Year 8 Dux - Sereyvathna Chan
Year 7 Dux - Luisa Vanni

Community Awards

- City of Bayswater Scholarship recipient – Joshua Mobilia
- Long Tan Award - Oliver Brandes de Roos
- Future Innovators Award - Angelina Dang

Building Program

- New Café opened very successfully.
- New Administration scheduled for handover at the end of February, followed by a 3 week move period. When we do this move, we will move in 2 teams, with staggered timing so that we at all times have an operational Admin/ front office.
- The next area to be handed over to the PS Structures (Building contractor) will be the current administration, and staffroom. The old admin will be refurbished into the new Student Services downstairs, and upstairs the extended and refurbished staffroom with the glorious tree top view.

Year 7 Transition Program

Conducted over three days in Week 1 and set students up for a positive start to their JFSC journey.

Year 7 Parent Information Evening (in the new Auditorium)

Approximately 200 parents and carers of Year 7 students attended the recent Year 7 Parent Information Evening. With their children being a couple of weeks into their JFSC journey, it was an opportunity for parents and carers to hear from, provide feedback to, and ask questions of Sandy Tu (Year 7 Coordinator), Rebecca de Beer (Deputy Principal Years 7&8), and Kane Jericho (Student Services Manager).

Peer Support Program

New format for 2023 to provide more regular interaction and mentoring over a longer duration. Peer Support leaders conduct activities with Year 7 students on Fridays during Form period throughout Terms 1 and 2.

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 Phil Glossop (Chaplain) during Form period on Thursdays to go through the activity for the following day.

Denise Robinson
Principal

23 February 2023

JOHN FORREST SECONDARY COLLEGE P&C
AGM - Treasurer's Report
Term 1 - 2023

The year commenced with a number of office bearers remaining in position with the President, Vice President, Treasurer and Executive committee member appointee's renominating and being selected. A new office bearer was appointed into the Secretary position. As such the transition into 2022 was smooth with focus on updating office bearer information at the bank and getting under way for the year.

Further effort was also made to bring subcommittees under the banner of P&C as outlined by WACSSO. The CAPS P&C account now has approval access with the 3 signatories of the 5 office bearers. A Commonwealth business bank account was also opened to facilitate EFTPOS machines and in preparation for transition when Bankwest stops offering business banking solutions.

The P&C's financials continue to be supported by three contributing factors:

- Primary transactional area of the canteen and catering,
- Voluntary contributions to the P&C Association,
- and the voluntary fundraising events primarily associated with the specialist programs such as the C.A.P.S.

To aid solvency, the pricing matrix for canteen items were reviewed and increased using the WACSSO guidelines, to cover the inflationary pressures of 2022 and reflect break even margins. This has greatly assisted in keeping the P&C accounts in the black for the duration of 2022.

In comparison to previous years sales, 2022's financial performance vastly improved with income from the EFTPOS machines equating to ~66% of the canteen sales income. A comparison to 2021, overall sales income was up by 20% from \$199k to \$237k, with the associated outgoings (costs of sales and expenses) up by 15% from \$204k compared to \$235k. This was mainly due to inflationary pressures of cost of goods. Again, this year experienced several volunteer hours to supplement the paid personnel, to support the canteen operations. The resulting operating profit for the first time in many years was in the black at \$6441 and is a credit to the canteen staff and all their efforts.

On including the additional income from voluntary contributions and deductions of other miscellaneous expenses, the net profit for the calendar year is at \$22,937.

P&C financials

	Item	2021	2022
Balance sheet	Total Assets	\$80,424	\$ 88,023
	Total Liabilities	\$16,074	\$9,987
	Total Equity	\$64,350	\$78,036

CAPS P&C Subcommittee financials

	Item	2021	2022
Balance sheet	Total Assets	\$9,229	\$ 8,646
	Total Liabilities	\$583	\$3,781
	Total Equity	\$8,646	\$4,865

Total P&C financials

	Item	2021	2022
	Total Equity	\$72,996	\$82,901

An audit of the P&C's finances was completed by Alan King of P G Business Services for the third consecutive year and in the opinion of the auditor the financial report attached "*presents fairly, in all material respects, the financial position of the*" P&C "*as at 31 December 2022, and its financial performance for the year.*" The audit fee was \$500.

As stated previously we now have a healthy bank balance on which to operate into the future. However, it is important to review and adjust the operating model with the changes in 2023 to the new cafeteria to ensure it is economically viable.

In 2022, the P&C continued registration as a Charity with the Australian Charities and Not-for-profits Commission (ACNC), and it means we don't have to produce tax returns, and potentially makes the P&C eligible for further grants and support during extraordinary conditions such as COVID. Our obligations to the ACNC to maintain our charity registration are to provide updated lists of responsible persons (office bearers and committee members) when these change, and this requires us to provide the full name, position on the committee, address, birthdate, phone number, and email address of at least 7 committee members. The name and position are posted on the ACNC website, and the rest of the details are kept for contact and identification purposes. We also need to provide an annual report of our activities, including our finances. I will provide this information to the ACNC following this meeting

Our obligations relating to our banking with Bankwest and Commonwealth bank are to provide updates of office bearers committee members who are authorising signatories when they change. Any changes to the signatories to the bank accounts require a motion to be passed at a meeting to add and/or remove particular signatories, then the minutes of that meeting that clearly highlight these changes are submitted to the bank for action. Current bank account signatories are Sonya Criddle, Glenn Cook, Rathy Brandes de Roos, and Kaye Caldwell, whilst Linda Morgan has non-signatory account access. It is recommended that Glen Cook be removed as a signatory who resigned from the P&C committee in 2021.

Finally, I would like to thank Linda, Michelle, Pina, Nikolina and anyone who volunteered in the canteen for the great work they have done over the past year. A big thank you to Linda for her continued work as Bookkeeper in recent years, which has been invaluable to the P&C and my time as the Treasurer.

Rathy Brandes de Roos
Treasurer

Balance Sheet

As of December 2022

Assets		
General Cheque Account		\$88,023.44
Total Assets		\$88,023.44
Liabilities		
Payroll Liabilities-Tax	\$5,832.83	
Payroll Liabilities-Super.	\$4,154.57	
Total Liabilities		\$9,987.40
Net Assets		\$78,036.04
Equity		
Retained Earnings	\$55,098.43	
Current Earnings	\$22,937.61	
Total Equity		\$78,036.04

This report includes Year-End Adjustments.

Created: 17/02/2023 3:18 PM

John Forrest Secondary College Canteen

180 Drake Street
MORLEY WA 6062

ABN: 28 152 106 751

Profit & Loss Statement

January 2022 To December 2022

Income		
Over Counter Sales		\$81,750.37
EFTPOS		\$143,546.76
Cost Price Sales		\$443.74
Catering		\$11,655.00
Grants & Donations		\$4,382.00
Rewards		\$78.11
Total Income		\$241,855.98
Cost Of Sales		
Bakery	\$2,394.42	
Utensils	\$4,109.90	
Packaging	\$2,244.52	
Pies/Pastry	\$13,305.45	
Pizza	\$4,958.53	
Grocery	\$16,908.90	
Dairy	\$23,701.77	
Fruit & Veg	\$4,554.72	
Deli	\$3,331.51	
Ice Cream	\$876.31	
Prepared Meals	\$49,921.18	
Fruit Drinks	\$414.50	
Cool Drinks	\$1,919.37	
Water	\$627.00	
Total Cost Of Sales		\$129,268.08
Gross Profit		\$112,587.90
Expenses		
Wages & Salaries	\$92,170.84	
Employment Expenses	\$64.45	
Insurance	\$2,041.73	
Superannuation	\$9,321.31	
Merchant fees	\$2,328.31	
School Canteen & Council Fees	\$220.00	
Total Expenses		\$106,146.64
Operating Profit		\$6,441.26
Other Income		
P&C Contributions	\$20,941.83	
P & C member fees	\$13.00	
Cricket Academy	\$172.45	
Total Other Income		\$21,127.28
Other Expenses		
Software	\$1,480.00	
Audit Fees	\$500.00	
P & C Council member fees	\$1,600.93	
Fundraising Expense	\$750.00	
Catering	\$300.00	
Total Other Expenses		\$4,630.93
Net Profit/(Loss)		\$22,937.61

This report includes Year-End Adjustments.



ABN 85 970 902 981

PG Accounting & Audit

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Sole Trader: Alan King, FCA - Registered Tax Agent
Registered Company Auditor, Registered SMSF Auditor

TO THE COMMITTEE OF JOHN FORREST SECONDARY COLLEGE P&C ASSOCIATION

Audit Opinion

We have audited the special purpose financial report of the John Forrest Secondary College P&C Canteen comprising the Balance Sheet as at 31 December 2022, the Profit and Loss Statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information.

In our opinion the accompanying financial report of John Forrest Secondary College P&C Canteen presents fairly, in all material respects, the financial position of the as at 31 December 2022, and its financial performance for the year.

Basis of Accounting

The financial report has been prepared for the purpose of fulfilling the committee's financial reporting responsibilities under the Associations Incorporation Act 2015 (WA). As a result, the financial report may not be suitable for another purpose.

Basis of Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation of the financial report in accordance with Australian Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Liability limited by a scheme approved under Professional Standards Legislation



CHARTERED ACCOUNTANTS
AUSTRALIA
NUMBER ONE IN NUMBERS

In preparing the financial report, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink, appearing to read 'Alan D King', is written over the printed name and title.

P G ACCOUNTING & AUDIT

ALAN D KING FCA

REGISTERED COMPANY AUDITOR

Date: 17 February 2023

CAFETERIA REPORT TERM 1 2023

After a very busy two weeks prior to the commencement of the term we managed to unpack, clean, organise the new cafeteria and just get used to our new environment. We had follow up lessons on how to use the commercial dishwasher and the combi ovens. We then had to experiment with all of the new equipment.

As you know we visited the cafeteria at Mount Lawley Senior High School and I spent the last six months talking to canteen managers that operated a café style service on how best to serve the students. Every school that I spoke to had split lunch hours and in excess of 6 staff, as both of these were not options for us I decided we had to serve our students similar to how we were serving them before. After long discussions with Pina and Michelle and then Denise and the executive team we decided on 4 service stations. Denise suggested a line style similar to what they have at airports (I now call it the snake) and so far I can happily/proudly say that this style of service has been a great success. We have managed to serve all of the students in the allotted time. A big thank you to the staff that we have on duty they have been a tremendous help.

I have received three responses to the year 7 volunteer forms that went out and I have spoken to the ladies and asked if they would be willing to help from term two. (this term we need to get into our own routines and be confident with the new equipment).

We have not had the salad bar for the teachers this term for the above-mentioned reasons and also logistically. I have now worked out the logistics and term two we will bring back Soups of The World. Soup will also be available to the students.

We have catered lunch for the teachers on the PD Day and also a lunch to welcome the new teachers and various small meetings.

I spend a lot of my weekend recipe testing and creating meals then the girls have to give me their opinions-tonight you are my testers and I have made ice cream and banana bread for you to try.

Canteen Manager

CAPS REPORT TERM 1 2023

Annual Awards Night was held at Yokine Bowling Club on Monday December 5th.

We had a very good turn out to the awards and thank Ms Robinson, Mr Burt, Mr Sands and Mr Davis for their attendance. We also had a number of incoming year 7's in attendance which was a great introduction to the Cricket Programme.

Our first meeting of the year was held last Tuesday night, 21st February 2023.

Proposed activities for the year are as follows:

1. A "Welcome to Students and Parents" in Years 7 & 8. We would like to put on a sausage sizzle and friendly cricket match at school on Friday 17th March. It is proposed that this event is run to give a more comprehensive introduction of parents to CAPS and to allow them to meet other parents of students in their child's year. We seek an extraordinary executive meeting to approve funding for this event. We are requesting \$300 for the sausage sizzle and drinks.
2. The major fundraising event of the year that CAPS would like to undertake is a Quiz Night. A separate sub-committee has been formed to organise this event which we are proposing is held on Saturday 31st June (date to be confirmed). Further information to be forthcoming but hoping to get approval for insurance there should be no out of pocket expenses and we will sell tickets via square
3. It was agreed at our meeting that CAPS provide \$1000 per year group (Year 7-10) again in 2023. Sufficient funds are currently held in the CAPS bank account for this purpose. We seek an extraordinary executive meeting to approve funding for this event.

At the CAPS meeting last week I advised the attendees that, after being involved with CAPS for the last 8 years, I am stepping down from the Convenor role and am not seeking re-election. As a result, this will be my final report.

Samantha Peet has generously agreed to step into the role and I will offer my support going forward as a parent, not a committee member.

I would like to thank the P&C for their support over the years and wish everyone all the best for the future.

Jenny McFarlane