

JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED

Term 2 General Meeting Minutes

Tuesday, August 13, 2024

6:30pm to 7:30pm – Administration Conference Room

Video call link: <https://meet.google.com/rej-pxuu-mtv>

Or dial: (AU) +61 3 8594 9468 PIN: 921 185 260#

Meeting opened at 6:30 pm

1. ATTENDANCE AND APOLOGIES

Attendees: Samantha P (Chair), Denise R, Nirmal S, Sandra G, Linda M, Michelle D, Pina C, Caprice B, Sharon P, Alison G

Apologies: Kerry S, L Perkins

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 May 14, 2024 be taken as read and confirmed as a true and accurate record	Yes

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Actions	Person responsible	Completed
Engage the Independent auditor, Amit Sundrani for the 2023 Annual Financial Report <i>Update 14/5: Nirmal looked through statements, asked for previous BAS. Will send everything to the auditor as soon as he receives the documents. Auditor will provide a report once finished in approx. 1 month. Will be available next P&C meeting.</i>	Nirmal	Completed
Add Sandra Gyles as signatory for the Commonwealth Bank Account 11239961 (P&C) and 11298494 CAPS account.	Samantha	Ongoing
Transfer \$1000 to the school bank account for the CAPS contribution to the year 7 CAPS camp	Samantha	Completed
Investigate delivery turn around for Royal Life Saving Fundraising Kit <i>Update 20/5: Leadtime is 3 weeks. Prices communicated to the Executive Team. Kerry to forward info to Sam. Samantha can set up store on Square. Include student's form number & student name on the order form.</i>	Samantha	Ongoing (deadline = term 4)
Funding Submissions. Approved up to \$5,000 incl. installation for additional lights performing arts area. Check with the Funding Request applicant to ensure the lights are compatible with the existing system and professional advice has been sought. <i>Update email 15/5: the lights are compatible and professional advice has been sought. Sam waiting for invoice.</i> <i>Update email 30/7 and 6/8: received further submissions 6 in total. To decide which ones we'll support motion 4.1</i>	Denise	Completed
Parent seminar gaming & media \$1170. Contact WACSSO for guidance on if this could be P&C funded or not AND contact wellbeing team to check whether we're not duplicating. <i>Update 5/8: yes, we are allowed to do it, but shelved as wellbeing team already organises similar things</i>	Kerry	Shelved

Invite WACSSO 24-26 August @Crown Perth. Anyone available? Link to program and registration (1 free and 2 nd at reduced price). No one went in 2023	Sandra	Shelved
Change MYOB to cheaper subscription \$141 to approx. \$64 (Business Pro), ensure all features Linda needs are kept. Add second user to the account. Add treasurer -	Nirmal	Ongoing

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"> 24CI:14 – email 21 May re update SGIO Insurance policy owner – Linda current contact person. confirm 24CI:15 – 1 Jun – Commonwealth Bank – Merchant Tax Invoice acc. 011239961 25CI:16 – email 12 June from Lavisha Bhatia from Phoenix consultancy to exec committee – offering discounted auditing services 24CI:17 – Certification of Membership Foodcore + Buyer's Guide July 2024 24CI:18 – email 26 July WACSSO re post-school pathways review including link for parents to complete survey, WA Dep of Educ Awards, can nominate our school + Conference information and 2nd reminder email 31 July asking for someone to attend 24CI:19 – email 8 Aug WACSSO invoice payment reminder. We now have to pay \$2337.25 instead of \$2220.39. We also have to send them Workers Comp certificate of currency 25CI:20 – email 11 Aug from parent > fwd to Denise 	Yes

Motion	Carried
<p>That the correspondence out since the last meeting be received as per below:</p> <ul style="list-style-type: none"> Nil 	N/A

5. REPORTS

5.1 Principal's report – Denise Robinson

See attached report setting out:

- Opening of Upgraded facilities
- Community Health Nurse
- College Executive changes Term 4
- Insufficient demand for Tennis Program
- Recent staff appointments
- NAIDOC Week
- Reward Excursion
- Schools to stage Dance Comp

Regarding incidents at school, Denise reiterated that privacy of students is paramount. Incidents are communicated with parents directly and if other communication is needed appropriate channels are in place.

Motion	Carried
That the attached Principal's report be adopted	Moved by Linda Carried by Sandra Passed

5.2 President's report – Samantha Peet

No report.

5.3 Treasurer's report – Nirmal Singh

See attached report.

P&L Statement & Balance Sheet

Nirmal noted the following:

- Intends to separate the two accounts
- External audit not required when annual revenue is less than \$250,000. Sandra suggests to have another person on the P&C with finance experience go over the Balance Sheet and P&L Statement.

P&C members question whether operating costs can be brought down, namely cleaning products. Denise will verify.

Update 28/8 email Denise: from this point, the college will pay for the specialist cleaning products for the new café facilities. Linda to contact Business Support Officer with specifics of the products and quantities.

Motions	Carried
That the attached Treasurer's report be adopted	Moved by Denise Carried by Sam Passed

5.4 Canteen report – Linda Morgan

See attached report.

Motion	Carried
That the attached canteen report be adopted	Moved by Sandra Carried by Sam Passed

5.5 Cricket Academy Parents (CAPS) report – Samantha Peet

No report.

6. GENERAL BUSINESS

6.1 Question from a parent regarding security back gate exiting towards Roller Dome.

Denise confirms this gate is locked in general, but may remain open at other times when access is needed via this gate.

6.2 P&C Facebook page. Kerry kindly offered to admin/moderate if someone else can set it up. Sandra offered to set it up. Decide if we want to go ahead.

P&C decided to not create their own FB page. Communication with parents via school's FB page

Motion 4.1	
Approve endorsed further funding submissions:	
\$1,325.95 for tripod camera	PARKED

\$1,000 for indigenous picnic rugs	APPROVED
\$5158 for 2 Thermomixes for Food Science	APPROVED
\$2500 for Mobile Breakfast Set-Up	APPROVED

Meeting closed: 7:30 pm

Term 4 meeting: Tuesday, November 5 - 6:30pm



P&C Meeting
Tuesday 13 August 2024
Principal's Report | Denise Robinson

1. College Opening of Upgraded Facilities

The upgrades to the College Facilities were opened on 30 May 2024 at an event attended by:

Hon Roger Cook	Premier of Western Australia
Hon Dr Tony Buti	Minister for Education
Hon Amber-Jade Sanderson MLA	Member for Morley
Lisa Baker MLA	Member for Maylands
Mayor Filomena Piffaretti	City of Bayswater
Melesha Sands	Deputy Director General – Schools
Cheryl Townsend	Director of Education
Richard Bath	JFSC Board Chair
Sam Peet	P&C President

The completion of the project was showcased and celebrated with JFSC staff and students in the audience. Due to limited capacity in the auditorium, student invitations were extended to students with outstanding attendance and behaviour. Following the opening event, JFSC Engineering Club students and staff showcased their learning and projects, and staff and guests enjoyed a celebratory morning tea.

We thank every member of the College community for their flexibility and understanding as we navigated what was a complex and lengthy (final duration was over 4 years) building program. The resulting teaching and learning facilities are outstanding teaching and learning opportunities continue to evolve, expand and innovate.

2. Community Health Nurse

Over recent years, due to recruitment challenges in the Health Sector, the college has been without a Community Health Nurse, or well under our 0.8 allocation.

I am thrilled to announce, and to welcome to the college, Steph Sparks, our recently appointed Community Health Nurse (0.7 FTE). Nurse Steph's presence and professional expertise is already being of great benefit to our students and staff.

3. College Executive Changes Term 4, 2024

Our Senior School Deputy Principal (Angela Trees) will be on leave in Term 4 2024. Sandra Olney Thurstun will move into the Senior School role, and Justin Burt has been selected to join the College Executive Team as Deputy Principal. We congratulate and welcome Justin to the Executive Team.

4. Tennis Specialist Program

Due to insufficient demand for the program in Year 7 2025 – there will again be no Year 7 class of Specialist Tennis in 2025. At this point, the specialist JFSC Tennis program will continue to be offered for 2026 incoming students.



5. Recent Staff Appointments:

Welcome to:

- Olivia Colangelo – Front Office
- Jake Jennings, HPE Teacher
- Emily Thomson, HASS Teacher
- Ms Stephanie Sparks– Community Health Nurse, joining the Student Wellbeing Team
- Mrs Barbara Thetheway – Library (Fridays)

Welcome Back – Rose Berlingeri – Front Office

6. NAIDOC Week

The College celebrated NAIDOC week from 29 July to 2 August in 2024. Activities and events throughout the week showcased and celebrated Aboriginal and Torres Strait Islander culture. A highlight of the celebrations was our first ever college assembly run wholly by our First Nations students, Nanna Dot Bagshaw welcomed everyone to Country, and Amber Ugle-Hayward (2023 Youth Week ambassador, shared her journey through challenges to success, through determination and the power of connection and mentoring. An insight into Amber's message: <https://nit.com.au/16-04-2023/5612/with-my-people-by-my-side-i-can-dream-of-a-better-future>)

7. 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.

8. Schools to Stage Dance Competition

On Sunday 4 August our Dance students did JFSC proud. In the Schools to Stage Dance Competition. The Junior Crew featuring dancers from 7,8,9 + 10 cohorts won their section, against 5 other competing schools. And Senior Crew made up of Year 10, 11 + 12 dancers also won their section against 9 other schools.

We acknowledge and thank our dedicated staff who supported the students through their early morning, after school and lunchtime rehearsals. On the day of competition, dancers were fabulously supported by each other, staff, families and friends, showcasing the JFSC community values, spirit and teamwork.

Denise Robinson
Principal

13 August 2024

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

Review Opinion

We have reviewed the financials of the John Forrest Secondary College P&C Canteen comprising the Balance Sheet as at 31 December 2023 & the Profit and Loss Statement for the year then ended.

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 2023, and its financial performance for the year. However, below are a list of items that has been brought to the attention of the management team.

- *CBA 8494 must be brought to account in MYOB. Transactions occurred in this account will not materially affect the presentation of the financial report.*
- *An Audit is not required for a small charity organization that is turning around less than \$500,000. However, financials may need to be reported to ACNC and review may or may not be required.*

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 review in accordance with Australian Accounting Standards. Our responsibilities under those standards are to ensure transparency, reliability, consistency, and comparability of the financial statements. 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 review of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the information obtained for the review is sufficient and appropriate.

**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.

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.

Accountant's Responsibilities for the Review 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 a review report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that a review conducted in accordance with the Australian Accounting 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 a review in accordance with the Australian Accounting Standards, we exercise professional judgement and maintain professional scepticism throughout the review. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform review procedures responsive to those risks, and obtain information that is sufficient and appropriate to provide a basis for our review opinion.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- 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 any significant findings.

Dt: 9 August 2024

Yours faithfully



Amit Sundrani
Registered Tax Agent



Profit & Loss Statement

January 2023 To December 2023

Income		
Over Counter Sales	\$74,478.38	
EFTPOS	\$164,470.92	
Cost Price Sales	\$600.80	
Catering	\$12,646.30	
Rewards	\$84.46	
Total Income		\$252,280.86
Cost Of Sales		
Bakery	\$450.82	
Utensils	\$1,919.17	
Packaging	\$53.42	
Pizza	\$4,305.30	
Grocery	\$77,522.93	
Dairy	\$17,248.01	
Fruit & Veg	\$4,617.42	
Deli	\$170.07	
Prepared Meals	\$34,834.85	
Total Cost Of Sales		\$141,121.99
Gross Profit		\$111,158.87
Expenses		
Wages & Salaries	\$112,167.35	
Long service leave payments	\$4,695.66	
Cleaning Products	\$118.80	
Insurance	\$2,309.34	
Superannuation	\$11,906.92	
Merchant fees	\$2,690.88	
Postage and Stationery	\$353.84	
School Canteen & Council Fees	\$523.50	
Total Expenses		\$134,766.29
Operating Profit		-\$23,607.42
Other Income		
P&C Contributions	\$16,376.02	
Square Eftpos	\$360.66	
Total Other Income		\$16,736.68
Other Expenses		
Software	\$1,614.00	
Audit Fees	\$500.00	
P & C Council member fees	\$1,830.12	
Awards to School	\$164.75	
Donations to school	\$5,940.00	
Catering	\$407.70	
Employee Incntives	\$235.44	
Total Other Expenses		\$10,692.01
Net Profit/(Loss)		-\$17,562.75

This report includes Year-End Adjustments.

Balance Sheet
As of December 2023

Assets		
Cheque Account CBA	\$71,324.99	
Total Assets		\$71,324.99
Liabilities		
Trade Creditors	\$676.56	
Payroll Liabilities-Tax	\$6,492.83	
Payroll Liabilities-Super.	\$3,682.31	
Total Liabilities		\$10,851.70
Net Assets		\$60,473.29
Equity		
Retained Earnings	\$78,036.04	
Current Earnings	-\$17,562.75	
Total Equity		\$60,473.29

This report includes Year-End Adjustments.

Profit and loss report

Accrual mode

01 Jan 2024 - 30 Jun 2024

	Total			
	Actual	Last Year	Variance \$	Variance %
4-0000 Income				
4-1000 Over Counter Sales	40,084.98	40,527.73	(442.75)	-1
4-1010 EFTPOS	84,580.15	79,901.73	4,678.42	6
4-2000 Cost Price Sales	13.20	186.30	(173.10)	-93
4-3000 Catering	6,468.80	4,875.40	1,593.40	33
4-6500 Rewards	0.00	84.46	(84.46)	-100
Total Income	131,147.13	125,575.62	5,571.51	4.40%
5-0000 Cost Of Sales				
5-1010 Bakery	532.04	190.17	341.87	180
5-1030 Utensils	490.37	1,631.25	(1,140.88)	-70
5-1050 Pizza	1,245.30	2,587.20	(1,341.90)	-52
5-1060 Grocery	67,398.46	23,477.40	43,921.06	187
5-1070 Dairy	9,425.83	9,562.22	(136.39)	-1
5-1080 Fruit & Veg	1,705.22	2,564.89	(859.67)	-34
5-1115 Prepared Meals	0.00	34,834.85	(34,834.85)	-100
Total Cost Of Sales	80,797.22	74,847.98	5,949.24	7.90%
Gross Profit	50,349.91	50,727.64	(377.73)	-1
6-0000 Expenses				
6-5100 Wages & Salaries	48,645.12	52,406.08	(3,760.96)	-7
6-5110 Long service leave payments	1,441.69	3,423.16	(1,981.47)	-58
6-5200 Employment Expenses	1,128.35	0.00	1,128.35	-
6-5400 Insurance	1,097.48	2,309.34	(1,211.86)	-52
6-5600 Superannuation	5,350.94	5,502.68	(151.74)	-3
6-5710 Merchant fees	1,233.26	1,181.72	51.54	4
6-5800 Postage and Stationery	152.74	139.32	13.42	10
6-5900 School Canteen & Council Fees	199.00	199.00	0.00	0
Total Expenses	59,248.58	65,161.30	(5,912.72)	-9.10%
Operating Profit	(8,898.67)	(14,433.66)	5,534.99	38
8-0000 Other Income				
8-0010 P&C Contributions	11,481.00	9,101.00	2,380.00	26
8-0030 Grants and Donations	3,500.00	0.00	3,500.00	-
8-3000 Square Eftpos	43.04	360.66	(317.62)	-88
Total Other Income	15,024.04	9,461.66	5,562.38	58.80%
9-0000 Other Expenses				
9-1100 Software	831.00	798.00	33.00	4
9-1105 Audit Fees	0.00	500.00	(500.00)	-100
9-3100 Employee Incntives	0.00	235.44	(235.44)	-100
Total Other Expenses	831.00	1,533.44	(702.44)	-45.80%

	Total			
	Actual	Last Year	Variance \$	Variance %
Net Profit	5,294.37	(6,505.44)	11,799.81	181

Balance sheet report

Accrual mode
30 Jun 2024

	Total			
	Actual	Last Year	Variance \$	Variance %
1-0000 Assets				
1-1100 General Cheque Account	0.00	86,085.88	(86,085.88)	-100
1-1101 Cheque Account CBA	89,411.93	360.66	89,051.27	24691
Total Assets	89,411.93	86,446.54	2,965.39	3.43%
2-0000 Liabilities				
2-2000 Trade Creditors	14,487.04	0.00	14,487.04	-
2-5000 Payroll Liabilities-Tax	5,794.83	7,870.83	(2,076.00)	-26
2-5010 Payroll Liabilities-Super.	3,362.40	7,045.11	(3,682.71)	-52
Total Liabilities	23,644.27	14,915.94	8,728.33	58.52%
Net Assets	65,767.66	71,530.60	(5,762.94)	-8
3-0000 Equity				
3-8000 Retained Earnings	60,473.29	78,036.04	(17,562.75)	-23
3-9000 Current Earnings	5,294.37	(6,505.44)	11,799.81	-181
Total Equity	65,767.66	71,530.60	(5,762.94)	-8.06%

Canteen Report

Term 3, 2024

We have been very busy catering since our last meeting some of the notable events were-

The Premiers visit

Three QTL lunches

Indian themed PD Day

Burger Themed PD Day (with mini apple crumbles and custard)

Girls in STEM Hi-Tea

Parent Teacher Interviews (100 sandwiches, 2 huge tureens of soup)

Prefect breakfast and lunch

We have had and passed another health inspection.

Just a reminder that we will not be open for business on Friday 30th August due to the House Athletics Carnival.