

JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED

Term 4 General Meeting Minutes

Tuesday, November 5, 2024

6:30pm to 7:30pm – Library and Resource Centre

Video call link:

To join the video meeting, click this link: <https://meet.google.com/mfj-bzrs-svk>

Otherwise, to join by phone, dial +61 3 8594 7349 and enter this PIN: 409 504 843#

Meeting opened at 6:34 pm

1. ATTENDANCE AND APOLOGIES

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

Apologies: Kerry 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 August 13, 2024 be taken as read and confirmed as a true and accurate record	Moved by Linda Carried by Alison Passed

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Actions	Person responsible	Completed
Add Sandra Gyles as signatory for the Commonwealth Bank Account 11239961 (P&C) and 11298494 CAPS account.	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 &amp; student name on the order form.</i> <i>Update: 5/11 set up storefront on square T4 / T1</i>	Samantha	Ongoing
Change MYOB to cheaper subscription \$141 to approx. \$64 (Business Pro), ensure all features Linda needs are kept. Add second user to the account.	Nirmal	Completed

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"><li>24CI:21 – email 06/09 Dan Bull to have a chat <i>Action → Sam to contact Dan in consultation with Denise.</i> <i>Possible funding projects:</i><ul style="list-style-type: none"><li>Façade upgrade, incl. eg. welcoming mural, six season garden, native/edible garden,</li><li>Cricket nets...</li></ul></li><li>24CI:22 – email 11/09 regarding end of semester reporting &amp; review school's assessment and reporting plans → update in future Principal's report</li><li>24CI:23 – email 15/10 Telethon <a href="#">Community Cinemas</a> regarding fundraiser We still have plenty of tickets left. Sandra has sent email to repost on FB to school community. Documents in Fundraiser Shared Drive. <i>Action → Sandra to monitor fundraising inbox.</i></li></ul>	Moved by Linda Carried by Denise Passed

<ul style="list-style-type: none"> <li>24CI:24 – email 16/10 WACSSO Certificate of Membership and Certificate of Insurance → saved to P&amp;C Shared Drive</li> <li>24CI:25 – email Grill'd Action → Sam to send email incl. fundraising project eV Challenge. Suggested to put girl's team into the spotlight, but decided to generalise. Sandra suggests the following wording to be put on the fundraising description: <i>We're raising funds for our next big project: the eV Challenge, an exciting hands-on competition where our students design, build, and race electric vehicles. This initiative transforms the classroom into a hub of real-world automotive innovation, giving students at John Forrest Secondary College a unique opportunity to develop engineering and technology skills in a creative, high-energy environment.</i>  <i>With your support, we can equip our student teams with essential hardware, software, training, and expert guidance to integrate cutting-edge technologies into their vehicles. By contributing, you're not only helping to cover the cost of specialised components that might otherwise be out of reach, but you're also investing in our students' education and their future in sustainable engineering. Help us fuel their journey in the eV Challenge!</i></li> </ul>	
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Motion	Carried
That the correspondence out since the last meeting be received as per below: <ul style="list-style-type: none"> <li>Nil</li> </ul>	N/A

## 5. REPORTS

### 5.1 Principal's report – Denise Robinson

See attached report setting out:

- Thank you to the Parents and Citizens Team
- Staffing and Appointments
- Events and Activities
- 2025 start & finish times, timetable adjustments & college uniform

Denise also noted the following:

- Denise Further explained what the School is considering regarding semester reporting and the school's assessment and reporting plans. Term 1, 2025 will be a transition period.
- The Music program for Y5 and Y6's (IMMS) will move to the primary schools. JFSC is committed to put the Y6's through and is looking at ways to bolster our Music Program.
- As the incoming 7's are typically a small group that is really struggling to adjust, it was decided to up the Y7-8-9 year coordinators from .2 to .4, and to up investment of the learning support coordinator. Y10-11-12 coordinator stays at .2 as they have a whole team to work with as well.

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

### 5.2 President's report – Samantha Peet

No report.

### 5.3 Treasurer's report – Nirmal Singh

See attached financial reports for the first three quarters in this calendar year.

Nirmal also noted the following:

- The change of the MYOB subscription has been completed.
- Linda has added Nirmal as an administrator in MYOB, and he has activated the access recently too.
- We've recently refreshed our access to our bank accounts in CBA.
- Nirmal has put in a request to MYOB to connect to CBA for direct bank feeds. The application is currently in progress.
- The next step will be for Nirmal to understand from Linda how she processes the payroll so he can create our BAS statements (that include our PAYG reporting obligations to ATO).
- As we don't need an Audit to be conducted at the end of this calendar/financial year, we would require a member to have a random look at the transactions and do a spot check at the end of the FY.

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

#### 5.4 Canteen report – Linda Morgan

See attached report.

Reviewed comparison price lists from other schools.

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

#### 5.5 Cricket Academy Parents (CAPS) report – Samantha Peet

No report.

Sam noted the following:

- Caps is not paying for windup this year, cricket and netball will organise it together
- Y8 camp to Narrogin
- Quiz night did not eventuate this year, but will be one of the first fundraising activities next year
- Good for Cricket Raffle open
- Different shirts for the kids

Motion	Carried
\$1000 for Y8 camp	Moved by Sandra Carried by Liz Approved

## 6. FUNDRAISING

- Life Saving Fundraising Kit, see above in 2. Action items from previous minutes
- Telethon, see above in 3. Correspondence
- Grill'd, see above in 3. Correspondence

## 7. GENERAL BUSINESS

Question raised whether the School Gym may be accessed by Y10's as well. Unfortunately, this is not possible as there is not enough staff available to be on duty. Likewise, access to the tennis court will have to be restricted.

Confirmed dates for P&C Meetings and AGM in 2025

- Term 1 – AGM & Term 1 Meeting Tuesday 4 March 2025 6:30pm
- Term 2 – Tuesday 27 May 2025 6:30pm
- Term 3 – Tuesday 18 August 2025 6:30pm
- Term 4 – Tuesday 11 November 2025 6:30pm

**Meeting closed: 7:30 pm**

**Term 1 meeting: Tuesday, March 4 - 6:30pm**