

**JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED**

**Term 1 General Meeting Agenda**

**Tuesday, March 4, 2025**

**7pm to 8pm – School Library and Resource Centre**

**Video call link:**

<https://meet.google.com/kxv-ttrc-vwd>

Meeting opened at 7:30pm

Memberships paid prior to commencement - [2025 Membership Fee \$1]

**1. ATTENDANCE AND APOLOGIES**

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

Apologies: none

**2. CONFIRMATION OF PREVIOUS MEETING MINUTES**

Motion	Moved	Seconded	Passed
Minutes of previous General Meeting of John Forrest Secondary College P&C Association on 5 November, 2024 taken as read and confirmed as a true and accurate record	Allison	Liz	Yes

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

Actions	Owner	Status
Fundraiser Royal Life Saving Fundraising Kit	Sam	Open
Sam to contact Dan regarding funding commitment. Possible funding projects: façade upgrade, incl. eg. welcoming mural, six season garden, native/edible garden / cricket nets...	Sam	Done
Sandra to monitor fundraising inbox re. Telethon tickets	Sandra	Done
Fundraiser Grill'd: Sam to send paragraph Sandra drafted to Grill'd	Sam	To resend
Outstanding actions arising from executive meeting on 28/1 <ul style="list-style-type: none"><li>- Update ATO records with authorised contacts</li><li>- Implement MYOB clock-in/out system &amp; scan app for invoices/receipts</li><li>- Issue a Visa Debit/Credit Card for Canteen Manager</li></ul>	Nirmal Nirmal Sam	Ongoing Ongoing Ongoing

**4. CORRESPONDENCE**

Correspondence in since the last meeting:

- 25CI:01 – Commonwealth Bank – Merchant Tax Invoices Nov, Dec and Jan
- 25CI:02 – Commonwealth Bank – security token for Nirmal and Kerry. Sandra has Kerry's.
- 25CI:04– Cadbury Fundraising flyer
- 25CI:05 – WACSSO email 13/2 professional photographer taking images at the school for their website and for the school to keep – email let them know
- 25CI:06 – Expression of interest for WACSSO training P&C roles (included in our membership): <https://form.jotform.com/241117935452859>
- 25CI:07 – WACSSO email 13/2 Lottery West Healthway Grants - <https://www.healthway.wa.gov.au/healthy-schools-program/>  
[https://lotterywesthealthway.fluxx.io/user\\_sessions/new](https://lotterywesthealthway.fluxx.io/user_sessions/new)  
between \$3,000-\$5,000 - funding round closes 3 April

Motion	Moved	Seconded	Passed
That the correspondence in since the last meeting be received	Allison	Pina	Yes

Correspondence out since the last meeting:

- 21/2: Sandra entered competition to win an Eski filled with 160 iced teas and water bottles from WASSCO (best before April 2025)

Motion	Moved	Seconded	Passed
That the correspondence out since the last meeting is acknowledged	Allison	Pina	Yes

## 5. REPORTS

Principal's report – Denise Robinson

Discussed at AGM

President – Samantha Peet

Discussed at AGM

Treasurer – Nirmal Singh

Discussed at AGM

Canteen – Michelle Dimanopoulos

Discussed at AGM

Discussed at AGM

## 6. FUNDING & FUNDRAISING

### 6.1 Funding requests

See attached Funding Request Submission for Homework Club

Motion	Moved	Seconded	Passed
That the Funding Request of up to \$6,000 be approved	Sandra	Allison	Yes

See attached Funding Request Submission for Breakfast Club

Motion	Moved	Seconded	Passed
That the Funding Request of up to \$1,750 be approved	Sandra	Nirmal	Yes

### 6.2 Fundraising

Fundraising for 2025 discussed

- Allysa P&C: need to find out where it's linked to for further clarity.
- Grill'd: Sam to resend email to
- First Aid Kit: Sandra to resend information to Sam.
- Telethon Cinema: Sandra to liaise with Alyssa to post this one more time on our socials, otherwise to be printed as tickets and issued as prizes for raffles or as gifts. The season end in April, so prizes will be for the new season starting 27 November
- Containers for Change - Raw Impact initiative. Denise will communicate this via the school.
- For the Music Night kiosk (Phil C and Andrew S): Liz to look into this with Allison assisting. The event will take place at the end of Term 2.

New Action items	Owner	Status
Set up store for Fundraiser Royal Life Saving Fundraising Kit	Sam	Open
Resend email Grill'd	Sam	Open
Telethon Community Cinemas Fundraiser – ask Alyssa to repost, Sandra to monitor fundraising inbox	Sandra	Open
Music Night Kiosk	Liz	Open

## 7. ANY OTHER BUSINESS

Next WACSSO conference will be held on 23-24 August at Crown Perth. Registrations are opening soon. P&Cs who wish to attend WACSSO Conference 2025 will need to include registration on their next meeting agenda and vote on delegates. You can find information on pricing below.

**Meeting closed 8:00pm**

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