

JOHN FORREST SECONDARY COLLEGE PARENTS & CITIZENS' ASSOCIATION INCORPORATED
Term 2 General Meeting Minutes
Tuesday, June 3, 2025
6:30 to 7:30pm – School Library and Resource Centre

Meeting opened at 6:30pm

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, Caprice B, Nadya S, Ryan R, Liz P, Jody W

Apologies: Alison G

2. CONFIRMATION OF PREVIOUS MEETING MINUTES

Motion	Moved	Seconded	Passed
That the minutes of the previous General Meeting of John Forrest Secondary College P&C Association, held on 4 March 2025, be taken as read and confirmed as a true and accurate record.	Sandra	Denise	Yes

3. ACTION ITEMS ARISING FROM PREVIOUS MINUTES

AC	Owner	Status
Outstanding actions arising from executive meeting on 28/1 <ul style="list-style-type: none">Update ATO records with authorised contactsImplement MYOB clock-in/out system & scan app for invoices/receiptsIssue a Visa Debit/Credit Card for Canteen Manager<ul style="list-style-type: none">Update 20/5: handed over to Sandra. Wise account ready and digital card available. Michelle should now be able to order VISA debit card. Sam or Sandra can assist.Update 5/6: Sandra assisted Michelle with ordering digital visa debit card. This card is now set up as default payment method on the Coles account.	Nirmal Nirmal Sam Sandra	Ongoing Done Done Done
Set up store for Fundraiser Royal Life Saving Fundraising Kit	Sam	Ongoing
Resend email Grill'd	Sam	Ongoing
Telethon Community Cinemas Fundraiser – ask Alyssa to repost, Sandra to monitor fundraising inbox AC: Sandra to send spreadsheet to Sam. Sam to create paper Cinema Tickets with the numbers as voucher numbers. These tickets can be used a gifts or raffle tickets.	Sandra Sam	Closed Ongoing

Music Night Kiosk. Update 4/6: dates not known yet, but will organise something. Will let P&C know if help is needed	Alison	Ongoing
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4. CORRESPONDENCE

Correspondence in since the last meeting:

- 25CI:07 – WACCSO email 03/04 WACSSO Conference 2025 registration open early T2: AC vote who to enrol (\$0 for 1st, \$278 for 2nd participant)
<https://form.jotform.com/250497768759884>
AC: Sandra & Nirmal to enrol as 1st and 2nd attendee. At the next meeting, we will discuss who can/wants to go to which session. E.g. Ryan and Sandra can share a 'seat'.
- 25CI:08 – WACCSO email 11/04 to urgently update our details and submit financial statements – DONE
- 25CI:09 – CGU Workers Comp letter sent on 26/5 REMINDER to send Actual Wages Declaration within 14 days – scan attached.
AC: Nirmal to follow up.
- 25CI10: NRMA Business insurance automatic renewal 4/6/25 (former SGIO)

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

Correspondence out since the last meeting:

- None

Motion	Moved	Seconded	Passed
That the correspondence out since the last meeting is acknowledged	N/A	N/A	N/A

5. REPORTS

Principal's report – Denise Robinson

See attached report setting out:

- Staff appointments
- Transition to Compass
 - Denise explained the difference between platforms and that additional functionalities may be added later (e.g., attendance, conferences, calendar, memos, and notifications; Events module to be added later).
 - Transition still ongoing. Care taken to ensure senior students didn't miss communication during exam week.
- P&C Supported Homework Club/Study Group
 - Establishing one day per week.
 - Review at the end of the year. AC Sandra: add as T3/T4 Agenda Item
- Semester One Reports

- Student Assessment Periods
- Y10 Work Experience
- National School Improvement Surveys
 - Approx. 150 parent responses (10–15% participation is standard)
 - Plan to continue on annual basis

Denise also requested feedback from parents on:

- Compass transition (went live on 27 May)
- Access to progress marks for their child(ren) on Connect.

Motion	Moved	Seconded	Passed
That the attached Principal's report be adopted	Michelle	Sandra	Sam

President – Samantha Peet

N/A

Treasurer – Nirmal Singh

See attached report setting out:

- Balance Sheet Report
 - Contains some legacy issues still to be addressed.
- Profit & Loss Report
 - Gross profits are slightly up due to reduced cost of sales and slightly higher menu prices compared to 2024.
 - Nirmal is exploring setting up a liability account for committed funds.
 - ATO records not up to date. None of the current authorised persons are still P&C members, which complicates updates. Nirmal is working on resolving this.
 - Michelle ask whether leave balance can be added to their payslips. **AC: Nirmal to look into this. Update 13/6: done. Going forward, leave balances will show on payment slips.**

Motion	Moved	Seconded	Passed
That the attached Treasurer's report be adopted	Jody	Sandra	Sam

Canteen – Michelle Dimanopoulos

Michelle noted that the Canteen is running smoothly. The team is working very well together. It is practical that Lara's hours are flexible and that she is willing to work flexible hours.

The next couple of weeks are likely to be slower as the Y1's have work experience and the Y11&12's exams

- Canteen is running smoothly. Team collaboration is very good.
- Lara's flexibility is appreciated and practical.
- Next few weeks may be slower due to Y10 Work Experience and Y11/12 exams.

- For Term 3, volunteers are needed: Wednesdays 10:00–11:30am and 12:00–1:30pm.
AC: Sandra to draft a post for the school's Facebook page. Expressions of interest to be sent to the canteen email. Update 16/6: draft post send to Alyssya

Motion	Moved	Seconded	Passed
That the Canteen's report be adopted	Liz	Sam	Sandra

5.5

N/A

6. FUNDING & FUNDRAISING

6.1 Funding requests

No new requests received.

6.2 Fundraising

Fundraising for 2025 were discussed

AC Sandra: add <https://www.rafflelink.com.au/pricing> to list of ideas for 2026

7. ANY OTHER BUSINESS

- Parent concern: Student toilets often out of soap.
 - Update 4/6: Denise followed up with the Head Cleaner. All student toilets now have dispensers stocked with soap.
- School Visit: Dan Bull (former Mayor and Councillor, now WA Labor Member for Maylands) visited the Breakfast Club.
 - As part of their election campaign, WA Labor announced plans to expand the program to 650+ schools. The \$136 million initiative includes high school canteen upgrades. Local beneficiaries could include John Forrest Secondary College, Embleton PS, Hillcrest PS, and Durham Road School.

Meeting closed 7:34pm

Confirmed dates for P&C Meetings and AGM in 2025

- Term 3 – Tuesday 19 August 2025 6:30pm
- Term 4 – Tuesday 11 November 2025 6:30pm