



Annual General Meeting  
MINUTES  
Monday 15<sup>th</sup> June 2020 – 7:00 via Zoom

**Opening Prayer** Father, we ask that you guide us as parents and friends of this School as we seek to support all that is best in its life, now and in the future, Grant that we together, with all who are involved in the education of our children, pass on Christian standards and values of life that seek to affirm all that we do. We ask this in the name of Jesus Christ our Lord.  
AMEN

- 1. Welcome & Apologies** Chair
  - 1.1. Attendees: Tali Mayall, Peter Hele, Paula Humphreys, Linda Peet, Leah Allen, Michelle Janze, Dee Faulkner, Rachel Newton, Janine McGrath, Michelle Beor, Tara Hackett, Anna Lurie, Paul Izzett, Carolyn Rowcliffe, Heather Luck
  - 1.2. Apologies: Athena Razmovski
- 2. Minutes of AGM held 20 May 2019** Chair

Approval of 2019 AGM minutes – Passed in by Dee & Carolyn
- 3. Correspondence** Secretary/Treasurer
  - 3.1. Correspondence In - RSVP's for AGM
  - 3.2. Correspondence Out - NIL
- 4. Reports**
  - 4.1. President** Paul Izzett

The presidents report is contained within the appendix
  - 4.2. Treasurer** Carolyn Rowcliffe

Annual financial statement of accounts and the auditor's report are contained within the appendix. The accounts were audited with no issues raised by the auditor. 2019 was a bit of a different year as treasurer on the P&F, for a number of reasons. Partly due to our constitution change which re-worked how we did a number of things. A big change that came with that, was the changing of banks and the use of internet banking, finally, which has actually made it much easier. The use of Flexischools has been a major time saver, without the counting of all the coins after Mother's Day and Father's Day breakfasts and not needing to frequent the bank with lots of cash. So, lots of changes but all good and positive from my perspective.

### 4.3. Principal

Jason Bartell

The principals report is contained within the appendix

## 5. General Business

Chair

### 5.1. Election of committee members

#### President

Position not up for re-nomination this year. The President and Treasurer hold 2 year terms and re-nominate on alternate years.

#### Treasurer

Carolyn Rowcliffe was nominated for the position of Treasurer, the nomination was approved by the committee

#### Secretary

Heather Luck was nominated for the position of Secretary, the nomination was approved by the committee

#### Publicist

Dee Faulkner was nominated for the position of Publicist, the nomination was approved by the committee

#### Committee Members

Other nominating committee members:

Peter Hele  
Linda Peet  
Paula Humphreys  
Tali Mayall  
Michelle Janze  
Leah Allen  
Athena Rasmovski  
Michelle Beor  
Rachel Newton  
Janine McGrath  
Tara Hackett  
Anna Lurie

### 5.2. P&F Levy

Historically the levy has been \$90 and has remained that for several years. Passed by consensus to remain at \$90.

### 5.3. Bank Signatories

Two P&F Representatives, being:

P&F Treasurer - Carolyn Rowcliffe

P&F President - Paul Izzert

Three School Representatives, being:

JSRACS Principal - Jason Bartell

JSRACS Business Manager - Stuart Holliday

JSRACS Accountant - Alison Yang

With any two of these to sign to process a payment

### 5.4. Confirm future P&F meetings

We will follow the same schedule as previously done, meeting on the third Monday of the month except during school holidays – passed by consensus. Option going forward to have Zoom login available for all meetings to make it more accessible to parents.

## **5.5. Other Business**

### **P&F Logo**

New logo has been launched and will be used on all correspondence going forward. Further discussions to be had regarding branding etc.

## **6. Next AGM to be set**

Monday 15<sup>th</sup> March 2021

7:30 pm Mirrabooka Library

**Closing Prayer:** The Grace of Our Lord Jesus Christ, The Love of God and the fellowship of the Holy Spirit be with us all evermore. Amen

## **2019 / 2020 – Presidents report**

As we move into our 2020 AGM I'd like to take the chance to reflect on the great year we have had since the last AGM in May 2019, and to say how thankful I have been to team up with such a great committee who's dedication and hard work is to be admired. Even as we kept true to a mix of our traditional activities, as well as boldly attempting a number of new initiatives, we attempted everything with an innovative twist and sort to improve on the way we did our business.

Our traditional, bedrock activities of Mothers / Fathers / Grandparents Day events were improved two-fold through our brave choice to use Flexischools to handle the bulk of the administration and building on our partnership with the catering unit and the amazing Carleen Edwards. As well as saving ourselves tremendous effort in handling bookings and money, we had a number of attendees comment that the quality of food and the amazing service afforded by our smart, keen catering students added significantly to the enjoyment of the events.

We held another very well attended quiz night which was enjoyed by all, particularly with the school's support to offer such generous prizes including a discount in tuition for a couple of lucky families. Our support for the graduating Year 6 class with a thoughtful gift and inspirational message was treasured.

Our attempt at new initiatives were very well received including the secondhand clothes swap meet, and the support we offered to our Year 11 cohort with our study support packs. Internally, our commitment, spearheaded by our Publicist Dee to collect survey feedback from event participants will help us further improve on these events going forward.

As well as wins we handled setbacks in style, with last minute adjustments to our outdoors, then indoors, movie night due to inclement weather as well as last minute adjustments in our Twilight Fair activities due to a global pandemic. We also handled a slightly unruly crowd when our cinema movie night started late and had to cope with cancelling the year 7-8 disco due to low registrations. All part of the adventure and lessons this work teaches us!

All of this effort would not have been possible without the dedication and hard work of our committee members this year who have all done a great job in contributing to our success. Without these people committing their time, the most precious, non-renewable resource we have, a whole community would be worse off. For that I thank you from the bottom of my heart.

Thanks also to the hardworking staff and school management who have been so helpful and ready to lend a hand, as well as advice and counsel.

In my first year as President, I am also very grateful of the commitment that the Treasurer, Carolyn Rowcliffe, Secretary Heather Luck, and Publicist Dee Faulkner. They have all been supportive, gentle, and positive with me. Thank you.

Lastly, I'm aware that the success we have had this year would not have been possible without relying on the development of processes, practices, and relationships built through years of leadership and dedication from the previous P&F president, Michelle Beor. She made the role look effortless, and her long-term commitment to the committee shows in how resilient it continues to be.

Many thanks, Paul Izzett

JOHN SEPTIMUS ROE ANGLICAN COMMUNITY SCHOOL  
PARENTS & FRIENDS ASSOCIATION

PROFIT & LOSS STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2019

	2019	2018
	\$	\$
<b>Income</b>		
Disco	1,558	-
Entertainment Books	2,254	2,898
Fathers Day Breakfast	2,180	1,903
Interest Recieved	329	4
Mothers Day Breakfast	2,176	2,561
Movie Night	2,395	2,070
Outdoor Movie Night	484	622
P&F Levy	103,140	106,380
Quiz Night	3,899	4,584
Sci Tech	1,280	1,835
Year 6 T-Shirts	4,230	4,584
<b>Total Income</b>	123,925	127,441
<b>Expense</b>		
Audit Fees	660	660
Childrens Ministries	-	4,302
Disco K-2 & 3-6	1,203	-
Entertainment Book Expenses	-	10
Fathers Day Breakfast Expenses	4,266	3,286
Grandparents Day	1,680	-
International Teachers Day	759	676
Miscellaneous	672	837
Mothers Day	3,984	3,759
Movie Night Expenses	4,392	3,726
Outdoor Movie Night Expenses	1,687	1,699
P&F Allocations	92,860	62,528
P&F Suppers & Sundowners	159	299
Printing & Stationery	58	142
Quiz Night	2,336	2,681
Recording of School Performances	1,380	-
Santa Card Sort/Delivery	361	86
Sci Tech Expenses	2,531	2,100
Sunscreen	-	484
Twilight Fair	841	-
Year 11/12 Goodie Bags	1,953	-
Year 12 Leavers Expenses	7,429	5,866
Year 6 Celebration Gift	1,240	840
Year 6 Graduation Morning Tea	2,722	19
Year 6 T-Shirts Expense	5,375	5,239
<b>Total Expense</b>	138,546	99,238
<b>Operating Profit</b>	-	28,203
<b>Accumulated Funds at July 1</b>	44,514	16,311
<b>Profit available for appropriation</b>	29,893	44,514
<b>Retained Profits</b>	29,893	44,514

JOHN SEPTIMUS ROE ANGLICAN COMMUNITY SCHOOL  
PARENTS & FRIENDS ASSOCIATION

STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2019

	2019	2018
	\$	\$
<b>CURRENT ASSETS</b>		
Cash		
Cash at Bank - ANZ	-	44,514
Cash at Bank - Anglican Community Fund	29,893	-
<b>TOTAL CURRENT ASSETS</b>	<u>29,893</u>	<u>44,514</u>
<b>TOTAL ASSETS</b>	<u>29,893</u>	<u>44,514</u>
<b>TOTAL LIABILITIES</b>	<u>-</u>	<u>-</u>
<b>NET ASSETS</b>	<u>29,893</u>	<u>44,514</u>
<b>EQUITY</b>		
Retained Profits	29,893	44,514
<b>TOTAL EQUITY</b>	<u>29,893</u>	<u>44,514</u>



## TOYNE & ASSOCIATES

CHARTERED ACCOUNTANTS

ABN: 13 606 596 776

Principal: Alexander Toyne CA  
Associate: Paul Healy FCPA

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10 March 2020

### INDEPENDENT AUDITOR'S REPORT

To the members of John Septimus Roe Anglican Community School Parents and Friends Association ("the "Association").

#### SCOPE

We have audited the accompanying financial report of the Association, which comprises the statement of financial position, statement of comprehensive income, and a summary table of Receipts and Payments for the year ended 31 December 2019.

#### COMMITTEE'S RESPONSIBILITY FOR THE FINANCIAL REPORT

The Association's Committee are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and for such internal control as the Committee determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

#### AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report whether due to fraud or error. In making those assessment, the auditor considers internal control relevant to the Associations preparation and fair presentation of the financial statements 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 entity's internal control.



An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **INDEPENDENCE**

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

#### **OPINION**

In our opinion, the financial report of the Association presents fairly, in all material respects, the Association's financial position as at 31 December 2019 in accordance with Australian Accounting Standards.

#### **TOYNE & ASSOCIATES**



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**Alexander Toyne**  
Chartered Accountant

*10/03/2020*

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**Date**



**JOHN SEPTIMUS ROE ANGLICAN COMMUNITY SCHOOL**  
**Parents and Friends Association (P&FA) Inc.**  
**Annual General Meeting**  
**Monday, 15 June 2020**

**Principal's Annual Report**

Another P&FA Annual General Meeting is upon us and it offers our community a wonderful opportunity to pause and reflect on the year that has passed; and celebrate the many achievements of the School and in particular, the P&FA.

While I often thank our staff for their commitment to our community, I would like to take this opportunity to thank some equally committed parents who make the time to regularly attend the P&FA meetings and in doing so, provide me with feedback on a range of school-based issues and topics, as well as plan for events that continue to ensure the development of community throughout our School. I always enjoy the P&FA meetings and would like to acknowledge the Committee's development of community through their participation in the P&FA. Not only do all members personally develop a closer connection to the School, but your assistance of the School through your active engagement in the P&FA also demonstrates to your children that you value their education and are interested in what they do. Family involvement and engagement is a key feature of our School, and evidence shows those students whose parents are actively involved in their School achieve better outcomes and feel more connected to their school community.

I would like to personally acknowledge all members of the P&FA Committee, as listed below, for their commitment to the organisation of the many events that have occurred throughout 2019. I would also like to acknowledge and honour all members of the Committee for their tireless commitment to the development of community within our School, in their roles as members of the P&FA Committee throughout 2019.

President	Paul Izzett
Treasurer	Carolyn Rowcliffe
Secretary	Heather Luck
Publicist	Dee Faulkner
School Council Representative	Michelle Beor
School Council Representative	Paula Humphreys
General Committee Member	Leah Allen
General Committee Member	Lucy Bean
General Committee Member	Peter Hele

General Committee Member	Michelle Jansze
General Committee Member	Nicole Kennett
General Committee Member	Tali Mayall
General Committee Member	Janine McGrath
General Committee Member	Rachel Newton
General Committee Member	Linda Peet
General Committee Member	Athena Razmovski

It has long been accepted that the primary purpose of the P&FA at JSRACS is to 'friendraise' through the creation of opportunities that encourage our community to come together. The past year has seen not only a consolidation of the support that the School receives from its P&FA but also an enhancement of the active engagement of parents within the School, through the strong and effective work of the P&FA. It is testament to the hard work and persistence of the P&FA Committee that opportunities for our School community to gather together 'in community' have been investigated, planned and implemented throughout the past 12 months.

More recently, COVID-19 has impacted every aspect of our lives and the social restrictions unavoidably enforced on all members of our society by both the State and Federal Governments, have not allowed our School community to engage 'in community' as we have in the past. The ongoing challenge for all schools and P&FA's is to investigate a range of alternate options to regain and maintain connection with parents throughout these times. I will continue to work with and liaise with our active P&FA Committee to investigate alternate options for our community to 'engage in community' throughout these unique and difficult times.

The P&FA's informal request for a whole of School Community survey was realised in Term 1, 2019 through the School's engagement with the Edith Cowan University (ECU). ECU worked with the Attraction and Retention Committee of the School Council to ensure that staff, students and parents were provided with the opportunity to provide feedback to the School regarding a range of pertinent factors including but not limited to: Teaching and Learning, Student Wellbeing, School Facilities, Staff Leadership and Governance, School Communications and the Quality of Education and Value for Money.

1163 students, ranging from Year 3 – Year 12, completed the online survey, as did 238 parents and 144 staff. Overall, participants in this research expressed positive views of JSRACS, particularly regarding the clear strength of its sense of community, its reputation and the quality and balance of the education offered. In terms of attracting students to the School, indications from parents' comments were that the major attraction factor is the School's values. Comments that produced this most prominent theme encompassed the School's ethos, moral and ethical focus, pastoral care, its sense of community, and its emphasis on good behaviour.

Indications from the comments of parents and students of JSRACS were that the major factors in retention of students were to build on the School's existing strengths – its sense of community, acceptance of diversity, the 'JSR Spirit' – and to address concerns such as consistency of behaviour standards and expectations, consistent standards of quality teaching, regularity of documentation and communication on student progress, parental engagement; a community-linked approach to well-being, and communication. A copy of the full Report is available on the School's website or through the following link <https://www.jsracs.wa.edu.au/community-survey-2019/>

I would like to take this opportunity to personally acknowledge Mr Paul Izzett for his strong leadership and support of the P&FA Committee over the past year. Paul has demonstrated a strong commitment to the School community in this role and has further developed the values and attributes that underpin the Parents and Friends Association of John Septimus Roe Anglican Community School. Values and attributes of the Committee such as dependability, reliability, loyalty, commitment, open-mindedness, honesty, good humour, motivation, positivity, optimism, passion, respect, perseverance and service to others have all been further developed within the School's P&FA during Paul's leadership throughout 2019.

The development of our community has been continually enhanced by those who choose to contribute in practical ways. I understand the frustration when so few do so much; however, I would like to encourage those who serve as active members of our P&FA to keep at it. Keep encouraging each other, keep striving for the inclusion of others and keep serving this community, because you are indeed making a difference.

Every Blessing

A handwritten signature in black ink, appearing to read 'Jason Bartell', with a stylized flourish at the end.

Jason Bartell

PRINCIPAL