

CHERRYBROOK TECHNOLOGY HIGH SCHOOL
MINUTES OF P&C AGM MEETING
24th March 2015

Meeting commenced at 20.00 hours.

PRESENT: As per attendance book

APOLOGIES: Rod Cuevas, Jennifer Bevan.

MINUTES FROM PREVIOUS MEETING:

Accepted- Tim Spenser **Seconded** – Gary Johnson

BUSINESS ARISING FROM PREVIOUS MINUTES: None

CTHS P&C President report 2014

The last year has extended a record of fine academic, cultural and sporting success for Cherrybrook Technology High School. Together with my colleagues on the P&C, I extend thanks and congratulations to Mr Johnson, the Principal, together with his executive team, academic and support staff. We continue to see students develop with a good balance of skills throughout their time at CTHS, and see great examples of leadership, dedication and passion.

I also extend my thanks to my colleagues on the P&C for the time they give freely to support the school, as well as all the other volunteers and staff who support a wide range of activities. We have a P&C that is very supportive of the school and its staff and students.

As in previous years the main sources of funding for the P&C are through parent contributions and the canteen services that are provided for students. Pleasingly, last year saw an uptick in parent contributions which remain the single biggest source of funds, and I would encourage all parents to make every effort to make the requested contribution to ensure we provide the very best services to the student population. As a result of initiatives undertaken by the P&C during the year we have started to see some funding from other sources such as sale of computers and backpacks. Whilst currently small amounts, these and other activities currently being planned (such as market stalls, magazine, alumni club, advertising and the like) will provide a further steady stream of funding as they grow.

As in previous years the P&C continues to support activities such as

- Canteen services which focus on healthy food made available during school hours as well as for various school functions
- Prizes and support for school awards and presentation functions
- Significant funding for key learning areas to supplement academic activities
- Support for technology related schooling including support staff, it is also a great outcome for the school to see 'bring your own device' laptops/tablets deployed from year 7 so that all students have access to computers, in the absence of this support being made available from the education authorities
- Provision of equipment such as 3D printers, laser printers and other which are critical for academic and cultural activities
- Facilities improvement in the school : a number of initiatives that were underway such as covers for basketball area and canteen improvements have been suspended pending the probable school building improvements underwritten by the education authorities; these initiatives will need to be looked at again in terms of timing once the timing and scope of the building improvement program is finalised
- Attendance at events and functions such as prize giving, orientation for new students, cultural events
- Support for key student welfare and development programs such as 'Rock and Water', Duke of Edinburgh awards and musicals/plays.

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- Assistance to students who are exceptional achievers to defray travel costs for national and international events
- Providing more information to parents about school syllabus content and connections to academic staff.

We are also active in the new Federation of P&C organisation following a complete overhaul of this body after a number of shambolic years. One of our colleagues, Tim Spencer, is part of the refreshed organisation which is determined to set this body on a different course with better services and assistance to the broader P&C community, hopefully this will see more effective help in areas such as canteen services, insurances and the like.

We continue to face challenges, mainly in the areas of volunteering for canteen service as well as the need for more help for the P&C in areas such as fund raising and general support for its activities. This year has seen some new members join the P&C, we would like to see more new parents to the school put up their hands as well.

Janice Scott who has served the P&C for many years stood down at the February meeting, Janice leaves a big legacy and we wish her everything of the best. We will be looking for a new member of the P&C to spend a year learning the ropes as Treasurer, following which Liz Groves has indicated she will stand down, Liz has done a tremendous job in a thankless task of balancing the books.

Your P&C is in good shape and continues to provide essential services to the students and broader school. Finally, a thank you to Gary Johnson who continues to be a strong supporter of the P&C and is generous with his time and counsel.

TREASURER'S REPORT 2014

This is the Treasurer's Report for Cherrybrook Technology High School P&C for 2014.

P&C Account Contributions

Family contributions to the various P&C accounts in 2014 totalled:

General Fund	\$102,046 (\$86,562; \$97,739)
Grounds & Maintenance Fund	\$24,647 (\$20,520; \$20,428)
Building Fund	\$49,052 (\$49,288; \$44,089)

After a significant drop in General Fund contributions in 2013, it was particularly pleasing to see a healthy increase in contributions to the General Fund in 2014. We are also grateful for an increase in Grounds and Maintenance Fund contributions and that the same level of contributions to the Building Fund has been maintained. Due to the support received from families at our school the P&C has been able to fund many areas needing our assistance, with the following account balances at 31st December 2014:

Account Balances	31/12/2014	31/12/2013	31/12/2012	31/12/2011
General Account	101,700	151,987	92,374.96	77,889.64
Grounds & Maintenance	25,141	15,129	9,311.30	3,763.16
Building Fund	138,808	102,422	51,362.72	169,937.87

General Fund

The General Fund is used to fund non-specific projects and is dominated by contributions to Key Learning Area funding requests. The canteen contributes surpluses to the P&C through this account.

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Apart from significant funding for KLAs, other aspects worth mentioning include:

- 1) The canteen again transferred \$40,000 to the P&C General Account.
- 2) The P&C funded \$4,900 for student sponsorships (including Problem Solvers USA).
- 3) \$15,000 was allocated for new maths textbooks for the new curriculum.
- 4) We continued to support the Duke of Edinburgh program by providing \$3,500 for equipment.
- 5) The P&C gave \$4,500 towards the cost of the school musical.
- 6) The May general meeting unanimously agreed to give \$2,000 to assist the Smiling Hearts Cambodia Project.
- 7) \$9,196.86 was given to assist with the salary of a Technical Support Officer.
- 8) Catering was provided for a number of school functions and we are most grateful to Lesley Llewellyn for willingly giving up her time to organise this.
- 9) We also continue to support the Immunisation programme by paying for casual staff to supervise classes while teachers are involved with the students being immunised.

Grounds and Maintenance

\$15,000 was again given to the school to assist with maintaining grounds and gardens during 2014.

Building Fund

Since contributing \$165,000 to the school in March 2012 to assist with construction of a new PE staffroom and extension to the MPC, funds in this account have again been gradually accumulating. We assisted with \$15,000 for air-conditioning in the MPC in 2014, but with no firm plans to use the funds in 2015, in December 2014 it was agreed to place \$120,000 in a six month term deposit.

Canteen

Canteen sales increased slightly in 2014 (\$409K compared to \$399k in 2013 and \$415K in 2012). The canteen continues to be an important part of the P&C fundraising activity and was again able to contribute its targeted \$40k donation to the P&C for investment back into the school. The canteen continues to focus on balancing the provision of a reasonably priced and comprehensive service to students whilst ensuring an adequate return for the P&C. The surplus (prior to the donation of \$40k to the P&C general funds) was more than \$73k, again an improvement over the prior year (almost \$69k).

One manager and two staff are employed each day in the canteen. They are extremely grateful for the parent volunteers who generously give up their time to keep costs in the canteen down.

General Comment

If the P&C is to continue to support our school, adequate funding is vital. It was very pleasing to see General Fund contributions up again in 2014 and good support for our Grounds and Maintenance and Building Funds. The executive committee has worked hard in the last year to find other fund-raising initiatives that require little or no outlay on our part. It has been great to see some additional funds raised in 2014 and the P&C looks forward to developing these strategies further in 2015.

On a personal note, my daughter is now in Year 11 and I am not planning to stand again as Treasurer after this year. I would therefore be delighted if someone would be willing to take on the role of Assistant Treasurer this year with a view to taking up the Treasurer's position in 2016.

Financial Report

The P&C has spent significant amounts of money on formal audits in recent years. As these are not required by law, for the year ended 31 December 2014 it was again decided to seek a suitably qualified person to prepare a special purpose financial report instead. We are very grateful for the willingness of local chartered accountant, Doug MacColl, CFO of Reed Exhibitions and Cliftons, to again take the time to look over our accounts and prepare a report at no charge to the P&C.

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I have circulated the consolidated income and expenditure statement and balance sheet for the year ended 31 December 2014 as prepared by Doug, and now propose that his financial report be accepted by this AGM.

Budget 2015

The budget for 2015 was tabled and approved at our last P&C meeting and is available for perusal.

The members of P&C unanimously accepted the financial report 2014. Stephen thanked Liz for her good work and careful custodianship of the books.

ELECTION OF NEW P&C EXECUTIVE

The meeting was handed over to Gary Johnson who thanked the outgoing P&C Executive Committee and confirmed that all positions were now vacant.

Position	Name	Nominated	Seconded
President	Stephen Barrie Phillips	Tim Spencer	A J Kumar
Vice President	Tim Spencer	Stephen Barrie Phillips	Shanthi Vijayakumar
Vice President	Rod Cuevas	A J Kumar	Gavin Poole
Treasurer	Liz Groves	Sunil Mistry	Nidhi Agarwal
Assistant Treasurer	Alka Mahajan	Self nominated	Stephen Barrie Phillips
Secretary	Shanthi Vijayakumar	Liz Groves	Stephen Barrie Phillips
Executive committee member	Gavin Poole	Stephen Barrie Phillips	Shanthi Vijayakumar
Executive committee member	A J Kumar	Sunil Mistry	Gavin Poole
Executive committee member	Alyse Collins	Nidhi Agarwal	Aartee Saki
Executive committee member	Janice Marshall	Gavin Poole	Tim Spencer
Executive committee member	Aartee Saki	Self nominated	Christine Runde
Executive committee member	Latha Sudhir	Self nominated	Christine Runde

The voting results were unanimously accepted. Gary congratulated the new members of the P&C committee. He expressed a special thanks to Sunil Mistry for his 10 years and Nidhi Agarwal for 3 years of service in the P&C. Gary also mentioned that Janice Scott for her association with the school P&C from the start of his tenure at CTHS rendered an enormous amount of service to the P&C and school. The most symbolic way of Janice's contribution to the school is year 10 graduation red tie. Gary thanked Janice for her outstanding work to the school. A gift was presented to Janice Scott in appreciation of her contributions.

APPROVAL OF CTHS RULES:

The CTHS P&C Rules of Association were presented with the following change.

Previously it was mentioned as follows:

"The AGM of the association shall be held in February of each year, in conjunction with and preceding the ordinary general meeting for that month."

The amended statement is

"The AGM of the association shall be held not later than March of each year or as early as possible opportunity in the beginning of the year, in conjunction with and preceding the ordinary general meeting for that month."

Proposed by Tim Spencer and seconded by Alyse Collins.

Meeting Closed 20. 55 hrs.