

**CHERRYBROOK TECHNOLOGY HIGH SCHOOL**  
**MINUTES OF P&C AGM MEETING**  
**25<sup>th</sup> March 2014**

Meeting commenced at 2000 hours.

**PRESENT:** As per attendance book

**APOLOGIES:** Janice Scott

**MINUTES FROM PREVIOUS MEETING:**

Accepted- Nidhi Aggarwal Seconded – Sunil Mistry

**BUSINESS ARISING FROM PREVIOUS MINUTES:** None

**PRESIDENT'S REPORT:**

Good evening everyone. It gives me great pleasure to present the P&C President's report for 2013.

I would like to congratulate the Principal, Mr. Johnson, and his dedicated academic and support team, for another year of excellent academic, cultural and sporting results. This continues a fine tradition at the school which has a very well-deserved reputation for developing students with a balanced set of skills and the ability to transition with confidence into the next stage of their lives.

I have completed part of my first year as President and I very much appreciate the efforts of the other members of the P&C and school volunteers who support the teaching and support staff in giving freely of their time.

The P&C continues to play an important role at the school, through the provision of time and funds to support activities including school functions, presentations, awards, student support activities, technology services, key learning area support, and ongoing development of facilities. Various members of the P&C have attended and spoken at school functions, including award/graduation presentations, orientation day, sports functions and various other events.

Outside of the spotlight, parents and members of the P&C also have taken time to provide canteen services, investigate and develop plans for improving facilities at the school, ensure that our finances are kept on track, provide input into staff selection processes, and work closely with the Principal and his executive team to ensure a strong relationship between the school and the parent/community body.

There are a number of initiatives under way that I am excited about. One is the recent decision to start reviewing the canteen facilities with a view to providing a refreshed and modern facility that will serve the school and students for years to come. Others include the work currently underway to provide appropriate shelter across the basketball courts to protect students from the elements, and the work to improve heating/cooling in the Multi Purpose Centre. We will also see the initial results of the implementation of the Bring Your Own device initiative for student computers, which over time will significantly change the way in which students interact with the school. The implementation of e-diary will add to this change and also includes parents in the use of technology at the school. During this year we also saw the implementation of a modern online accounting package for the Canteen.

The school continues to face challenges, the most significant being that of the future funding model from government. The details of how this will work, following many years of uncertainty in the light of the broader political environment, are still to be fleshed out. There may well be flow on impacts to the school that may require the P&C to revisit funding models. Another challenge relates to the lower income received from parents for P&C activities, again an area that will need to be looked at in the next year.

I have served a relatively short period of time having taken the baton from Matthew Collins late in 2013, following his transfer overseas. In that short period, I have been supported in the role by a P&C that is very focused on supporting the Principal and his team, and who work in a co-operative and enthusiastic way for the best outcomes for the school. I thank each one of the members for their support for the P&C. In particular, I would like to thank Liz Groves for keeping us on track with the finances, Heather Lane for carrying the load of running the Canteen services, Nidhi Aggarwal for undertaking the unenviable role of secretary, and Rod Cuevas as our 'go to' person for advice on things mechanical and technical. I also thank the academic and support staff at the school for their support.

Finally, my thanks to Gary Johnson who actively encourages openness in the relationship with the P&C, is generous with advice, and provides great leadership to the school.

## **TREASURER'S REPORT:**

This is the Treasurer's Report for Cherrybrook Technology High School P&C for 2013. The report was proposed by Stephen Phillips and Seconded by Gary Johnson.

### **P&C Account Contributions**

Family contributions to the various P&C accounts have totalled:

General Fund	\$86,562 (\$97,739; \$101,572)
Grounds & Maintenance Fund	\$20,520 (\$20,428; \$21,535)
Building Fund	\$49,288 (\$44,089; \$52,197)

Whilst it is pleasing to have had an increase in contributions to the building fund in 2013, it is particularly disappointing that general fund contributions have continued their downward trend, with \$11,177 less given in 2013 than in the previous year. However, in spite of this we have managed to fund the many areas needing our assistance, with the following account balances at 31st December 2013:

<b>Account Balances</b>	31/12/2013	31/12/2012	31/12/2011	31/12/2010
General Account	151,987	92,374.96	77,889.64	61,616
Grounds & Maintenance	15,129	9,311.30	3,763.16	38,549
Building Fund	102,422	51,362.72	169,937.87	111,166

### **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.

Apart from significant funding for KLAs, other aspects worth mentioning during the 2013 year include:

- 1) The canteen again transferred \$40,000 to the P&C General Account.
- 2) The P&C funded \$1,300 for student sponsorships.
- 3) We continued to support the Duke of Edinburgh program by buying equipment.
- 4) The P&C provided \$1,500 towards the cost of the school musical.
- 5) 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.
- 6) We also continue to support the Immunisation program. This initiative started in 2009 to assist the school in paying for casual staff to supervise classes while teachers were involved with the students being immunised. This is a great help to staff and will be continued in the future.

### **Grounds and Maintenance**

Following on from major work completed in 2011, \$15,000 was again given to the school to assist with maintaining grounds and gardens during 2013.

### **Building Fund**

After 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 were low. We were not required to assist with any building projects in 2013 which allowed the balance in the account to grow to a little over \$100,000 at the end of the year. There are a couple of possibilities for use of these funds in 2014 but no decisions have been made at this stage.

### **Canteen**

Canteen sales decreased slightly in 2013 (\$399K compared to sales of \$415k in 2012). However this was consistent with 2010 and 2011.

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 gross surplus (prior to the donation of \$40k to the P&C general funds) was almost \$69k, again an improvement over the prior year (\$62k). This was due to good management and a reduced level of purchases compared to 2012.

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

### **General Comment**

It was pleasing to see an increase in building fund contributions in 2013 and that the level of contributions for grounds and maintenance was maintained. However the continued decrease in contributions to the general fund has significant implications as we look to the future. Although the P&C has some reserve funds, the contributions of parents are vital if the P&C is to continue supporting school projects at the current level in coming years.

## **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 2013 it was 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 take the time to look over our accounts and prepare a report at no charge to the P&C.

I have circulated the consolidated income and expenditure statement and balance sheet for the year ended 31 December 2013 as prepared by Doug, and now propose that his financial report be accepted by this AGM.

**Budget 2014** The budget for 2014 was tabled and approved at our last P&C meeting.

## **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. He also appreciated Stephen to step in at a short notice to take the challenging role of the P&C President.

## **VOTING RESULTS**

**President** – Stephen Phillips - nominated by Sunil Mistry, seconded by Rod Cuevas  
**Vice President** - Tim Spencer – nominated by Stephen Phillips, seconded by Shanthi Vijayakumar  
Janice Scott – nominated by Stephen Phillips, seconded by Alyse Collins,  
**Treasurer** - Liz Groves – nominated by Sunil Mistry, seconded by Tim Spencer  
**Secretary** - Shanthi Vijayakumar – nominated by Stephen Phillips, seconded by Liz Groves,  
**Executive** - Heather Lane – nominated by Liz Groves, seconded by Sunil Mistry  
Janice Marshall – nominated by Sunil Mistry, seconded by Heather Lane  
Gavin Poole – nominated by Rod Cuevas, seconded by Sunil Mistry  
Rod Cuevas – nominated by Stephen Phillips, seconded by Alyse Collins  
AJ Kumar –nominated by Shanthi Vijayakumar, seconded by Stephen Phillips  
Nidhi Aggarwal – nominated by Gary Johnson, seconded by Sunil Mistry  
Alyse Collins – nominated by Nidhi Aggarwal, seconded by Stephen Phillips

The voting results were unanimously accepted.

The CTHS P&C Rules of Association were presented and accepted though there was no change.  
Proposed by Tim Spencer and seconded by Shanthi Vijayakumar.

Meeting Closed 2145 hrs.