



Cherrybrook Technology High School Parents and Citizens Association

GENERAL MEETING MINUTES

Tuesday 10th September 2024 – 7.30pm
Staff Common Room

Meeting opened at

Attendance:

Tyson Webster, Vidit Shankar, Olivia Wilson, Anne Caboche, Rebecca Loch,
Daniel Allbutt, Fari Sedighi

1. Welcome: Vidit Shankar

Apologies: Sue Sivam-Raja, Tanya Koorey

2. Guest Speaker:

- Thushani Srignanaguru, Jo Iacona and 3 x Stage 6 students
 - PNGAus Partnership
 - CTHS x Sogeri National School of Excellence Fundraising Night – 26/10/2024
 - Raising funds to upgrade the sporting facilities at Sogeri National School

3. Adoption of previous minutes:

July minutes – motion to accept Olivia Wilson, seconded by Daniel Allbutt

4. Business Arising from Previous Minutes:

None

5. Correspondence In and Out:

Apologies

Resignation request from Sue

- VS has asked Sue to stay on as a member for the short time remaining in 2024.

6. Principal's report: - Presented by Matt Townsend

Staffing

- We are still unable to secure a farm assistant – a fourth attempt to fill.

Building and Infrastructure

Sustainability

- Frog Pond redevelopment: Environmental leaders are working with the council, Amanda Bartlett, and Bel Eathorne to restore Frog Pond. The council will provide the plants free of charge.

Grounds

- The CCTV upgrade has been approved, and the project will commence shortly, providing additional coverage across the school.

- The blind upgrade has been approved for classrooms that have not previously had sufficient coverage.

Curriculum and Administration

- YR12 Final Weeks: Staff are completing curriculum requirements and revision. Students and parents must be aware that this is a crucial time to solidify learning. Parents would have been sent an information pack regarding the arrangements and costs associated with the activities of the final weeks.
- The CTHS Executive Conference is this weekend. The main focus will be on planning and collaboration, with teaching and learning at the forefront of our decision-making.
- YR12 Reports are being compiled by staff at the moment. Students will receive these in their folios at the Graduation assembly.
- A range of HSC practical examinations has already occurred, with Music and Design and Technology scheduled for this week.
- The HSC Visual Arts and TAS students' exhibition was held at the MPC last week, and music performances also took place last week. The events were well attended, and all will agree that the quality of the work and the performances were exceptional.
- Our Game Changer team has advanced to the NSW finals, which will be held next term. Congratulations to Ms Tager and the students involved.
- Valid testing will conclude at the end of this week, thanks to Ms Thomas for her organisation.
- Next year, SDD will change in format—there will be two days at the start of terms 1 and 2 and one day at the commencement of term 3. The DoE calendars reflect these now – previous advice indicated they would not.

Welfare

- We are monitoring our Year 12 students in the lead-up to the HSC. Our Yr11 group, currently sitting their final Preliminary Tasks, is also closely monitored.
- B Street-Smart Road and Youth Trauma Forum—Year 10 and 11 students had the opportunity to attend the road safety forum.
- Our anxiety program has been going exceptionally well, with students attending two sessions to date.
- Ms Gatt will present our SBMP at our next meeting.

Important Dates

- 20 September – movie under the stars
- 25 September Yr12 Picnic at Galston Park.
- 26 September Yr12 Graduation at CTHS MPC.
- 27 September Yr12 Formal
- 27 September final day of term 3.

Other Matters

- Reminder: 19-20 December are student-free days, and the staff have done four development evenings. As a result, the school will be closed on these two days.
- Further, the final day for 2024 will be Wednesday, 18 December, where traditionally the students are dismissed at 12:30 pm.

7. Treasurer's Report: - Anne Caboche: (reports attached)

- Turn around with a profit in the Canteen
- Motion to transfer \$87,000 to CTHS for various KLA and school projects

Moved: Ann Caboche, Seconded: Rebecca Loch - Carried

8. Canteen Report: Rebecca Loch - (Any specific "asks" are highlighted in yellow)

- The new computer is much more efficient. It is also enabling other processes to be streamlined, such as they scanning of all invoices and receipts to Jill (rather than Jull picking up a folder of paper receipts).
- The canteen has a new email address (replacing the old Yahoo email) - canteen@cths.nsw.edu.au. This will enable staff to set out of office notices when the canteen is closed.
- Recent change in canteen policy is to request ID cards when students pick up lunch. This is to prevent the wrong student collecting lunch orders. Most students are complying but some are pushing back. **Can the teaching executive remind students that they should respect canteen staff at all times?**
- New product - the canteen staff are making fresh pizza daily and selling for \$3.00 per slice. The kids are loving it and it sells out every day.
- From term 4 there will be some price increases due to supplier price increases
- Numbers of volunteers continue to decline as more people go back to the office. Manager will need to consider hiring another staff member for at least 4 hrs.
- Craig is on a break for 2 weeks in October. They are looking at a backfill option to cover.
- Julie has reduced her days from 3-2 while she is managing an injury.
- Equipment health check - the oven will potentially need replacing sooner rather than later as it does not heat properly and there are no parts to fix it if something goes wrong - **need to budget for replacement**
- They need a new noticeboard outside the canteen (on the wall on the right hand side) - **can we get this replaced asap?**

9. Alumni report: Brett Clements

- Access to Alumni in previous years. Unfortunately, due to other commitments this has become increasingly difficult
- Committee has agreed to scale back social media presence. META has also changed it's policies which has unfortunately had an impact on social media presence
- Database will be maintained

10. General Business:

Student Behaviour Management Plan – A Gatt

Guest speaker - LOTE – M Arkins

Meeting closed at

Next meeting: - Tuesday 22nd October 2024

Profit and Loss

Cherrybrook Technology High School P&C Association
For the month ended 31 August 2024

Location is Canteen.

Account	Aug 2024	Jul 2024
Trading Income		
Canteen Sales	50,658.65	30,855.97
Interest Income	0.80	0.77
Total Trading Income	50,659.45	30,856.74
Gross Profit		
	50,659.45	30,856.74
Operating Expenses		
Bank Fees	157.86	210.65
Canteen Equipment Expense	3.50	0.00
Consulting & Accounting	(1,275.00)	0.00
Miscellaneous	12.00	765.50
Printing & Stationery	33.75	60.15
Raw Materials	24,139.23	8,456.90
Repairs and Maintenance	456.50	0.00
Subscriptions	57.50	0.00
Superannuation	939.39	1,036.79
Wages and Salaries	8,168.54	9,015.51
Work Cover Insurance	0.00	(307.77)
Total Operating Expenses	32,693.27	19,237.73
Net Profit		
	17,966.18	11,619.01

Balance Sheet

Cherrybrook Technology High School P&C Association
As at 31 August 2024

Account	31 Aug 2024
Assets	
Bank	
Building Fund	143,928.07
Canteen	95,550.32
Canteen Term Deposit	250,000.00
Grounds Account	39,521.80
Long Service Leave	655.48
Main Account	160,793.42
Petty Cash	1,959.07
Term Deposit Account	244,938.66
Total Bank	937,346.82
Fixed Assets	
Canteen Equipment	23,038.00
Less Accumulated Depreciation on Canteen Equipment	(10,638.47)
Year End Inventory Value	8,404.16
Total Fixed Assets	20,803.69
Total Assets	958,150.51
Liabilities	
Current Liabilities	
Accounts Payables	4,196.88
GST	(128.19)
Historical Adjustment	353,805.32
Long service leave payable	800.00
PAYG Withholdings Payable	2,730.25
Superannuation Payable	1,705.62
Wages Payable - Payroll	(6,834.99)
Total Current Liabilities	356,274.89
Non-current Liabilities	
Loan	1,092.32
Total Non-current Liabilities	1,092.32
Total Liabilities	357,367.21
Net Assets	
	600,783.30
Equity	
Current Year Earnings	235,300.82
Retained Earnings	365,482.48
Total Equity	600,783.30

Profit and Loss

Cherrybrook Technology High School P&C Association
For the month ended 31 August 2024

Account	Aug 2024	Jul 2024
Trading Income		
Canteen Sales	50,658.65	30,855.97
Grants & Donations	0.00	9,750.00
Interest Income	420.94	229.42
P&C Membership	2.00	0.00
Total Trading Income	51,081.59	40,835.39
Gross Profit		
	51,081.59	40,835.39
Operating Expenses		
Bank Fees	157.86	210.65
Canteen Equipment Expense	138.60	0.00
Consulting & Accounting	0.00	1,159.09
Grant	100.00	0.00
Insurance	0.00	2,109.00
Miscellaneous	12.00	765.50
Postage	9.15	0.00
Printing & Stationery	33.75	60.15
Raw Materials	24,139.23	8,456.90
Reimbursements/Catering	92.67	0.00
Repairs and Maintenance	456.50	0.00
Subscriptions	57.50	0.00
Superannuation	939.39	1,036.79
Wages and Salaries	8,168.54	9,015.51
Work Cover Insurance	0.00	(307.77)
Total Operating Expenses	34,305.19	22,505.82
Net Profit		
	16,776.40	18,329.57