



Cherrybrook Technology High School Parents and Citizens Association

GENERAL MEETING MINUTES

Tuesday 11th February 2025 – 7.30pm

Attendance:

As per sign on book

Apologies: Marcus Carter, Sue Sivam-Raja

1. Welcome: Vidit Shankar

Presentation of 2024 HSC Results – Matthew Townsend

2. Adoption of previous minutes:

December minutes, motion to accept, Vidit Shankar seconded by Anne Caboche

3. Business Arising from Previous Minutes:

None

4. Correspondence In and Out:

I. Tyro

II. Community Enterprise Agreements x 2 (Bendigo Bank) – Both Incomplete

III. SMH reporter requesting an interview for story

IV. Marketing for aluminium grandstands

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

Staffing

- A permanent PE position is being filled, and a Food Tech position has been advertised for the second time.
- The farm assistant position is still unresolved.
- Respective HTs are attending to temporary vacancies in Art, TAS, and Careers.
- We have one new permanent teacher this year, Erol Kaso in Science, and a few staff who were working in some capacity at the end of last year returning in a temporary capacity.

Building and Infrastructure

- New bubbler bank outside student Services Block
- New flooring in TAS workshops
- New locks B and C block.

General Info

- Students seem to be settling in nicely; Yr7 have enjoyed their peer support sessions and are comfortable.
- Our numbers for 2025– 2029 which is slightly higher than projected.
- This is a reminder that the phone ban is still in place. Students should turn off their devices before entering the school, including on excursions.

- The DoE has four main improvement measures for schools to implement in 2025: attendance, literacy, numeracy, and HSC attainment. Our strategic planning and explicit teaching will focus on these.
- The staff development days focused on the HSC analysis and working more closely with our students to develop their foundational literacy and numeracy skills in stages 54 and 5.
- Our new Student Behaviour Management Plan started officially on Day 1, even though we commenced in T4 last year. ,
- NAPLAN testing occurs before our next meeting, and planning is underway to ensure readiness. IT commences on 12 March.
- The HSC analysis is now with KLA HT to determine areas where improvement is possible. We have asked staff to dive more deeply into the data.

Student Wellbeing

- As mentioned, peer support training with yr10 Peer support leaders went exceptionally well.
- Valentine's roses distributed Friday.

Upcoming Dates:

- Swimming Carnival Tomorrow
- High Achievers Assembly Friday – thanks to Tyson for attending.
- Year 7 camp – 26-28 February
- Yr12 PT night 4 March
- Open night – 11 March

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

The audit of the 2024 CTHS PnC accounts is now underway. Vedit and I met with the auditor Doug MacColl in early January. I have provided him with all the 2024 Bank statements, read only access to Xero and copies of the 2024 P&L, Trial Balance and Balance Sheet noting that I still have an outstanding issue regarding the stock on hand figure from the stock take. I am awaiting advice from Aileen and Jill on this issue. The figure Jill used is identical to last years quoted value so I reviewed the stock take spreadsheet and found different figures on different spreadsheets. I have asked for clarity from Aileen on which spreadsheet she used. At this time the stock on hand has been written down from \$8K to \$2K. I'll update you as I present the 2024 financial statements at the next meeting.

The canteen was \$2.5K profitable in December. Noting though that book pack sales are in the income that month but the invoices from the school for the calculator and aprons weren't paid until January, a total of \$11,880.

As of the 31st December 2024 the PnC

had cash in the bank of \$843K and total equity of \$499,427. The historical adjustment is providing a liability of \$353K accounting for the large difference between cash and equity.

Profit for the month for the PnC in its entirety was \$3,726. We discussed last meeting gift cards for the canteen staff to show our appreciation for their efforts. These were purchased and given as planned, there is an expense in the gift line for these in December for \$1,155.

7. Canteen Report: Rebecca Loch

- Smita returned to school 30th January to prepare for the start of term 1.
- There were eggs in the TAS fridge from last year which needed to be binned.
- There was bread in the freezer that also need to be binned.
- As a result of this wastage (and wastage in general) and general lack of protocols and practices - I have requested that the canteen managers start to document basic practices so any handover in the future is smooth. This is in process. Every task performed in canteen is being documented in MS- word. There will be a "Canteen Manual" as a ready reckoner for everyone working in the canteen.
- Food Safety Course - Smita has completed the course and received a certificate. Irlene is on verge of completing.
- Once Irlene is back, they will discuss increasing prices on a few items and streamlining the drinks offering (do they really need 15-20 types of drinks, or can we just have 8-10).
- The canteen managers are planning a meeting with their staff to provide them with some training and enlightening them with certain rules and instructions for working in canteen.

8. Alumni report: - None

9. General Business:

Vidit: Membership payments can be made tonight - \$1 to join to have voting rights at the AGM next month.

Parent: Behaviour management – what process do the kids take to handle a situation?

Matt: They can come and see any of us (the exec) in the office

Parent: Vaping?

Matt: We take it very seriously, but it's very hard to detect.

Alison: We have a lot of programs that the students go through re: bullying and we do take this seriously, and make sure it isn't a 'friendship' issue vs bullying.

There are also 2 head teachers across each stage, counsellors, deputies etc to try and get across issues quickly.

Parent: School uniform to sport uniform change? Can they wear them all day?

Matt: Issues arise with science classes etc where it is mandatory to wear leather shoes etc for these classes

Parent: Lockers for the school?

Matt: We don't have any space to put 2000 lockers for our students.

Meeting closed at 8.40pm

Next meeting: - AGM - Tuesday 25th March 2025

Balance Sheet

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

Account	31 Dec 2024
Assets	
Bank	
Building Fund	154,723.23
Canteen	106,424.32
Canteen Term Deposit	250,000.00
Grounds Account	14,907.18
Long Service Leave	658.66
Main Account	69,992.87
Petty Cash	1,468.14
Term Deposit Account	244,938.66
Total Bank	843,113.06
Current Assets	
Bendigo General Main Account	(1,092.32)
Total Current Assets	(1,092.32)
Fixed Assets	
Canteen Equipment	20,604.17
Computer Equipment	1,277.77
Year End Inventory Value	2,156.38
Total Fixed Assets	24,038.32
Total Assets	866,059.06
Liabilities	
Current Liabilities	
Accounts Payables	4,196.88
Historical Adjustment	353,805.32
Long service leave payable	800.00
PAYG Withholdings Payable	4,642.25
Superannuation Payable	3,611.45
Wages Payable - Payroll	(424.33)
Total Current Liabilities	366,631.57
Total Liabilities	366,631.57
Net Assets	499,427.49
Equity	
Current Year Earnings	123,306.54
Retained Earnings	376,120.95
Total Equity	499,427.49

Profit and Loss

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

Account	Dec 2024	Nov 2024	Oct 2024	Sept 2024
Trading Income				
Canteen Sales	52,406.44	48,106.60	26,310.97	51,674.24
Grants & Donations	1,000.00	7,580.00	30,830.00	0.00
Interest Income	281.31	370.68	410.23	423.93
Total Trading Income	53,687.75	56,057.28	57,551.20	52,098.17
Gross Profit	53,687.75	56,057.28	57,551.20	52,098.17
Operating Expenses				
Bank Fees	174.53	138.19	174.57	207.72
Bookpacks	0.00	2,913.64	0.00	0.00
Boys Program	0.00	2,000.00	5,500.00	0.00
Bus Lease	0.00	0.00	10,000.00	0.00
Canteen Equipment Expense	0.00	0.00	68.00	16.00
Careers	0.00	0.00	1,000.00	0.00
Cleaning	0.00	0.00	0.00	13.00
Consulting & Accounting	0.00	0.00	0.00	425.00
Creative Arts	0.00	2,000.00	2,000.00	0.00
Debating	0.00	0.00	1,000.00	0.00
Duke of Edinburgh	0.00	0.00	3,500.00	0.00
English	0.00	2,500.00	2,500.00	0.00
Gifts	1,154.80	268.79	0.00	0.00
Grounds & Maintenance Projects	0.00	15,000.00	20,000.00	0.00
HSIE	0.00	2,500.00	2,500.00	0.00
IT and Tech support	0.00	20,000.00	20,000.00	0.00
Less Accumulated Depreciation on Canteen Equipment	2,433.83	0.00	0.00	0.00
LOTE	0.00	2,000.00	2,000.00	0.00
Maths	0.00	2,500.00	2,500.00	0.00
Movement in Stock on Hand	6,247.78	0.00	0.00	0.00
PDHPE	0.00	2,500.00	2,500.00	0.00
Presentation / Graduation / Awards	0.00	0.00	5,000.00	0.00
Printing & Stationery	139.10	0.00	0.00	188.94
Provision of Employee Benefits	454.86	183.60	0.00	0.00
Raw Materials	20,314.68	21,092.35	13,207.65	30,811.74
Reimbursements/Catering	823.30	122.96	31.15	0.00
Science	0.00	2,500.00	2,500.00	0.00
Student Welfare	0.00	2,500.00	2,500.00	0.00
Subscriptions	115.00	57.50	59.00	80.00
Superannuation	1,867.17	2,054.67	1,029.42	2,843.28
TAS	0.00	2,000.00	2,000.00	0.00
Wages and Salaries	16,236.41	17,866.77	8,951.43	24,724.20
Total Operating Expenses	49,961.46	102,698.47	110,521.22	59,309.88
Net Profit	3,726.29	(46,641.19)	(52,970.02)	(7,211.71)

Profit and Loss

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

Location is Canteen, Unassigned, Unassigned.

Account	Dec 2024	Nov 2024	Oct 2024	Sept 2024
Trading Income				
Canteen Sales	52,406.44	48,106.60	26,310.97	51,674.24
Interest Income	0.78	0.81	0.78	0.81
Total Trading Income	52,407.22	48,107.41	26,311.75	51,675.05
Gross Profit	52,407.22	48,107.41	26,311.75	51,675.05
Operating Expenses				
Bank Fees	174.53	138.19	174.57	207.72
Bookpacks	0.00	2,913.64	0.00	0.00
Canteen Equipment Expense	0.00	0.00	68.00	16.00
Cleaning	0.00	0.00	0.00	13.00
Gifts	1,154.80	268.79	0.00	0.00
Less Accumulated Depreciation on Canteen Equipment	2,433.83	0.00	0.00	0.00
Movement in Stock on Hand	6,247.78	0.00	0.00	0.00
Printing & Stationery	139.10	0.00	0.00	188.94
Provision of Employee Benefits	454.86	183.60	0.00	0.00
Raw Materials	20,314.68	21,092.35	13,207.65	30,811.74
Reimbursements/Catering	766.47	122.96	0.00	0.00
Subscriptions	115.00	57.50	59.00	80.00
Superannuation	1,867.17	2,054.67	1,029.42	2,843.28
Wages and Salaries	16,236.41	17,866.77	8,951.43	24,724.20
Total Operating Expenses	49,904.63	44,698.47	23,490.07	58,884.88
Net Profit	2,502.59	3,408.94	2,821.68	(7,209.83)