



Cherrybrook Technology High School Parents and Citizens Association

GENERAL MEETING MINUTES

Tuesday 22nd October 2024 – 7.30pm
Staff Common Room

Meeting opened at 7.35pm

Attendance:

As per sign on book

Apologies: Rebecca Loch, Sue Sivam-Raja, David Aldred, Marcus Carter, Vidit Shankar

1. Welcome: Tyson Webster - VP

2. Guest Speaker: - LOTE

Japanese, Chinese and French languages are taught here at CTHS.

Traditionally, languages rank quite well here at CTHS. Usually in the top 10.

Diana: International Programs:

SHAC – Cambodia Project. It is in Siem Reap. We support it with our Trivia night each year. Began in 2010 with a CTHS teacher that visited a program over there.

SOGER (PNG)

2062 students at CTHS

1548 LBOTE population

263 EAL/D

International day – students get to celebrate their culture, using traditional dance, flags, dance etc all students enjoy this celebration

Overseas trips to Japan and France and also to China. Great way to experience the culture and speak the language.

Mrs Arkins: Challenge for Languages. After year 10 it is very hard to retain students doing languages as a subject.

Year 8 survey results – the data has helped the teachers know what the students want from the course.

Year 10 survey – more self driven.

Q: Will the French exchange be re-instated?

A connection has to be made with a sister school as the connections have been lost. It is also very expensive to go to these countries.

Q: My son is in year 7 and did 2 languages, he didn't mention French.

A: They get 2 languages through this time. We touch on the 3rd language

Alison Gatt – presenting the School Behaviour Plan

3 areas:

- School wide supports and expectations
- Merits and award system
- Level system

The 3 Pillars

Respect – Responsibility – Engagement

Support Across the Care Continuum

Prevention – Early intervention – Targeted intervention – Individual intervention

Positive Behaviour Reinforcement – Award System

We are moving away from paper based to electronic

Merits will accumulate house points to encourage community

Behaviours of Concern – Level System

After school detention will be called After school reflection. Fill out a reflection sheet.

Serious behaviours will still fall under the DoE Policy

3. Adoption of previous minutes:

September minutes – motion to accept Fari, seconded by Anne

4. Business Arising from Previous Minutes:

None

5. Correspondence In and Out:

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

Staffing

- New Science Teacher appointed – Erol Kaso
- New TAS classroom teacher requisition is in progress
- Farm Assistant v4 is in progress.
- Retirements –
 - Jacki Bennett
 - David Hollis

Building and Infrastructure

Sustainability

- Frog Pond redevelopment: Work will commence in the coming weeks.

Grounds

- Repairs to Softfall completed
- The Yarning Circle start-up meeting was conducted last week.
- Minor reurfing around the school.
- YR12 donation to fund new filtered water dispensers

- More recycled sleepers from council being installed around the school.

Curriculum and Administration

- HSC has commenced, and students have been coping quite well so far. Yesterday, the Telegraph featured a story on CTHS students. Thank you to those who participated.
- YR11 have commenced their HSC courses, with the 11 – 12 evening in the coming weeks.
- The final twilight session of the year was held on day 1 – a staff workshop with Justin Coulson on the intricacies of teaching neurodivergent students and some KLA time.
- Staff is compiling YR11 Reports at the moment. Students will receive these in the coming weeks.
- Some fantastic successes with our practical courses in HSC – Dance – 1 nomination, Music 2 – 2 nominations, Design and Tech – 2 nominations, and Industrial Tech 11 nominations. I am still waiting on the marking from Visual Arts.
- YR9 Camp left early Monday morning; from all reports, students are having a good time.
- SOGERI fundraiser on Saturday, still time to get tickets – thanks to lacona and Somasundaram and the yr11 students for their organisation and also to the performers.
- Yr 8 lifesaving and water awareness to commence on Friday – thanks to Flower, Zappala and Berios for their organisation and also to the yr9 and 10 who volunteered to instruct.

Welfare

- Yr11 had a session with Justin Coulson on Monday afternoon, and students reported it to be worthwhile.

Important Dates

- Yr8 lifesaving – Commences Friday 25th October
- Yr7 Gala Day 7 November
- HSC finishes – 8 November
- Yr 8 Gala Day 14 November
- 19 November JAMES MORRISON CONCERT
- 3 December – Orientation
- 10 December Presentation Night
- 13 December Sports Assembly
- 17 December yr10 transition Assembly
- 18 December HSC results released
- 18 December School finishes

Important Dates

- Next meeting – TAS and Science for a STEM block walkthrough and refreshments.

Q: Year 11 into Year 12 information evening haven't heard anything about it?

A: It is on tomorrow night

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

Anne raised a motion to approve the money requested by the KLA's Tyson seconded it

Cash at Bank = \$931,830.20

Total Equity is =\$584,673.94

YTD Donations from Families \$175,160 (inc some transferred in Oct)

Donation breakdown by acct:

General - received \$86,405, Paid Sept Request \$67,000, Oct Request is \$43K (total requested is \$24K over received, current Bank Bal \$108,077)

Building – received \$45,400, no requests as yet

Grounds – received \$43,355, Paid Sept Request \$20,000, Oct Request is \$15K (current Bank Bal \$28,097)

Refer to Request Letter from CTHS

Canteen

Sales in Sept \$51,674

P&L Shows loss of \$7,209 but this is affected by the pay manual journal done with the transfer to xero. Approx \$10K of wages from July are now sitting in Sept, so actual result is around \$3K profit.

YTD profit for Canteen at end Sept is \$11K.

Xero Updates

Pays finally migrated across to Xero in mid September so now accounting fully functional in Xero

Ongoing issues with our bookkeeper reconciling the month end on time, and I remain concerned about her lack of knowledge. She performs tasks she has learnt but doesn't understand why and if she misses steps she can't fix them.

This month I realised there is \$1K sitting in the account as a loan. It's the funds we transferred from the Westpac account so is an asset not a liability. She said Krishna advised doing it this way. All transactions have to be allocated to a part of the entity with the Canteen or the Pnc in general. The pay runs in September are sitting in unallocated so as I ran the Canteen P&L the salary and wages are wrong. I've left it with her to fix and I've run the report picking up Canteen and unallocated for this month.

8. Canteen Report: Rebecca Loch

The canteen are decorating for Diwali 31.10-3.11 and Halloween

Volunteer Christmas drinks will be held on Thursday 28th November. It will be a cocktail event from 6.30pm - 8.30pm with nibbles and alcohol and other beverages.

Smita and Irlene are preparing the invites for the Volunteer drinks.

re lunch orders - the canteen staff have stopped sending reminders to the front office about kids who have forgotten to pick them up which has seen the number of forgotten lunch orders decreasing from 8-9 to around 2-3.

The canteen managers would like to thank the office for their support.

9. Alumni report: (None)

10. General Business:

Anne: James Morrison and the quartet is doing a workshop with the Big Band on Tuesday 19th November 2024. They will work all day together then do a show that night.

Tickets will be \$40 for adults and \$35 for students.

Needing to sell 250 to cover costs.

Q: School sock problem. Matt Townsend said that because of our contract with Lowes we can't do anything until that has depleted.

Tyson: The last meeting of the year is on the 3rd December. It will be a walk around of the STEM building to see the new equipment and a tour.

A drinks and nibbles will be served on this night

Meeting closed at 8.40pm

Next meeting: - Tuesday 3rd December 2024

Balance Sheet					
Cherrybrook Technology High School P&C Association					
As at 30 September 2024					
	Account	30 Sept 2024	31 Aug 2024	31 July 2024	30 June 2024
Assets					
	Bank				
	Building Fund	144,104.84	143,928.07	143,752.89	141,452.89
	Canteen	90,932.21	95,550.32	85,805.25	329,256.54
	Canteen Term Deposit	250,000.00	250,000.00	250,000.00	0.00
	Grounds Account	39,570.34	39,521.80	39,475.13	36,382.90
	Long Service Leave	656.29	655.48	654.68	653.91
	Main Account	160,566.23	160,793.42	162,069.95	158,500.21
	Petty Cash	1,485.96	1,959.07	2,649.17	2,965.85
	Term Deposit Account	244,938.66	244,938.66	244,938.66	244,938.66
	Total Bank	932,254.53	937,346.82	929,345.73	914,150.96
	Fixed Assets				
	Canteen Equipment	23,038.00	23,038.00	23,038.00	23,038.00
	Less Accumulated Depreciation on Canteen Equipment	(10,638.47)	(10,638.47)	(10,638.47)	(10,638.47)
	Year End Inventory Value	8,404.16	8,404.16	8,404.16	8,404.16
	Total Fixed Assets	20,803.69	20,803.69	20,803.69	20,803.69
	Total Assets	953,058.22	958,150.51	950,149.42	934,954.65
Liabilities					
	Current Liabilities				
	Accounts Payables	4,196.88	4,196.88	4,196.88	4,196.88

	Historical Adjustment	353,80 5.32	353,80 5.32	353,80 5.32	353,80 5.32
	Long service leave payable	800.00	800.00	800.00	800.00
	PAYG Withholdings Payable	4,880.2 5	3,760.2 5	2,958.2 5	8,106.2 5
	Superannuation Payable	3,609.5 1	2,610.0 9	3,417.9 4	2,381.1 5
	Total Current Liabilities	367,29 1.96	365,17 2.54	365,17 8.39	369,28 9.60
	Non-current Liabilities				
	Loan	1,092.3 2	1,092.3 2	1,092.3 2	0.00
	Total Non-current Liabilities	1,092.3 2	1,092. 32	1,092.3 2	0.00
	Total Liabilities	368,38 4.28	366,26 4.86	366,27 0.71	369,28 9.60
	Net Assets	584,67 3.94	591,88 5.65	583,87 8.71	565,66 5.05
	Equity				
	Current Year Earnings	219,19 1.46	226,40 3.17	218,39 6.23	200,18 2.57
	Retained Earnings	365,48 2.48	365,48 2.48	365,48 2.48	365,48 2.48
	Total Equity	584,67 3.94	591,88 5.65	583,87 8.71	565,66 5.05

Location is Canteen, Unassigned.

Account	Sept 2024	Aug 2024	Jul 2024
Trading Income			
Canteen Sales	51,674.24	50,658.65	30,855.97
Interest Income	0.81	0.80	0.77
Total Trading Income	51,675.05	50,659.45	30,856.74
Gross Profit			
Gross Profit	51,675.05	50,659.45	30,856.74
Operating Expenses			
Bank Fees	207.72	157.86	210.65
Canteen Equipment Expense	16.00	138.60	0.00
Cleaning	13.00	0.00	0.00
Consulting & Accounting	0.00	(1,275.00)	1,275.00
Miscellaneous	0.00	12.00	708.00
Printing & Stationery	188.94	33.75	60.15
Raw Materials	30,811.74	24,139.23	8,456.90
Repairs and Maintenance	0.00	456.50	0.00
Subscriptions	80.00	57.50	57.50
Superannuation	2,843.28	1,843.86	1,036.79
Wages and Salaries	24,724.20	16,033.53	9,015.51
Work Cover Insurance	0.00	0.00	(307.77)
Total Operating Expenses	58,884.88	41,597.83	20,512.73
Net Profit			
Net Profit	(7,209.83)	9,061.62	10,344.01

Profit and Loss

Cherrybrook Technology High School P&C Association
For the 9 months ended 30 September 2024

Location is Canteen, Unassigned.

Account	Jan-Sept 2024
Trading Income	
Canteen Sales	340,973.70
Interest Income	6.76
Total Trading Income	340,980.46
Gross Profit	340,980.46
Operating Expenses	
Bank Fees	1,667.31
Canteen Equipment Expense	154.60
Cleaning	13.00
General Expenses	5,904.09
Insurance	4,062.09
Miscellaneous	4,665.70
Printing & Stationery	952.87
Raw Materials	174,159.80
Repairs and Maintenance	456.50
Subscriptions	195.00
Superannuation	13,889.20
Wages and Salaries	124,004.15
Work Cover Insurance	(307.77)
Total Operating Expenses	329,816.54
Net Profit	11,163.92

Profit and Loss

Cherrybrook Technology High School P&C Association
For the 9 months ended 30 September 2024

Account	Jan-Sept 2024
Trading Income	
Canteen Sales	340,973.70
Grants & Donations	222,785.00
Interest Income	5,191.05
P&C Membership	29.00
Total Trading Income	568,978.75
Gross Profit	
568,978.75	
Operating Expenses	
Bank Fees	1,669.06
Canteen Equipment Expense	154.60
Cleaning	13.00
Consulting & Accounting	1,700.00
General Expenses	5,904.09
Gifts	607.26
Grant	100.00
Grounds & Maintenance Projects	10,000.00
Insurance	6,171.09
Miscellaneous	9,945.85
Postage	9.15
Printing & Stationery	952.87
Raw Materials	174,159.80
Reimbursements/Catering	163.44
Repairs and Maintenance	456.50
Subscriptions	195.00
Superannuation	13,889.20
Wages and Salaries	124,004.15
Work Cover Insurance	(307.77)
Total Operating Expenses	349,787.29
Net Profit	
219,191.46	