



Cherrybrook Technology High School Parents and Citizens Association

GENERAL MEETING MINUTES

Tuesday 28th March 2023 7:30pm.

Meeting opened 7.40pm

Present:

As per sign on book

Apologies:

None

Welcome: Vidit Shankar – Newly elected President

Principal's report: Presented by Gary Johnson

Matters of Community Concern

- RIOT information evening with Michael Hawton proved to be a great success with the feedback we have received very encouraging. Once again thank you to the P&C for changing the date of this meeting to accommodate the information evening.
- The recent election result means a change of government, a new minister and changes in education policies and priorities. The school and community will be watching closely for these new directions.
- Most events have been reported in Network – hope all families are receiving email regularly. If not, please let front office know.
- The athletics carnival has been postponed due to poor weather. Now scheduled for Term 2.
- The new Science and STEM building is progressing very well. Carfax, the company responsible for the building, have stuck to the timeline and have shown care and consideration for students and staff. Regular weekly meetings have been of great benefit to the school and the company. My thanks to Matt Townsend and Matt Fisher for their efforts in this regard.
- School development afternoon was held last week with staff completing resuscitation and anaphylaxis training.
- The school has been in discussion with Bendigo Bank and they have indicated they are keen to support the school financially. I have suggested a number of projects and further discussion will continue
- PNG link – report from Mr Clements

Curriculum and Administration

- RIOT progress – lesson plans for Year 7, then close evaluation before rolling program out any further.

- CTHS students performed well at the recent zone swimming carnival with quite a few students progressing to the regional carnival. We were second in the overall rankings. I remain concerned about the number of non-swimmers at the school given the rising rates of drownings in Australia and the fact that this area has a high concentration of pools and we are relatively close to the coast.
- Year 12 students commenced their AP3 exams last week. This can be a trying time but it is important to support the students and help them build resilience before the final exams.
- Staffing – at the present moment we are in the process of filling two vacant positions, one in TAS the other Science. Pleasingly, Mr Stanley has accepted the position of LAST and will start with us next term.
- Purpose of year 11 and Year 7 Interim reports explained ie a snapshot of how students are settling into junior secondary or senior secondary school. The report is not intended to be a guide to academic outcomes. Reports on student academic progress will be via full reports and forthcoming parent / teacher nights.

Welfare

- Year 11 Camp off to a good start.

Important dates

- Year 7 Parents / Teacher Nights begin Monday 3 April
- Thursday 6 April is the final day of term.
- Staff return to school for Term 2 on Monday 24 April.
- Student return to school Wednesday 26 April.

Other matters

Congratulations to Eddie Woo, confirmed as Professor of Practice at the University of Sydney where he will work on a part time basis while remaining at CTHS

Nomination of Auditor:

Motion to appoint Doug MacColl to continue on as our auditor for our financial reports for 2023 was moved by Ron Harrop and seconded by Sue Sivam-Raja

Correspondence in/out:

None was received

Alumni report: Presented by Sue Sivam-Raja

The Alumni Committee is working to drive alumni engagement to support various events during 2023. We are committed to helping our students set up for success, making informed career decisions and improving their knowledge of "life after school".

Bi-Monthly Meetings to review Alumni strategy and ongoing work:

- 23rd Feb 2023
- Coming Up 4th April 2023

Alumni Committee has resumed its' activity to connect with Alumni network:

- To source more CTHS Alumni volunteers to uptake roles in the team including content/ marketing support.

- Via Social Media to share high achievers posts, testing activity for targetted events to increase Alumni activity & support.

Canteen Report: - Tyson Webster

We purchased 2 new ovens for the canteen. They will be delivered and installed over the Easter school holidays.

We are still looking for a casual employee for a Monday shift. Several people have been interviewed over the past few weeks.

Our suppliers have been issued price increases to their stock. In turn we will need to increase some of our canteen items prices for the start of term 2 so as not to absorb the suppliers costs.

As you have heard in our discussions, we are desperately low on parent volunteers for the canteen. Numbers decreased dramatically over the covid years and have not bounced back. Please consider helping out, especially Fridays – they are very busy.

The new ovens were a major purchase from the P&C funds but we had no choice as it wasn't viable to do repairs and the old ones are not operating well after many years of service.

We try very hard to keep the price rises to a minimum on the food and drink items in the canteen as the canteen is there as a service for the school. We haven't had price rises for a very long time, but this year we will have to increase the prices possibly a few times.

Treasurer's Report: - Nimali Jayatilake

We are using an updated version of MYOB to process wages etc

We will put forward nominations for signatories on our accounts.

Ron's advice is to have the President, a Vice President, Treasurer and Secretary as signatories on our accounts.

A motion was raised to have the Executive Members (5) become signatories on our bank accounts, and to carry this motion forward should a new bank be selected. Motion raised by Vidit Shankar and seconded by David Aldred. The vote outcome was carried.

General Business:

Fari: Can the information regarding the need for the canteen volunteers be in the newsletter? Brett will ask that the information is brought up closer to the front of Network Newsletter.

A comment about some year 8 parents asking if the contributions are voluntary and what they are used for etc. Could we have some information about what the contributions are used for.

Gary will put some information together for the newsletter.

Sue – Could there be a little summary of what the P&C does to inform the parents that are unaware of what happens.

Guest speaker for next meeting will be from the maths KLA.

\$30 in member fees to be banked from AGM memberships

Next meeting: Tuesday 2nd May 2023

Meeting closed – 9.05pm

Profit and loss report

Cash mode

01 Jan 2023 - 30 Apr 2023

	Total
Income	
4-1000 Canteen Sales	126,022.08
Total Income	126,022.08
Cost of Sales	
5-1005 Bakery	10,592.03
5-1010 Milk	6,203.11
5-1015 Drinks	11,736.95
5-1020 Dry Goods	4,701.54
5-1025 Frozen Goods	755.97
5-1030 Fruit & Veg	963.67
5-1035 Meats	19,184.47
5-1036 Sushi	2,192.63
5-1037 Vegetarian items	3,974.44
5-1040 Ice Cream	1,194.31
5-1041 Confectionary	253.04
5-1050 Misc - Canteen Supplies	5,642.16
5-1051 Condiments	1,137.37
5-51017 Dairy	1,706.41
Total Cost of Sales	70,238.10
Gross Profit	55,783.98
Expense	
6-1300 Bank charges	2,549.86
6-2200 Printing & stationery	302.99
6-2700 Online Ordering	981.08
6-3000 Package Wrap	1,611.54
6-3100 Miscellaneous	634.58
6-3200 Cleaning supplies	165.05
6-4100 Canteen Equipment	13,624.09
6-5400 Superannuation expense	4,126.88
6-6200 Wages & salaries	39,303.39
6-6300 Provision of Employee Benefits	70.00
6-6600 Work cover insurance	310.24
6-9210 Equipment Repairs	2,461.80
Total Expense	66,141.50
Operating Profit	(10,357.52)
Other Income	
8-1200 Interest income	0.22
Total Other Income	0.22
Other Expense	0.00
Net Profit	(10,357.30)

Balance sheet report

Cash mode
 30 Apr 2023

	Total
Asset	
1-0001 Banking	
1-1110 Bank Account Transactional Account	1,845.32
1-1130 Cash Float	300.00
1-1160 Westpac term Deposit	106,846.47
1-1170 P & C Canteen Transactional account	177,969.91
1-1180 Long Service Leave Accrual	7,397.64
Total Banking	294,359.34
1-0002 Current Assets	
1-1320 Year End Inventory Value	2,156.38
Total Current Assets	2,156.38
1-0003 Fixed Assets	
1310 Canteen Equipment	9,514.58
Total Fixed Assets	9,514.58
1-1131 IC Mastercard prepay	300.00
1-1132 CP Mastercard prepay	300.00
Total Asset	306,630.30
Liability	
2-0002 Current Liabilities	
2-1800 Accounts payable	(206.14)
2-2000 Long service leave payable	7,416.27
2-2600 PAYG withholdings payable	1,561.88
2-3200 Superannuation payable	1,523.59
Total Current Liabilities	10,295.60
Total Liability	10,295.60
Net Assets	296,334.70
Equity	
3-0001 Retained Earnings	
3-1600 Retained earnings	203,116.54
Total Retained Earnings	203,116.54
3-0002 Current Earnings	
3-1800 Current year earnings	(10,151.16)
Total Current Earnings	(10,151.16)
3-9999 Historical balancing	103,369.32
Total Equity	296,334.70