



Cherrybrook Technology High School Parents and Citizens Association

GENERAL MEETING MINUTES

Tuesday 29th November 2022 7:30pm.

Meeting opened 7.40pm

Present:

As per sign on book

Apologies:

Sara Mitchinson, Carl Runde, Nimali Jayatilake

Welcome:

Gary welcomed all to the final meeting of the year and offered refreshments. He then went on to explain the history and the purpose behind the SWOT analysis and how everyone's input tonight is important.

SWOT analysis (insert)

Adoption of previous minutes proposed by:

David and Daniel

Business Arising from Previous Minutes:

None

Principal's report: - Presented by Gary Johnson

Future Directions

The school senior executive to lead small groups through a thirty-years of CTHS review. Where to from here session to follow? Focus on Teaching, learning, well-being, Technology and the school's physical environment. Parents to look at challenges, solutions and a vision for the future.

Curriculum & Admin

It has been a remarkably busy term since our last meeting. Most of the highlights have been reported in Network. As mentioned in last week's Network one of the most important processes has been planning for next year. Staffing the school has proven to be problematic with quite a few retirements, staff taking leave, and promotions. Pleasingly, the vacant HT Mathematics has been filled as has the vacant library position. Disappointingly, we have been unable to fill the position of LAST and Careers despite going to advertisement on a number of occasions.

Other vacancies are gradually being filled with two thirds of the vacant HSIE positions now filled and a further vacant Mathematics position to be resolved in the next few days. Our

major initiative for next year will be the training of staff and gradual implementation of the RIOT program, with the clear aim of increasing student resilience.

SRC. The first phase of training took place last week.

Year 7 Orientation Day took place today and was very successful. Great to see some familiar faces. P&C support from Ron Harrop greatly appreciated.

Christmas with the SRC – events all week.

Monday G&T Art exhibition.

Girls in IT / Alumni – Lizzie Fuller / Jamie Irawan

Building program

As reported in Network progress on the new STEM building is continuing with work due to commence in the near future. Over the weekend trees were removed and the site opened up in preparation for the contractors.

Cooler Classrooms should be online by Day 1 2023.

Seating for the Piazza area has finally been organised.

Disappointingly, assets continue to delay the playground development we are waiting on.

Carpeting and refurbishing of some areas will occur over the holidays.

Year 11 into 12

Year 11 students are now heavily into their HSC course work with end of term assessments underway.

Year 10

Students will stay on at school until Thursday 15 December. Their final assembly will take place on Thursday 15 December during periods 1 & 2.

Years 7, 8 & 9

Each of these years is currently completing final assessment items and staff are heavily involved in the laborious task of preparing reports for each of these years.

Student numbers 2022

At the present moment the school is looking at an enrolment of approximately 2050 students. Year 7 will have approximately 330 students in 12 core classes. Orientation day took place today.

Staffing

Nick Ward to Moruya HS – position to be filled Term 1 2023.

Retirements: Chris Ferguson, Coni Halder, and a further yet to be announced individual.

Important dates

- Presentation night Tuesday 13 December - to be livestreamed – only parents and students in attendance
- Sports Assembly Friday 16 December
- Presentation Assemblies for 7, 8 & 9 Wednesday 14 December

Other matters

- Final day of 2022 school year for students. School will effectively conclude for students at the end of period 6 on Friday the 16th of December. Details have been regularly posted in NETWORK
- Planning for 2023 is underway and timetable is nearing completion. However, ongoing adjustments will need to be made as new staff are appointed.

- The next meeting of the P&C, will be on 14 February 2023. Please note the two school development days at the year's beginning i.e. Friday 27 January and Monday 30 January.

Finally on behalf of the entire school can I thank all those loyal P&C reps that are finishing up tonight for their work over the past 6 or more years

I'd also like to take a moment to thank all of you and the entire parent body for being so supportive of the executive team and myself during 2022.

Treasurer's Report:- Ron on behalf of Nimali

Ron – everything is looking quite good at this point.

Canteen sales are extremely down from last year. Costs have gone through the roof, wages, food, petrol etc and we have still maintained a small profit.

See attached reports at the end of the minutes

Canteen Report: - Vidit Shankar

We have absorbed many costs this year so we will be looking to increase most prices for the year ahead.

We will make the increases minimal as the canteen is there to provide a service.

Donna – a long serving staff member will be leaving at the end of this year. We have other staff in training to cover this.

Some new volunteers signed up today at the year 7 orientation day.

We did a review over the past few weeks of our online ordering system with Flexischools.

They have reduced the costs to the school, so we will continue to revise this next year.

The canteen is in a good place right now.

A few items will be attended to for fixing over the coming weeks.

Ron has drawn up staff contracts for all casual staff.

Alumni report: (report via email) – Delivered by Brett Clements

Next CTHS Alumni meeting – Tues 6th Dec

Social media

Posting weekly on the following platforms

Current followers -

- Facebook - 714
- LinkedIn - 1940
- Instagram – 129

Ongoing social media collation –

- Alumni profiles
- School news stories
- Throwbacks from past events
- Advertising upcoming events

Recruitment Drive

Looking for support to help out with collating alumni profiles, social media and events.

Federation Report: Ron Harrop

Tim Spencer – 100 year celebration has just happened.

Office bearers will be able to log on and connect with other P&C's.

Learning hub has gone up also.

Teacher shortages and how to solve those issues.

P&C Federation has formed an alliance with the Department where they can feed information to the Department and where parents can also be involved to share information.

General Business:

Ron – I just wanted to say a special mention to the P&C team – out of the pandemic with a new team and trying times that we have worked through.

Thank you to all

Correspondence In and Out:

Meeting closed at 9.00pm

Next meeting: Tuesday 14th February 2023

CTHS P & C Assoc
Purchase Road
Cherrybrook NSW 2126

Balance Sheet
As of October 2022

Assets				
Current Assets				
Bank Accounts				
St George General A/c	\$1.45			
St George Building A/c	\$1.32			
St George Grounds A/c	\$0.93			
Westpac General Account	\$65,278.68			
Westpac Building Fund	\$282,781.62			
Westpac Grounds Maint Acct	\$124,288.22			
Total Bank Accounts		\$472,352.22		
Total Current Assets			\$472,352.22	
Total Assets				\$472,352.22
Liabilities				
Current Liabilities				
Other Current Liabilities				
Trade Creditors	\$15.91			
Total Other Current Liabilities		\$15.91		
Total Current Liabilities			\$15.91	
Total Liabilities				\$15.91
Net Assets				\$472,336.31
Equity				
2011 Year Expense			(\$280.00)	
Retained Earnings			\$112,757.66	
Current Year Surplus/Deficit			\$107,987.98	
Historical Balancing			\$251,870.67	
Total Equity				\$472,336.31

CTHS P & C Assoc
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Profit & Loss [With Last Year]

January 2022 To October 2022

	This Year	% of Sales	Last Year	LY % of Sales
Income				
Building Fund Contributions	\$58,817.45	27.80%	\$57,043.36	27.10%
Building Fund Donations	\$0.00	0.00%	\$3,891.89	1.80%
General Fund Contributions	\$116,335.60	54.90%	\$113,961.40	54.10%
Grounds & Maintenance Contrib	\$36,754.46	17.30%	\$35,728.00	17.00%
Total Income	\$211,907.51	100.00%	\$210,624.65	100.00%
Total Cost Of Sales	\$0.00	0.00%	\$0.00	0.00%
Gross Profit	\$211,907.51	100.00%	\$210,624.65	100.00%
Expenses				
General Expenses				
Careers	\$330.00	0.20%	\$0.00	0.00%
Gifts	\$560.78	0.30%	\$0.00	0.00%
Grounds & Maintenance Projects	\$30,000.00	14.20%	\$30,000.00	14.20%
Alumni Functions	\$0.00	0.00%	\$1,676.59	0.80%
Catering Expenses	\$79.65	0.00%	\$2,213.76	1.10%
KLAs				
Creative Arts	\$0.00	0.00%	\$1,398.00	0.70%
Debating	\$1,132.00	0.50%	\$0.00	0.00%
English	\$0.00	0.00%	\$1,092.77	0.50%
HSIE	\$0.00	0.00%	\$4,442.31	2.10%
LOTE	\$0.00	0.00%	\$79.96	0.00%
Maths	\$0.00	0.00%	\$15,624.55	7.40%
Science	\$0.00	0.00%	\$3,231.90	1.50%
TAS	\$0.00	0.00%	\$4,000.00	1.90%
Technology	\$30,000.00	14.20%	\$30,000.00	14.20%
Boy's Programme	\$515.60	0.20%	\$2,000.00	0.90%
P&C Costs				
P&C Admin Costs	\$29.00	0.00%	\$0.00	0.00%
Motor Vehicle Expenses				
Bus Lease	\$7,500.00	3.50%	\$0.00	0.00%
Total Motor Vehicle Expenses	\$7,500.00	3.50%	\$0.00	0.00%
Insurance Expenses				
Public Liability Insurance	\$2,575.00	1.20%	\$883.00	0.40%
Welfare				
Staff Welfare	\$1,697.50	0.80%	\$0.00	0.00%
Staff Technology	\$22,500.00	10.60%	\$22,500.00	10.70%
Student Welfare	\$2,000.00	0.90%	\$6,500.00	3.10%
End of Year Assemblies	\$5,000.00	2.40%	\$0.00	0.00%
IT Expenses	\$0.00	0.00%	\$632.20	0.30%
Total Expenses	\$103,919.53	49.00%	\$126,275.04	60.00%
Operating Profit	\$107,987.98	51.00%	\$84,349.61	40.00%
Total Other Income	\$0.00	0.00%	\$0.00	0.00%

Total Other Expenses	\$0.00	0.00%	\$0.00	0.00%
Net Profit/(Loss)	\$107,987.98	51.00%	\$84,349.61	40.00%

Profit and loss report

CTHS P&C Association - Canteen

28-44 Purchase Road, Cherrybrook, NSW, 2126

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Accrual mode

01 Jan 2022 - 31 Oct 2022

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	Total			
	Actual	Last Year	Variance \$	Variance %
Income				
Canteen Sales	359,603.71	214,609.68	144,994.03	67.6
Other Income	0.28	0.00	0.28	-
Total Income	359,603.99	214,609.68	144,994.31	67.6
Cost of Sales				
Bakery	32,021.13	20,140.50	11,880.63	59
Milk	16,874.28	8,987.50	7,886.78	87.8
Drinks	26,903.42	18,903.09	8,000.33	42.3
Dry Goods	25,783.05	11,526.79	14,256.26	123.7
Frozen Goods	903.19	722.24	180.95	25.1
Fruit & Veg	3,193.32	1,742.61	1,450.71	83.2
Meats	56,806.41	32,929.80	23,876.61	72.5
Sushi	10,077.20	13,821.40	-3,744.20	-27.1
Vegetarian items	12,160.21	6,000.03	6,160.18	102.7
Ice Cream	568.83	264.43	304.40	115.1
Confectionary	1,185.44	1,340.06	-154.62	-11.5
Misc - Canteen Supplies	161.42	-765.60	927.02	121.1
Condiments	3,365.93	1,546.77	1,819.16	117.6
Dairy	5,082.45	2,733.26	2,349.19	85.9
Total Cost of Sales	195,086.28	119,892.88	75,193.40	62.7
Gross Profit	164,517.71	94,716.80	69,800.91	73.7
Expense				
Bank charges	5,830.30	4,041.60	1,788.70	44.3
Printing & stationery	558.68	335.56	223.12	66.5
Online Ordering	3,425.69	-1,990.72	5,416.41	272.1
Package Wrap	4,583.41	2,655.69	1,927.72	72.6
Miscellaneous	573.59	720.00	-146.41	-20.3

Cleaning supplies	327.21	204.52	122.69	60
Canteen Equipment	1,495.81	37.36	1,458.45	3903.8
Superannuation expense	11,237.36	5,672.83	5,564.53	98.1
Wages & salaries	123,420.99	61,848.95	61,572.04	99.6
Provision of Employee Benefits	-7,036.49	0.00	-7,036.49	-
Work cover insurance	1,719.31	3,418.15	-1,698.84	-49.7
Equipment Repairs	3,097.20	759.36	2,337.84	307.9
Total Expense	149,233.06	77,703.30	71,529.76	92.1
Operating Profit	15,284.65	17,013.50	-1,728.85	-10.2
Other Income				
Interest income	9.98	1.30	8.68	667.7
Total Other Income	9.98	1.30	8.68	667.7
Other Expense	0.00	0.00	0.00	-
Net Profit	15,294.63	17,014.80	-1,720.17	-10.1

Balance sheet report

CTHS P&C Association - Canteen

28-44 Purchase Road, Cherrybrook, NSW, 2126

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31 Oct 2022

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	Total \$
Asset	
Banking	
Bank Account Transactional Account	1,845.32
Cash Float	300.00
Westpac term Deposit	106,846.47
P & C Canteen Transactional account	194,605.67
Long Service Leave Accrual	7,397.30
P& C Assoc Grounds Maintenance	97,541.82
Total Banking	408,536.58
Current Assets	
Year End Inventory Value	4,003.27
Total Current Assets	4,003.27
Fixed Assets	
Canteen Equipment	9,514.58
Total Fixed Assets	9,514.58

IC Mastercard prepay	156.25
CP Mastercard prepay	300.00
Total Asset	422,510.68
Liability	
Current Liabilities	
Accounts payable	22,151.01
Long service leave payable	7,397.25
PAYG withholdings payable	1,925.88
Superannuation payable	1,658.06
Total Current Liabilities	33,132.20
Total Liability	33,132.20
Net Assets	389,378.48
Equity	
Retained Earnings	
Retained earnings	270,714.53
Total Retained Earnings	270,714.53
Current Earnings	
Current year earnings	15,294.63
Total Current Earnings	15,294.63
Historical balancing	103,369.32
Total Equity	389,378.48