



Cherrybrook Technology High School Parents and Citizens Association

GENERAL MEETING MINUTES

Tuesday 30th July 2024 – 7.30pm
Staff Common Room

Meeting opened at 7.40pm

Attendance:

As per sign on book

1. Welcome: Vidit Shankar

Apologies: Rebecca Loch, Daniel Allbutt, David Aldred, Fari Sedighi

2. Guest Speaker: Lisa Holt - CAPA

Stage 4 – 100 hours offered

Drama, music, dance and visual arts are the 4 areas.

Stage 5 – many choices

Stage 6 – Gifted and talented program

Stage 5 music, drama, we offer four 50 hour courses

Stage 6 Dance: HSC dance is offered at CTHS: performance, composition and written composition

This year we have 3 full Visual arts HSC classes running.

Stage 6 drama we offer a preliminary and HSC drama course.

Stage 6 music

Extra curricula in dance, drama, music and visual arts.

Music ensembles, we offer concert bands, choir, guitar, percussion, strings and percussion

Drama ensembles are offered before and after school.

2023 HSC – excellent results

We had nominations in all areas On Stage, Art Express etc

3. Adoption of previous minutes:

June minutes – adopted by Anne Caboche

4. Business Arising from Previous Minutes:

None.

5. Correspondence In and Out:

Apologies

Tyro (eftpos machines) invoices

Academic Media (student yearbooks)

Bendigo Bank grant application response 67088

Bendigo Bank grant application response 65730

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

Infrastructure

- Minor landscaping works – sleepers around garden beds, etc.

Staffing

- Minor staffing changes moving into the new semester
 - Welcome to Andrew Hallab – TAS / Computing.
 - one new Paraprofessional in mathematics – Rachel Ko

Curriculum and Administration

- 7 and 8 TSIP projects were presented last week; excellent work by students and staff supporting them.
- NAIDOC week activities this week – extraordinary assemblies held today – congrats to Mai Nguyen Kate McLean and team for their organisation of these. Stage 5 incursion on Friday
- The Annual Executive Conference will take place on the 13 and 14 Sept. We are focussing on planning for our strategic priorities – HSC, Attendance, literacy and numeracy, explicit teaching
- Staff Development Day – AI, programming, and HSC monitoring were the main items of interest.
- The TSO office was refurbished during the holidays. Staff are happy with the new arrangements.
- The new Leader's induction will take place on Friday.
- YR12 AP4s start next week. Please contact the appropriate staff member if there are any problems.
- The submission dates for HSC practical courses are looming – the NESAs website has the appropriate calendars.
- Preliminary student numbers for 2023 are due to the DOE next week, at this stage will drop slightly from this year – as a result of 350 yr 12 out, and approx 300 incoming.

Welfare

- We are keeping an eye on our Yr12 students as their trials commence.
- Wellbeing is looking at study skills programs to offer to students before the end of the year and then on an ongoing basis.
- Also, Justin Coulson will be running seminars for students, staff, and families next term; keep an eye out for the details. Day 1 Term 4.

Important Dates

- Leaders Induction – 2 August
- AP4 Examinations Commence – 5 August

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

Rebecca and I met with the canteen managers last Friday.

We are spending more in salaries and wages and taking less in profits.

Their computer is very old, and we are wanting them to take on scanning the receipts and invoices.

I propose we purchase them a new desktop.

Vidit: I have some specs for a laptop.

Their email address is out of date, doesn't work well and they can't do out of office etc.

Vidit gave a rundown on why they are a bit disgruntled with the P&C – that is, with previous P&C's, the canteen managers were often not heard. Requests were generally knocked back.

3 of the 5 shutters are difficult to get open.

1 of the employees has a sore elbow. She will follow protocols to do with doctor's certificates and load lifts etc.

Marcus: Do they need a desktop or a laptop? To run the scanner and printer they will need a decent computer.

Treasurer's: None of us are on the Australian Business register.

I have made a handover document that can be accessed by any new treasurers after the AGM's.

8. Canteen Report: (Rebecca sent apologies - delivered in her absence)

1. There was a minor incident in the canteen at the end of June where a canteen assistant received an electric shock from a machine plugged in to a faulty power point. The employee was ok after 20 minutes and continued working. I was alerted immediately and escalated to Matt Fisher. An electrician was sent immediately to investigate and make the power point safe. The employee is ok.
2. This incident highlighted a gap in emergency procedures, ie. who to contact if something happens. A new emergency escalation procedure has been developed in consultation with the school executive and will be effective from the start of this term. It will include procedures for medical emergencies / accidents and maintenance related issues. There is a new Microsoft Form for maintenance requests so that they can be channelled to the appropriate person. Procedure attached for reference.
3. We have requested that all first aid incidents are recorded in a log located with the first aid box. The managers were reticent to do so as they said they will be recording incidents all the time including minor cuts and burns. See sample of log attached.
4. Staffing
 - Current staffing includes 2 paid canteen assistants plus 1 manager every day.
 - Ideal would be 3 paid canteen assistants plus 1 manager every day.
 - Volunteers are inconsistent and therefore difficult to roster.
 - Ideal commitment for a volunteer would be 9.00-1.15pm one day each month (or more if possible)
 - But they would also settle for 12.30-1.15pm OR 9-11am as shorter commitments one day each month
 - Consistency is key so they can roster the volunteer onto their monthly roster
 - Student volunteers are sought after but not organised - could the incoming student executive look at taking that on?
 - One of the canteen assistants is on limited duties due to an elbow injury for 2-4 weeks. Recommended that she get a check up from the doctor every week and a formal clearance certificate from the doctor for when she comes back to full duties.

5. Volunteers luncheon - did not happen per the calendar. If we are going to hold an event (likely an evening event) in November, we need to fix the date immediately to give people notice.
6. Canteen computer - the current computer is not fit for purpose. To move to scanning receipts/invoices and accessing the new maintenance form, the canteen staff need the correct tools. Recommend we get them a new computer asap plus a new email address so they can schedule out of office etc (they had an issue with an irate supplier that was chasing up payment of an invoice while the school was closed for holidays - with their current email address they cannot schedule an out of office)
7. Canteen upgrade - this is something that comes up every meeting. The priority would be the shutters. Can we invest in electric shutters for the 3 x most used shutters?

Canteen emergency procedures

Facilities related incidents (assets/equipment or fixed)

For all facilities related incidents, please contact Belinda Eathorne on extension 286 or 0432 0254 067

Alternate contact is Matthew Fisher on extension 202 or 0416 026 816

Please do not contact maintenance service providers onsite directly.

Any maintenance issues requiring attention are to be logged via this link

<https://links.cths.nsw.edu.au/canteenreg>

Accidents/injuries

If the injury is potentially life threatening, call an ambulance on 000

For first aid onsite, contact front office on 299 to arrange first aid assistance

To report an incident, contact Alison Gatt on extension 226

An incident is defined as any injury requiring medical treatment (by a doctor or hospital).

A DoE incident form is required for any significant accident or injury requiring medical treatment (by a doctor or hospital).

The incident form will be provided by Allison Gatt and is to be completed by the injury victim.

An incident must be reported within 24 hours of occurrence

For all injuries – minor or major, please use the first aid log located in the first aid kit.

9. Alumni report:

No report as the meeting was postponed.

10. General Business:

Vidit:

We are looking into a new book keeper for the P&C books with the knowledge of Xero, please approach any members of the executive here.

STEM building should be opened next term

Each July we had a volunteers lunch. We decided to move the function to a night time gathering.

This will be held in term 4.

Jo: If a student suspects another student of cutting who should they see?

Alison said that the student can go and see their head teacher, herself, a counsellor, Matt T

Choosing of a guest speaker for the next meeting?

Languages

Brett Clements: We have a sister school in PNG that is very close to the start of the Kokoda Track.

This school sent students and teachers over to Australia and we also went there.

We are very fortunate here in Australia with our schooling and have decided to hold a fundraising dinner in the MPC on the 26th October 2024.

Tickets will go live 23rd August with more promotion to go towards that.

Sue: Years 9 & 10 – are students choosing music who do it outside of school?

Generally that is the way, but not a pre-requisite

Meeting closed at 8:45pm

Next meeting: - Tuesday 10th September 2024

Balance Sheet

Cherrybrook Technology High School P&C Association

As at 30 June 2024

Account	30 June 2024
Assets	
Bank	
Building Fund	141,452.89
Canteen	329,256.54
Grounds Account	36,382.90
Long Service Leave	653.91
Main Account	158,500.21
Petty Cash	2,965.85
Term Deposit Account	244,938.66
Total Bank	914,150.96
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	934,954.65
Liabilities	
Current Liabilities	
Accounts Payables	4,196.88
Historical Adjustment	386,945.32
Long service leave payable	800.00
PAYG Withholdings Payable	8,106.25
Superannuation Payable	2,381.15
Total Current Liabilities	402,429.60
Total Liabilities	402,429.60
Net Assets	532,525.05
Equity	
Current Year Earnings	167,042.57
Retained Earnings	365,482.48
Total Equity	532,525.05

Balance sheet report

CTHS P&C Association - Canteen

28-44 Purchase Road, Cherrybrook, NSW, 2126

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Cash mode

30 Jun 2024

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		Total			
		Actual	Last Year	Variance \$	Variance %
Asset					
1-0001	Banking				
1-1110	Bank Account Transactional Account	1,092.32	1,836.32	-744.00	-40.52
1-1130	Cash Float	300.00	300.00	0.00	0
1-1160	Westpac term Deposit	0.00	108,689.71	-108,689.71	-100
1-1170	P & C Canteen Transactional account	44.82	205,939.86	-205,895.04	-99.98
1-1180	Long Service Leave Accrual	0.00	497.75	-497.75	-100
1-1200	Canteen Transaction Account (Bendigo)	329,256.54	0.00	329,256.54	-
1-1300	Long Service Leave Accrual (Bendigo)	653.91	0.00	653.91	-
1-1400	Petty Cash (Bendigo)	2,975.85	0.00	2,975.85	-
	Total Banking	334,323.44	317,263.64	17,059.80	5.38
1-0002	Current Assets				
1-1320	Year End Inventory Value	8,404.16	2,156.38	6,247.78	289.73
	Total Current Assets	8,404.16	2,156.38	6,247.78	289.73
1-0003	Fixed Assets				
1310	Canteen Equipment	23,038.00	22,798.70	239.30	1.05
1311	Accumulated Depreciation - Canteen Equipment	-10,638.47	0.00	-10,638.47	-
	Total Fixed Assets	12,399.53	22,798.70	-10,399.17	-45.61
1-1131	IC Mastercard prepay	0.00	264.55	-264.55	-100
1-1132	CP Mastercard prepay	0.00	287.50	-287.50	-100
	Total Asset	355,127.13	342,770.77	12,356.36	3.6
Liability					
2-0002	Current Liabilities				
2-1800	Accounts payable	0.00	-206.14	206.14	-100
2-2000	Long service leave payable	650.00	-2,406.75	3,056.75	-127.01
2-2600	PAYG withholdings payable	8,106.25	11,033.25	-2,927.00	-26.53
2-3200	Superannuation payable	2,381.15	2,259.41	121.74	5.39
	Total Current Liabilities	11,137.40	10,679.77	457.63	4.29
	Total Liability	11,137.40	10,679.77	457.63	4.29
	Net Assets	343,989.73	332,091.00	11,898.73	3.58
Equity					
3-0001	Retained Earnings				
3-1600	Retained earnings	197,995.30	203,116.54	-5,121.24	-2.52
	Total Retained Earnings	197,995.30	203,116.54	-5,121.24	-2.52
3-0002	Current Earnings				
3-1800	Current year earnings	-1,031.88	25,605.14	-26,637.02	-104.03
	Total Current Earnings	-1,031.88	25,605.14	-26,637.02	-104.03
3-9999	Historical balancing	103,369.32	103,369.32	0.00	0
	Total Equity	300,332.74	332,091.00	-31,758.26	-9.56

Profit and loss report

CTHS P&C Association - Canteen

28-44 Purchase Road, Cherrybrook, NSW, 2126

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Cash mode

01 Jun 2024 - 30 Jun 2024

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		Total						
		Actual	Last Year	Variance \$	Variance %	Year to date	Variance \$	Variance %
Income								
4-1000	Canteen Sales	49,738.12	57,904.27	-8,166.15	-14.1	207,784.84	-158,046.72	-76.1
	Total Income	49,738.12	57,904.27	-8,166.15	-14.1	207,784.84	-158,046.72	-76.1
Cost of Sales								
5-1005	Bakery	5,842.46	5,844.95	-2.49	0	18,090.65	-12,248.19	-67.7
5-1010	Milk	2,189.41	3,062.81	-873.40	-28.5	8,316.40	-6,126.99	-73.7
5-1015	Drinks	4,874.78	5,366.78	-492.00	-9.2	17,388.77	-12,513.99	-72
5-1020	Dry Goods	3,388.85	4,408.66	-1,019.81	-23.1	10,347.50	-6,958.65	-67.2
5-1025	Frozen Goods	436.97	68.29	368.68	539.9	1,207.78	-770.81	-63.8
5-1030	Fruit & Veg	390.17	338.35	51.82	15.3	1,898.04	-1,507.87	-79.4
5-1035	Meats	8,246.12	11,831.35	-3,585.23	-30.3	29,492.79	-21,246.67	-72
5-1036	Sushi	1,990.30	0.00	1,990.30	-	7,476.60	-5,486.30	-73.4
5-1037	Vegetarian items	2,177.78	2,129.24	48.54	2.3	7,660.60	-5,482.82	-71.6
5-1040	Ice Cream	550.25	0.00	550.25	-	1,927.56	-1,377.31	-71.5
5-1041	Confectionary	138.68	120.16	18.52	15.4	946.56	-807.88	-85.3
5-1050	Misc - Canteen Supplies	0.00	0.00	0.00	-	22.45	-22.45	-100
5-1051	Condiments	498.41	497.35	1.06	0.2	2,073.83	-1,575.42	-76
5-51017	Dairy	1,820.89	900.58	920.31	102.2	3,902.40	-2,081.51	-53.3
	Total Cost of Sales	32,545.07	34,568.52	-2,023.45	-5.9	110,751.93	-78,206.86	-70.6
	Gross Profit	17,193.05	23,335.75	-6,142.70	-26.3	97,032.91	-79,839.86	-82.3
Expense								
6-1300	Bank charges	190.59	1,025.67	-835.08	-81.4	1,091.08	-900.49	-82.5
6-2200	Printing & stationery	190.77	145.98	44.79	30.7	670.03	-479.26	-71.5
6-2700	Online Ordering	527.62	481.72	45.90	9.5	2,300.09	-1,772.47	-77.1
6-3000	Package Wrap	929.13	839.75	89.38	10.6	2,912.10	-1,982.97	-68.1
6-3100	Miscellaneous	183.67	155.29	28.38	18.3	3,945.70	-3,762.03	-95.3
6-3200	Cleaning supplies	33.35	91.20	-57.85	-63.4	321.03	-287.68	-89.6
6-4100	Canteen Equipment	27.45	38.50	-11.05	-28.7	370.87	-343.42	-92.6
6-5400	Superannuation expense	1,614.92	1,493.18	121.74	8.2	8,165.27	-6,550.35	-80.2
6-6200	Wages & salaries	14,681.39	14,220.90	460.49	3.2	74,230.91	-59,549.52	-80.2
6-6600	Work cover insurance	0.00	310.24	-310.24	-100	4,062.09	-4,062.09	-100
	Total Expense	18,378.89	18,802.43	-423.54	-2.3	98,069.17	-79,690.28	-81.3
	Operating Profit	-1,185.84	4,533.32	-5,719.16	-126.2	-1,036.26	-149.58	-14.4
Other Income								
8-1200	Interest income	0.81	132.40	-131.59	-99.4	4.38	-3.57	-81.5
	Total Other Income	0.81	132.40	-131.59	-99.4	4.38	-3.57	-81.5
	Other Expense	0.00	0.00	0.00	-	0.00	0.00	-
	Net Profit	-1,185.03	4,665.72	-5,850.75	-125.4	-1,031.88	-153.15	-14.8

Profit and Loss

Cherrybrook Technology High School P&C Association
For the month ended 30 June 2024

Account	P&C Association	Total
Trading Income		
Grants & Donations	37,580.00	37,580.00
Interest Income	341.56	341.56
Total Trading Income	37,921.56	37,921.56
Gross Profit	37,921.56	37,921.56
Net Profit	37,921.56	37,921.56