



Cherrybrook Technology High School Parents and Citizens Association

GENERAL MEETING MINUTES

Tuesday 6th September 2022 7:30pm.

Meeting opened 7.35pm

Present:

As per sign on book

Apologies:

Ron Harrop, Sara Mitchinson, Sarika Lumba

Welcome:

Gary introduced Rebecca Donoghue – Head Teacher of CAPA.

Rebecca did a presentation on the operation of the unit and what encompasses the curriculum through Drama, Music, Visual Arts.

Adoption of previous minutes proposed by:

Sue and David

Business Arising from Previous Minutes:

None

Principal's report: - Gary Johnson

Working with SRC and staff about future projections. Looking at things such as curriculum, student well being – right across the full spectrum.

Staffing 2023: ongoing challenge.

Many positions being advertised due to retirements, younger staff off travelling etc. One of the difficulties is finding the right staff for these positions – especially in TAS.

Meeting with Deputy Secretary. We've been advised that the schools website has to move across to the dept. We met with the people running this and they haven't delivered anything they have promised. I will be going through some of the issues that we have with going across to their platform and why we don't want to do this.

STEM building tender has closed. Potential start date is around 24th October 2022.

The school bus has had plenty of use of late – sporting visits etc

Student resilience: 7-10 working on students mental health and resilience. There is a program that is being run by a group of psychologists. Early signs have been promising with the schools already using this program.

Final day of school is on Monday 19th December 2022. I am seeking permission to complete the day at 12.30pm as we have done for many years in the past.

Cooler classrooms: delayed because of Ausgrid – they are 15 months behind already and has now been pushed back to January.

The department is installing LED lighting throughout the school in the next September holidays.

HSC trial exams went very well and year 11 AP2 exams began this week.

NAPLAN results have come back. Results are on par with what we expected, actually slightly higher in the area of writing.

Year 11 student trip to Paris – present and participate at a science conference for 7 days.

Treasurer's Report:- Nimali Jayatilake

See attached at the end of the minutes

Canteen Report: - Vidit Shankar

Firstly having both Canteen Managers down with Covid at different times this last month slowed some things we wanted to achieve in August.

Vicki came down with Covid and has been away for a week. Due back on Tuesday all going well.

Irlene Christy appointed as new Canteen Manager to replace Vicki when she finishes up, commencing Monday 26th September 2022.

Vicki training new Manager though hindered by Covid.

A note of thanks to Vicki for her tireless work as Canteen Manager throughout a testing and trying pandemic. We wish Vicki all the very best into the future.

Canteen Audit: Tyson, Sue, Vidit with Carl in background.

Flexischool review and other presentations:

David, Daniel, Vidit, Sue and Sarika to liaise with Vicki and Chris

If we agree to move to Munch Monitors we would want to have it in place before the year 7 orientation.

Alumni report: (report via email)

Social media - posting weekly on the following platforms

Current followers -

- Facebook - 712
- LinkedIn - 1908
- Instagram – 127

Ongoing Social Media Collation –

- Alumni profiles
- News stories - Throwbacks from past events
- Advertising upcoming events

Aug 2021 Event @ CTHS – invited select Alumni

Looking for support to collect Alumni profiles, schedule meetings and help out where needed as Sara is stepping down soon as her son is about to complete his HSC

Federation Report: (no updates)

General Business:

Following on from the discussion about our year 11 student travelling to Paris, we have a policy that states an amount (that will be confirmed).

Vidit: I will raise the motion to support the student with the maximum amount nominated in the P&C policy

Tyson seconded the motion

All financials members were in favour.

There are some toilets out of action due to vandalism. Still waiting for repairs to happen.

Parent enquiry regarding mobile phone usage at school:

Parent of year 8 student outlined a school that has a ban on mobile phone usage at school.

Our group wanted to present to the P&C that we remove mobile phone usage during the school hours. Vidit expressed that Gary would respond.

Gary: Several issues

There is a clear policy in the school: Phones are off, or in their bag and not being used during school hours

If we move to saying you cannot use your phones at recess or lunch, I can't envisage how to enforce this.

Many students pay with their phone at the canteen.

All computers, Ipads etc have messaging services on them.

I think we need to instil the need to use a mobile phone responsibly instead of banning it.

Look at workshops with the keynote speaker that the DP's attended.

Parents and school to manage a system to work together.

Parent question: Does the school have any information supplied to the students regarding the usage of technology?

Computer classes, seminars, webinars etc are supplied throughout the year

Tyson suggested a cyber safe zoom / newsletter advice for parents.

Daniel: Can we have electronic letters sent out as well as hard mail?

Gary – yes we can.

Next meeting: A presentation regarding the STEM building project

Correspondence In and Out:

In: P&C magazine

Meeting closed at 9pm

Next meeting: Tuesday 18th October 2022

Profit and loss

CTHS P&C Association - Canteen

Accrual mode

01 Jan 2022 - 31 Aug 2022

ABN: 88141673059

Compared to Last Year

Generated 31 Aug 2022

		Total			
		Actual	Last Year	Var \$	Var %
Income					
4-1000	Canteen Sales	256,143.76	211,907.70	44,236.06	20.9%
Total Income		256,143.76	211,907.70	44,236.06	20.9%
Less Cost of Sales					
5-1005	Bakery	20,985.79	19,321.81	1,663.98	8.6%
5-1010	Milk	11,425.68	8,532.54	2,893.14	33.9%
5-1015	Drinks	19,591.54	17,445.15	2,146.39	12.3%
5-1020	Dry Goods	17,086.64	11,018.21	6,068.43	55.1%
5-1025	Frozen Goods	557.73	587.32	-29.59	-5.0%
5-1030	Fruit & Veg	2,598.72	1,646.26	952.46	57.9%
5-1035	Meats	39,017.92	31,590.90	7,427.02	23.5%
5-1036	Sushi	8,504.20	13,214.20	-4,710.00	-35.6%
5-1037	Vegetarian items	8,196.22	5,762.96	2,433.26	42.2%
5-1040	Ice Cream	373.12	264.43	108.69	41.1%
5-1041	Confectionary	893.60	1,340.06	-446.46	-33.3%
5-1050	Misc - Canteen Supplies	84.92	-765.60	850.52	111.1%
5-1051	Condiments	2,463.30	1,509.08	954.22	63.2%
5-51017	Dairy	3,426.21	2,638.79	787.42	29.8%
Total Cost of Sales		135,205.59	114,106.11	21,099.48	18.5%
Gross Profit		120,938.17	97,801.59	23,136.58	23.7%
Less Expense					
6-1300	Bank charges	4,061.02	4,037.60	23.42	0.6%
6-2200	Printing & stationery	539.54	335.56	203.98	60.8%
6-2700	Online Ordering	2,464.77	-1,990.72	4,455.49	223.8%
6-3000	Package Wrap	3,354.84	2,358.41	996.43	42.3%
6-3100	Miscellaneous	510.27	720.00	-209.73	-29.1%
6-3200	Cleaning supplies	154.04	186.04	-32.00	-17.2%
6-4100	Canteen Equipment	1,301.46	37.36	1,264.10	3,383.6%
6-5400	Superannuation expense	8,551.02	5,672.83	2,878.19	50.7%
6-6200	Wages & salaries	86,568.03	61,848.95	24,719.08	40.0%
6-6600	Work cover insurance	1,719.31	3,418.15	-1,698.84	-49.7%
6-9210	Equipment Repairs	2,356.86	759.36	1,597.50	210.4%

Total Expense		111,581.16	77,383.54	34,197.62	44.2%
Operating Profit		9,357.01	20,418.05	-11,061.04	-54.2%
Plus Other Income					
8-1200	Interest income	4.08	1.10	2.98	270.9%
Total Other Income		4.08	1.10	2.98	270.9%
Less Other Expense					
Total Other Expense		0.00	-	0.00	-
Net Profit		9,361.09	20,419.15	-11,058.06	-54.2%

Balance Sheet

CTHS P&C Association - Canteen

Accrual mode

31 Aug 2022

ABN: 88141673059

Generated 31 Aug 2022

		Total
Asset		
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	192,670.92
1-1180	Long Service Leave Accrual	14,437.82
1-1190	P& C Assoc Grounds Maintenance	97,541.82
Total Banking		413,642.35
Current Assets		
1-1320	Year End Inventory Value	4,003.27
Total Current Assets		4,003.27
Fixed Assets		
1310	Canteen Equipment	9,514.58
Total Fixed Assets		9,514.58
1-1131	VR Mastercard prepay	300.00
1-1132	CP Mastercard prepay	300.00
Total Asset		427,760.20
Liability		
Credit Card		
Total Credit Card		0.00
Current Liabilities		
2-1800	Accounts payable	3,964.93
2-2000	Long service leave payable	14,433.74
2-2600	PAYG withholdings payable	4,969.75
2-3200	Superannuation payable	3,631.56
Total Current Liabilities		26,999.98
Long Term Liabilities		
Total Long Term Liabilities		0.00
Total Liability		26,999.98

Net Assets		400,760.22
Equity		
Current Earnings		
3-1800	Current year earnings	9,361.09
Total Current Earnings		9,361.09
Retained Earnings		
3-1600	Retained earnings	270,714.53
Total Retained Earnings		270,714.53
3-8000	Allocate me (Withdrawal)	-4,614.03
3-8001	Allocate me (Deposit)	21,929.31
3-9999	Historical balancing	103,369.32
Total Equity		400,760.22

CTHS P & C Assoc
Purchase Road
Cherrybrook NSW 2126

Balance Sheet
As of 31 August 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	\$73,569.32			
Westpac Building Fund	\$272,714.87			
Westpac Grounds Maint Acct	\$128,484.96			
Total Bank Accounts		\$474,772.85		
Total Current Assets			\$474,772.85	
Total Assets				\$474,772.85
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				\$474,756.94
Equity				
2011 Year Expense			(\$280.00)	
Retained Earnings			\$112,757.66	
Current Year Surplus/Deficit			\$110,408.61	
Historical Balancing			\$251,870.67	
Total Equity				\$474,756.94

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Cherrybrook NSW 2126

Profit & Loss [With Last Year]

January 2022 To August 2022

	This Year	% of Sales	Last Year	LY % of Sales
Income				
Building Fund Contributions	\$48,750.70	27.40%	\$51,498.36	25.60%
Building Fund Donations	\$0.00	0.00%	\$3,891.89	1.90%
General Fund Contributions	\$98,254.30	55.20%	\$109,678.00	54.60%
Grounds & Maintenance Contrib	\$30,951.20	17.40%	\$35,728.00	17.80%
Total Income	\$177,956.20	100.00%	\$200,796.25	100.00%
Total Cost Of Sales	\$0.00	0.00%	\$0.00	0.00%
Gross Surplus	\$177,956.20	100.00%	\$200,796.25	100.00%
Expenses				
General Expenses				
Careers	\$330.00	0.20%	\$0.00	0.00%
Gifts	\$349.84	0.20%	\$0.00	0.00%
Grounds & Maintenance Projects	\$20,000.00	11.20%	\$10,000.00	5.00%
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%
English	\$0.00	0.00%	\$1,092.77	0.50%
HSIE	\$0.00	0.00%	\$4,442.31	2.20%
LOTE	\$0.00	0.00%	\$79.96	0.00%
Maths	\$0.00	0.00%	\$15,624.55	7.80%
Science	\$0.00	0.00%	\$3,231.90	1.60%
TAS	\$0.00	0.00%	\$4,000.00	2.00%
Technology	\$20,000.00	11.20%	\$20,000.00	10.00%
Boy's Programme	\$515.60	0.30%	\$2,000.00	1.00%
Motor Vehicle Expenses				
Bus Lease	\$5,000.00	2.80%	\$0.00	0.00%
Total Motor Vehicle Expenses	\$5,000.00	2.80%	\$0.00	0.00%
Insurance Expenses				
Public Liability Insurance	\$2,575.00	1.40%	\$883.00	0.40%
Welfare				
Staff Welfare	\$1,697.50	1.00%	\$0.00	0.00%
Staff Technology	\$15,000.00	8.40%	\$15,000.00	7.50%
Student Welfare	\$2,000.00	1.10%	\$6,500.00	3.20%
IT Expenses	\$0.00	0.00%	\$632.20	0.30%
Total Expenses	\$67,547.59	38.00%	\$88,775.04	44.20%
Operating Surplus	\$110,408.61	62.00%	\$112,021.21	55.80%
Total Other Income	\$0.00	0.00%	\$0.00	0.00%
Total Other Expenses	\$0.00	0.00%	\$0.00	0.00%
Net Surplus	\$110,408.61	62.00%	\$112,021.21	55.80%

