



Cherrybrook Technology High School Parents and Citizens Association

GENERAL MEETING MINUTES

Tuesday 7th May 2024
Staff Common Room

Meeting opened at 7.40pm

Attendance:

As per sign on book

1. Welcome: Vidit Shankar

Apologies: Sue Sivam-Raja, Lyndal Moir, Dina Hayes

2. Guest Speaker – Computing / IT

New syllabus implementation includes:

- Stage 5 Computing Technology
- Stage 6 Software Engineering
- Stage 6 Enterprise Computing

Challenges in this subject

- staff professional development - very new content
- resourcing limited, eg. textbooks
- accessing NESA and DoE guidelines
- maintaining motivation of students
- learning continuum of electives

Impact of AI on education - focus on generative AI (producing something)

there is the potential for AI to have a huge impact on education and the teachers are focussed on looking at the positives and negatives of this impact

how do the teachers tell the difference between an AI generated piece of work v own work - it's getting harder and harder. Using Turnitin plagiarism detection software but even that's not working. So the focus is on the learning behaviour.

Q from Marcus: is there education on the basics, ie. Microsoft office.

A: yes in year 7 only

Q from parent: are there additional channels to extend gifted students (in year 8)?

A: yes there are a variety of additional channels including computing club (Tues lunchtime); electives in year 9 & 10, competitions; there is also a focus from the teachers on how to extend these children further. More to come.

3. **Adoption of previous minutes:**
March minutes – adopted by Olivia Wilson
2024 AGM minutes adopted by Daniel Allbutt

4. **Business Arising from Previous Minutes:**

5. **Correspondence In and Out:**
Emails: Sue , Lyndal and Dina - apologies

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

Staffing

- HT Admin is in the process of being filled.
- Librarian – Hale Cosar, successful candidate via merit.
- Maths – Xinyu Yu permanent appointment to replace Ronald Li
- HSIE – Mark Batten starts week 4, replacing Sarah Kim.
- Science – Lawkwinder Kaur, temp for the remainder of the year.

Curriculum and Administration

- SDD T2 focused on Curriculum implementation. Staff completed 3 modules: EALD, HSC Strategy, and 1 KLA-based session.
- Individual KLAs are working on new curriculum at differing stages, depending on timelines.
- Year 11 Camp to Jindabyne was very successful. Students and staff found the week to be tiring and enjoyable.
- The AP1 period is underway, and unwell students must follow the processes outlined to parents. If there are issues, contact the school.
- Continuing our focus on student attendance, as per DoE priorities.
- Year 9 PT nights commencing this evening, with Yr10 next week. These will be held online using Teams.
- Yr8 PT in Week 8 – information to be circulated shortly to parents.
- 2024 Student Leader process - cull 3 June, 18 June speeches, and induction assembly term 3, 2 Aug.
- SuperMegaHappyWeek – week 5 SRC is planning some fantastic events.

Infrastructure

- The landscaping Project is due to be completed and signed off, but the weather has delayed it, will now occur on Monday 13 May.
- The sustainability team was in today for a start-up meeting. They are installing batteries to capture more power to retain. This will make the school a VPP—Virtual Power Plant, an Ausgrid trial to provide cleaner, more reliable power.
- Technology car park demountables are still waiting to be removed. No set date at this time, sometime this term.
- Line, vision, and handball court marking occurred throughout the holiday break.
- New fencing has been installed around J Block.
- G block extension was declined, meaning one science demountable will stay near Ag.

Important Dates

- Yr12 Reports – 24 May
- Yr10 PT nights – 14/15 May
- SuperMegaHappyWeek – 27/31 May
- 2025 Leader Cull – 3 June
- Speeches – 18 June.
- NEW date P&C meeting – 19 June

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

Banking/Treasurer

- Rebecca, Tyson and Anne have now be added as authorised signatories on all accounts
- Canteen account surplus to be transferred to a new term deposit account – 250k?
- Existing building fund term deposit account extended to 2 Apr 2025 at 4.79%

MYOB

- Anne and myself met with Mike Morris.
- Mike has sent his proposal for scope of works

Bendigo grant for STEM building

- 50k received on 5 April
- Balance of 35k has been applied for
- STEM equipment could not be purchased, due to unavailability. Purchases to be re-considered, including alternative equipment

8. Canteen Report:

- 2 x managers in place now, working 5 day fortnights
- Debit card for Smita to be set-up
- 2 x new canteen assistants hired, so that there is a reserve list if regulars are not able to turn up
- Bendigo have advised that daily cash pick-ups can't be done due to the amounts involved and implications for insurance. They can pick up large amounts of coins though.
 - Canteen managers will have to deposit daily takings at Auspost Cherrybrook
 - Currently, Irlene goes to Galston once a week to deposit the week's takings

9. Alumni report:

- The new career's advisor at CTHS (Jen) was grateful for the offer to contribute to the Alumni committee. Her initial priority is to focus on current students and when time permits for her to lean more into Alumni related opportunities. The committee will liaise with Jen via Brett in the short term.
- We have continued to reach out to alumni - current cohorts are not as responsive to the opportunity of a reunion. We will revise our outreach and continue to try for the coming months. At this stage no alumni cohort is looking for a reunion this year

- Comms will continue to ramp up with the addition of Anujan Mahesan to the committee
- The committee will continue to look for additional alumni to support some of the vacant committee portfolios. Any leads are welcome.
- The next school alumni involvement is the student leader selection process in June / July

10. General Business:

Lyndal Moir: (email message) - I'd like to say that the Year 7 parent teacher interviews run face to face in the MPC was very successful from my perspective and I really appreciated the opportunity to get them all done in one night. Very smooth compared to my experience online last year.

Student Exec

- A P&C rep is requested to be on the panel to elect student representatives
- 1 x day in week 6 (for culling of about 60 applications), and the evening of June 18 (to hear speeches and ask questions from 3.30pm) are dates requiring attendance

Next P&C meeting

- Clashes with Student rep selection
- Matt T to advise of alternative date

Volunteers function

- Last year, we discussed trialling an evening function for volunteers
- The school calendar still lists a lunch in July
- We will aim to have the function in the last 4 weeks of Term 4, commencing around 7pm

It is expected that more volunteers will be able to attend in the evening

Meeting closed at

Next meeting: - Wednesday 19th June 2024

Balance sheet report

Cash mode
30 Apr 2024

	Total
Asset	
1-0001 Banking	
1-1110 Bank Account Transactional Account	989.47
1-1130 Cash Float	300.00
1-1200 Canteen Transaction Account (Bendigo)	326,258.07
1-1300 Long Service Leave Accrual (Bendigo)	652.33
1-1400 Petty Cash (Bendigo)	4,903.75
Total Banking	333,103.62
1-0002 Current Assets	
1-1320 Year End Inventory Value	8,404.16
Total Current Assets	8,404.16
1-0003 Fixed Assets	
1310 Canteen Equipment	22,798.70
1311 Accumulated Depreciation - Canteen Equipment	(10,638.47)
Total Fixed Assets	12,160.23
Total Asset	353,668.01
Liability	
2-0002 Current Liabilities	
2-2000 Long service leave payable	650.00
2-2600 PAYG withholdings payable	7,766.25
2-3200 Superannuation payable	5,405.05
Total Current Liabilities	13,821.30
Total Liability	13,821.30
Net Assets	339,846.71
Equity	
3-0001 Retained Earnings	
3-1600 Retained earnings	197,995.30
Total Retained Earnings	197,995.30
3-0002 Current Earnings	
3-1800 Current year earnings	4,451.09
Total Current Earnings	4,451.09
3-9999 Historical balancing	103,369.32
Total Equity	305,815.71

Profit and loss report

Cash mode

01 Jan 2024 - 30 Apr 2024

	Total
Income	
4-1000 Canteen Sales	111,182.09
Total Income	111,182.09
Cost of Sales	
5-1005 Bakery	8,691.17
5-1010 Milk	4,550.76
5-1015 Drinks	9,880.63
5-1020 Dry Goods	4,770.60
5-1025 Frozen Goods	573.60
5-1030 Fruit & Veg	997.82
5-1035 Meats	14,624.46
5-1036 Sushi	3,919.50
5-1037 Vegetarian items	3,915.66
5-1040 Ice Cream	1,377.31
5-1041 Confectionary	673.44
5-1050 Misc - Canteen Supplies	18.10
5-1051 Condiments	1,143.54
5-51017 Dairy	1,452.57
Total Cost of Sales	56,589.16
Gross Profit	54,592.93
Expense	
6-1300 Bank charges	735.92
6-2200 Printing & stationery	397.51
6-2700 Online Ordering	1,255.05
6-3000 Package Wrap	1,504.66
6-3100 Miscellaneous	3,512.37
6-3200 Cleaning supplies	24.16
6-4100 Canteen Equipment	34.70
6-5400 Superannuation expense	3,826.98
6-6200 Wages & salaries	34,791.20
6-6600 Work cover insurance	4,062.09
Total Expense	50,144.64
Operating Profit	4,448.29
Other Income	
8-1200 Interest income	2.80
Total Other Income	2.80
Other Expense	0.00
Net Profit	4,451.09

Profit and loss report

Cash mode

01 Jan 2024 - 30 Apr 2024

	Jan-24				Feb-24				Mar-24			
	Actual	Year to date	Variance \$	Variance %	Actual	Year to date	Variance \$	Variance %	Actual	Year to date	Variance \$	Variance %
Income												
4-1000 Canteen Sales	0.00	0.00	0.00	-	41,844.46	41,844.46	0.00	0	47,907.97	89,752.43	(41,844.46)	-47
Total Income	0.00	0.00	0.00	-	41,844.46	41,844.46	0.00	0.00%	47,907.97	89,752.43	(41,844.46)	-46.60%
Cost of Sales												
5-1005 Bakery	0.00	0.00	0.00	-	2,476.95	2,476.95	0.00	0	5,259.87	7,736.82	(2,476.95)	-32
5-1010 Milk	2.80	2.80	0.00	0	1,498.75	1,501.55	(2.80)	-0	2,498.36	3,999.91	(1,501.55)	-38
5-1015 Drinks	26.90	26.90	0.00	0	3,455.26	3,482.16	(26.90)	-1	5,531.45	9,013.61	(3,482.16)	-39
5-1020 Dry Goods	11.00	11.00	0.00	0	2,108.57	2,119.57	(11.00)	-0	2,351.61	4,471.18	(2,119.57)	-47
5-1025 Frozen Goods	0.00	0.00	0.00	-	125.77	125.77	0.00	0	447.83	573.60	(125.77)	-22
5-1030 Fruit & Veg	52.12	52.12	0.00	0	342.71	394.83	(52.12)	-13	473.17	868.00	(394.83)	-46
5-1035 Meats	22.70	22.70	0.00	0	4,824.67	4,847.37	(22.70)	-0	8,609.15	13,456.52	(4,847.37)	-36
5-1036 Sushi	0.00	0.00	0.00	-	1,159.30	1,159.30	0.00	0	1,952.40	3,111.70	(1,159.30)	-37
5-1037 Vegetarian items	0.00	0.00	0.00	-	1,374.24	1,374.24	0.00	0	2,253.08	3,627.32	(1,374.24)	-38
5-1040 Ice Cream	0.00	0.00	0.00	-	685.41	685.41	0.00	0	691.90	1,377.31	(685.41)	-50
5-1041 Confectionary	0.00	0.00	0.00	-	59.50	59.50	0.00	0	613.94	673.44	(59.50)	-9
5-1050 Misc - Canteen Supplies	0.00	0.00	0.00	-	13.75	13.75	0.00	0	4.35	18.10	(13.75)	-76
5-1051 Condiments	9.30	9.30	0.00	0	449.48	458.78	(9.30)	-2	596.12	1,054.90	(458.78)	-44
5-51017 Dairy	10.00	10.00	0.00	0	413.01	423.01	(10.00)	-2	821.68	1,244.69	(423.01)	-34
Total Cost of Sales	134.82	134.82	0.00	0.00%	18,987.37	19,122.19	(134.82)	-0.70%	32,104.91	51,227.10	(19,122.19)	-37.30%
Gross Profit	(134.82)	(134.82)	0.00	0	22,857.09	22,722.27	134.82	1	15,803.06	38,525.33	(22,722.27)	-59
Expense												
6-1300 Bank charges	198.13	198.13	0.00	0	119.98	318.11	(198.13)	-62	198.10	516.21	(318.11)	-62
6-2200 Printing & stationery	40.58	40.58	0.00	0	201.35	241.93	(40.58)	-17	145.59	387.52	(241.93)	-62
6-2700 Online Ordering	0.00	0.00	0.00	-	389.62	389.62	0.00	0	551.75	941.37	(389.62)	-41
6-3000 Package Wrap	0.00	0.00	0.00	-	716.15	716.15	0.00	0	788.51	1,504.66	(716.15)	-48
6-3100 Miscellaneous	2,992.21	2,992.21	0.00	0	306.34	3,298.55	(2,992.21)	-91	187.82	3,486.37	(3,298.55)	-95
6-3200 Cleaning supplies	0.00	0.00	0.00	-	24.16	24.16	0.00	0	0.00	24.16	(24.16)	-100
6-4100 Canteen Equipment	34.70	34.70	0.00	0	0.00	34.70	(34.70)	-100	0.00	34.70	(34.70)	-100
6-5400 Superannuation expense	82.19	82.19	0.00	0	1,355.76	1,437.95	(82.19)	-6	1,009.85	2,447.80	(1,437.95)	-59

	Jan-24				Feb-24				Mar-24			
	Actual	Year to date	Variance \$	Variance %	Actual	Year to date	Variance \$	Variance %	Actual	Year to date	Variance \$	Variance %
6-6200 Wages & salaries	747.16	747.16	0.00	0	12,325.31	13,072.47	(747.16)	-6	9,180.62	22,253.09	(13,072.47)	-59
6-6600 Work cover insurance	0.00	0.00	0.00	-	0.00	0.00	0.00	-	0.00	0.00	0.00	-
Total Expense	4,094.97	4,094.97	0.00	0.00%	15,438.67	19,533.64	(4,094.97)	-21.00%	12,062.24	31,595.88	(19,533.64)	-61.80%
Operating Profit	(4,229.79)	(4,229.79)	0.00	0	7,418.42	3,188.63	4,229.79	133	3,740.82	6,929.45	(3,188.63)	-46
Other Income												
8-1200 Interest income	0.62	0.62	0.00	0	0.63	1.25	(0.62)	-50	0.75	2.00	(1.25)	-62
Total Other Income	0.62	0.62	0.00	0.00%	0.63	1.25	(0.62)	-49.60%	0.75	2.00	(1.25)	-62.50%
Other Expense	0.00	0.00	0.00	-	0.00	0.00	0.00	-	0.00	0.00	0.00	-
Net Profit	(4,229.17)	(4,229.17)	0.00	0	7,419.05	3,189.88	4,229.17	133	3,741.57	6,931.45	(3,189.88)	-46

	Apr-24				Total			
	Actual	Year to date	Variance \$	Variance %	Actual	Year to date	Variance \$	Variance %
Income								
4-1000 Canteen Sales	21,429.66	111,182.09	(89,752.43)	-81	111,182.09	111,182.09	0.00	0
Total Income	21,429.66	111,182.09	(89,752.43)	-80.70%	111,182.09	111,182.09	0.00	0.00%
Cost of Sales								
5-1005 Bakery	954.35	8,691.17	(7,736.82)	-89	8,691.17	8,691.17	0.00	0
5-1010 Milk	550.85	4,550.76	(3,999.91)	-88	4,550.76	4,550.76	0.00	0
5-1015 Drinks	867.02	9,880.63	(9,013.61)	-91	9,880.63	9,880.63	0.00	0
5-1020 Dry Goods	299.42	4,770.60	(4,471.18)	-94	4,770.60	4,770.60	0.00	0
5-1025 Frozen Goods	0.00	573.60	(573.60)	-100	573.60	573.60	0.00	0
5-1030 Fruit & Veg	129.82	997.82	(868.00)	-87	997.82	997.82	0.00	0
5-1035 Meats	1,167.94	14,624.46	(13,456.52)	-92	14,624.46	14,624.46	0.00	0
5-1036 Sushi	807.80	3,919.50	(3,111.70)	-79	3,919.50	3,919.50	0.00	0
5-1037 Vegetarian items	288.34	3,915.66	(3,627.32)	-93	3,915.66	3,915.66	0.00	0
5-1040 Ice Cream	0.00	1,377.31	(1,377.31)	-100	1,377.31	1,377.31	0.00	0
5-1041 Confectionary	0.00	673.44	(673.44)	-100	673.44	673.44	0.00	0
5-1050 Misc - Canteen Supplies	0.00	18.10	(18.10)	-100	18.10	18.10	0.00	0
5-1051 Condiments	88.64	1,143.54	(1,054.90)	-92	1,143.54	1,143.54	0.00	0
5-51017 Dairy	207.88	1,452.57	(1,244.69)	-86	1,452.57	1,452.57	0.00	0
Total Cost of Sales	5,362.06	56,589.16	(51,227.10)	-90.50%	56,589.16	56,589.16	0.00	0.00%
Gross Profit	16,067.60	54,592.93	(38,525.33)	-71	54,592.93	54,592.93	0.00	0
Expense								
6-1300 Bank charges	219.71	735.92	(516.21)	-70	735.92	735.92	0.00	0
6-2200 Printing & stationery	9.99	397.51	(387.52)	-98	397.51	397.51	0.00	0
6-2700 Online Ordering	313.68	1,255.05	(941.37)	-75	1,255.05	1,255.05	0.00	0
6-3000 Package Wrap	0.00	1,504.66	(1,504.66)	-100	1,504.66	1,504.66	0.00	0
6-3100 Miscellaneous	26.00	3,512.37	(3,486.37)	-99	3,512.37	3,512.37	0.00	0
6-3200 Cleaning supplies	0.00	24.16	(24.16)	-100	24.16	24.16	0.00	0
6-4100 Canteen Equipment	0.00	34.70	(34.70)	-100	34.70	34.70	0.00	0
6-5400 Superannuation expense	1,379.18	3,826.98	(2,447.80)	-64	3,826.98	3,826.98	0.00	0
6-6200 Wages & salaries	12,538.11	34,791.20	(22,253.09)	-64	34,791.20	34,791.20	0.00	0
6-6600 Work cover insurance	4,062.09	4,062.09	0.00	0	4,062.09	4,062.09	0.00	0
Total Expense	18,548.76	50,144.64	(31,595.88)	-63.00%	50,144.64	50,144.64	0.00	0.00%
Operating Profit	(2,481.16)	4,448.29	(6,929.45)	-156	4,448.29	4,448.29	0.00	0
Other Income								
8-1200 Interest income	0.80	2.80	(2.00)	-71	2.80	2.80	0.00	0
Total Other Income	0.80	2.80	(2.00)	-71.40%	2.80	2.80	0.00	0.00%

	Apr-24				Total			
	Actual	Year to date	Variance \$	Variance %	Actual	Year to date	Variance \$	Variance %
Other Expense	0.00	0.00	0.00	-	0.00	0.00	0.00	-
Net Profit	(2,480.36)	4,451.09	(6,931.45)	-156	4,451.09	4,451.09	0.00	0

Balance Sheet

As of April 2024

Assets		
Current Assets		
Bank Accounts		
Bendigo General Main Account	\$99,135.79	
Bendigo Building Fund Account	\$127,474.04	
Bendigo Ground Maint Account	\$23,570.32	
Bendigo Term Deposit Account	\$244,938.66	
Total Bank Accounts	\$495,118.81	
Total Current Assets		\$495,118.81
Total Assets		\$495,118.81
Liabilities		
Current Liabilities		
Other Tax/Withholding Liab.		
ABN Withholdings Payable	\$2,216.00	
Total Other Tax/Withholding Liab.	\$2,216.00	
Total Current Liabilities		\$2,216.00
Total Liabilities		\$2,216.00
Net Assets		\$492,902.81
Equity		
2011 Year Expense		-\$280.00
Retained Earnings		\$128,307.07
Current Year Surplus/Deficit		\$113,005.07
Historical Balancing		\$251,870.67
Total Equity		\$492,902.81

This report includes Year-End Adjustments.

Profit & Loss [Multi-Period]

January 2024 To April 2024

	January	February	March	April	Adjustment Only	Total
Income						
Grants & Donations	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00
General Fund Contributions	\$0.00	\$730.00	\$0.00	\$58,600.00	\$0.00	\$59,330.00
Grounds & Maintenance Contrib	\$0.00	\$0.00	\$305.00	\$17,300.00	\$0.00	\$17,605.00
P&C Membership	\$0.00	\$0.00	\$27.00	\$0.00	\$0.00	\$27.00
Total Income	\$0.00	\$730.00	\$332.00	\$125,900.00	\$0.00	\$126,962.00
Total Cost Of Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gross Profit	\$0.00	\$730.00	\$332.00	\$125,900.00	\$0.00	\$126,962.00
Expenses						
General Expenses						
Bank Charges	\$1.75	\$0.00	\$0.00	\$0.00	\$0.00	\$1.75
Duke of Edinburgh	\$0.00	\$2,699.74	\$0.00	\$0.00	\$0.00	\$2,699.74
Grounds & Maintenance Projects	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Debating	\$0.00	\$80.41	\$0.00	\$0.00	\$0.00	\$80.41
Motor Vehicle Expenses						
Bus Lease	\$0.00	\$4,716.00	\$0.00	\$0.00	\$0.00	\$4,716.00
Total Motor Vehicle Expenses	\$0.00	\$4,716.00	\$0.00	\$0.00	\$0.00	\$4,716.00
Total Expenses	\$1.75	\$17,496.15	\$0.00	\$0.00	\$0.00	\$17,497.90
Operating Profit	-\$1.75	-\$16,766.15	\$332.00	\$125,900.00	\$0.00	\$109,464.10
Other Income						
Interest Income	\$180.57	\$169.52	\$149.69	\$3,041.19	\$0.00	\$3,540.97
Total Other Income	\$180.57	\$169.52	\$149.69	\$3,041.19	\$0.00	\$3,540.97
Total Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Profit/(Loss)	\$178.82	-\$16,596.63	\$481.69	\$128,941.19	\$0.00	\$113,005.07

This report includes Year-End Adjustments.