

CHERRYBROOK TECHNOLOGY HIGH SCHOOL
MINUTES OF P&C GENERAL MEETING
Tuesday 14th October 2014

Meeting commenced at 20.00 hours.

PRESENT: Stephen Phillips, Jennifer Bevan, Nidhi Aggarwal, Janice Marshall, Tim Spencer, AJ Kumar, Liz Groves, Rod Cuevas, AJ Kumar, Heather Lane, and Shanthy Vijayakumar

APOLOGIES: Sunil Mistry, Janice Scott, Alyse Collins and Gavin Poole

MINUTES FROM PREVIOUS MEETING:

The previous meeting minutes proposed by Tim Spencer and seconded by AJ Kumar.

Guest Speaker: Suzy Deadman-Head of learning support shared the following information.

The objective of the 'Reading program' is to improve the reading speed, accuracy, comprehension and vocabulary of students in Year 8 identified as struggling with reading. Struggling students will be included based on the NAPLAN data, teacher input and Learning and Support Team recommendations. Since reading is an essential skill involving decoding and comprehension, any deficit in either will impact on a student's success at school. The trend in NAPLAN data showed a decline in reading for all students at CTHS. In 2013 12.5% of students in Year 7 at CTHS (a total of 38 students) scored in the bottom two bands in reading. This shows reading is an area that requires attention.

Proposed program Quick Smart includes the following:

- Year 8 students to be targeted for a semester long intervention.
- 12-14 students to be targeted each semester
- Quick Smart Literacy program to be purchased and used.
- 3 half hour lessons per week, 2 will be before school and only one during class time.
- One pair of students to work with one trained instructor.
- LSTs, counsellor and SLSO's to be involved as instructors.
- The lesson structure allows for one text to be completed each week.

Ms. Deadman presented the features and benefits of Quick Smart program in detail to the P&C members. She also responded to various queries raised by the audience on various learning support initiatives offered at CTHS.

BUSINESS ARISING FROM PREVIOUS MINUTES:

- **Ergonomic school backpacks as potential fundraising option- pros and cons**
Jenny Bevan is in contact with the lady who is responsible for the supply of the backpacks. The order form was provided in the network news. Interested people can directly place order with the backpack company. A full page advertisement was also given in network news. An invitation to attend the year 7 orientation day and promote the backpack was also extended.
- **Information on Nomination, election of delegates for the new P&C Federation.**
 - ✓ For the North West Sydney electorate of the P&C federation, for the available 2 positions of delegate, 4 nominations were received.
 - ✓ The NSW Electoral Commission sent the ballot papers for this election to our C P&C Association.
 - ✓ The ballot paper was completed based on the unanimous decision of the P&C and placed in the "Ballot Paper Only" envelope and returned in the Reply Paid envelope (provided with the ballot material). This will be sent to the Returning Officer at the NSW Electoral Commission no later 12:00 noon on Thursday 20 November 2014.
 - ✓ Principal of School Jennifer Bevan conducted the election in our P&C.

Holistic Master plan for effective management of projects

Rod briefed the P&C committee members that the following 2 projects are on hold until further notice. We are looking at setting up a holistic building master plan for the school. All these plans/projects will be fitted-in after its careful evaluation to suit our financial plan and master plan.

- **Basketball court cover**

This is on hold until further notice as mentioned above.

- **Canteen upgrade:**

Heather informed the members that she received 2 quotations/prices for the old bain marie warmer/oven units. Further information on the installation requirements and the cost involved will be sought from the suppliers soon.

Rod requested that we put a hold on the roller doors and bain marie warmer/oven units for 6 months, awaiting the outcome of the above master plan.

Further on canteen upgrade:

Heather mentioned the completion of a repair work (Linoleum (informally abbreviated to lino)) in the store room that was indicated in the recent food business inspection report by the Hornsby council.

Heather also thanked the school for providing an air conditioner which is effective.

- **Fundraising**

(1) **New Vending Machine:** Jenny Bevan mentioned that Gary met someone from Sanitarium at the Principals' conference and they are suggesting as a fundraising opportunity to provide 'Up & Go' vending machines which provides a healthy breakfast option for students. There will be a commitment free trail to opt out of this scheme. It was decided to invite the party who will be providing the vending machine for a discussion with Heather.

(2) AJ provided the following update on the **Alumni project**.

Of the 45 past students (email address collected from the 21st Birthday celebrations), 15 provided a positive response about having a kick-off event.

Venue: Epping Club or Chatswood RSL club

We are targeting 75-100 people. We will be using Facebook and personal/year connections to make this work

P&C agreed to sponsor part of the costs to cover a part of the food costs/a bar tab for soft-drinks. Since this is the busy time of the year, it was proposed to have the event next year in March 2015 to allow adequate time.

Principal's report:

The following report was presented by Jennifer Bevan.

Curriculum and Administration

- End of Year 12 activities – all went well – special thanks to Lesley and her team of helpers for the supper provided by P&C after graduation ceremony
- Timetable for 2015 well underway, Matt Townsend and Grant Robinson using Edval software to fit staffing numbers to curriculum pattern.
- HSC started on Monday morning – this is an excellent group, many hardworking students so we look forward to their results to continue strong academic traditions of school
- Year 11 reports will be handed out next week at Parent Information Night – Tuesday 21 Oct. Also information will be given regarding Year 12 expectations and procedures
- Neil Pearse has been successful in obtaining the HT HSIE position at Normanhurst Boys High School – subject to appeal – starting 2015.

Welfare

- Break in at school – significant damage. Disappointingly 3 Year 11 students (one ex-student) caught by police and subsequently charged.
- Peer support training undertaken and new leaders for 2015 chosen
- Year 9 Camp left on Monday morning – focus on HSIE curriculum and compulsory field work as well as self-esteem and team bonding activities. Some rain but students still having a good time
- Submissions for additional funding:
 - Suzy Deadman re-reading program – asking for funds from P&C to support this program
 - Peter Hind – rock and water program and resilience doughnut

- Social justice excursion to cook for homeless went particularly well – special thanks to Flo Tager, Alyce Corbett and Steve Henry for taking students

Based on Jenny Bevan's recommendations and the written project plan the P&C has unanimously agreed to sponsor

- ✓ **The Rock and Water program-** Total cost \$3080.00 pa and additional cost (for current year 7 students participation) \$1821(for 2014 only)
- ✓ **Reading program proposal:** The approval is given for the initial 3 year cost for the program \$9900 and the cost for further 3 years of the after the initial 3 years \$1500.

CORRESPONDENCE

IN:

- Ballot papers from the NSW Electoral Commission for election of delegates for the new P&C Federation
- Fundraising advertisement brochure.

OUT:

- Nil

Treasurer's report:

Liz presented the account balances as on 14th October 2014 which is as follows:

	NAB	ST GEORGE	TOTAL
General	\$256.60	\$132,429.97	\$132,686.57
Grounds	\$249.06	\$28,101.53	\$28,350.59
Building	\$251.00	\$149,864.82	\$150,115.82

Liz mentioned that we had a net profit of \$98,322.49 at the end of September (for the period 1/1/14 – 30/9/14).

Signatory Change in the P&C NAB Bank Accounts

In regard to the three P&C accounts 51-620-1540, 62-542-5340 and 21-721-0746 held at Castle Hill branch, it was agreed by the executive committee members to remove former CTHS Deputy Principal, Jenny Weal, as a signatory. With the P&C executive meeting minutes dated 14th Oct 2014, Liz will complete the process of signatory change in the P&C NAB Bank accounts.

Liz advised that she has now submitted the 2013 annual statement for The Australian Charities and Not-for-profits Commission (ACNC). Names and positions of all executive committee members are required to be listed on the ACNC website. As soon as Liz has permission from all members the relevant details will be submitted.

A request was made by Stephen that a wish list or requirement (where improvements can be made e.g. equipment such as printer, projector etc are needed for various key learning areas) with an indicative price has to be communicated to the P&C committee so that, if any surplus fund is available these needs can be fulfilled based on their priorities. This list could also indicate areas for the next budget. This list has to reach the P&C executive committee by 1st Nov 2014.

Canteen report:

The net profit at 31st August is \$55,541. We don't yet have the September figure.

Heather is now involved in getting the book packs ready for the orientation day. A drink bottle (silver colour with the school logo), a calculator and a science goggle will be part of the book pack which is being finalised now. This year the KLAs are making sure that the kids have all the required items from day 1 at school.

Heather confirmed that the letter (signed by Stephen) mentioning the relocation of Mathew Collins (who is in overseas) and also authorising Heather and Liz as the authorised contact person of the CTHS canteen has been given to her. This letter accompanied by the past meeting minutes mentioning the resignation of Mathew Collins will be sent to the Tax Office.

Stephen thanked the P&C members for attending the meeting. Meeting closed at 21.15 hours.

NEXT MEETING: To take place in the staff Room in A Block, on Tuesday 25th November, 2014 at 8 pm.