



# Cherrybrook Technology High School Parents and Citizens Association

## GENERAL MEETING MINUTES

Tuesday 13<sup>th</sup> February 2024 7:30pm.

Meeting opened at 7.35pm

### **Attendance:**

As per sign on book – 64 attendees (plus CTHS staff)

### **1. Welcome: Matt Townsend**

Presentation of 2023 HSC results

### **2. Apologies:**

Marcus Carter

Vidit Shankar – introduced the committee

Matt Townsend – returning officer

Any nominations for the Treasurers role

Nomination from Anne

Nomination from Lydia

Vote was taken – Anne was voted in

### **3. Adoption of previous minutes:**

November minutes – motion to accept Vidit Shankar seconded by Fari

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

None

### **5. Correspondence In and Out:**

- December Federation of Parents and Citizens Bulletin – email
- Parent enquiry via email – calculator in book pack that didn't work
- Mail – P&C Magazine Term 4 2023
- Mail – Bendigo Bank account statements
- Mail – Bendigo Bank Term Deposit Certificate
- Email to General committee members re: Treasurer position open

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

#### Staffing

- DP Position is to be published on Wednesday. The Library position has already been advertised, and 2 positions, one maths and one science are being processed by HR.
- We have 14 new teachers this year, including a few staff who were working in some capacity at the end of last year returning in a temporary capacity.

## Building and Infrastructure

- STEM Building Project
  - Complete and waiting to be occupied.
- The power issue seems to have been resolved, thanks to a range of staff who stayed very late to load test.
- Landscaping project in top playground on track to be completed before the conclusion of this term.
- New signage across the school.

## General Info

- Students seem to be settling in nicely; Yr7 have enjoyed their peer support sessions and appears to be comfortable.
- Our numbers for 2024 – 2060, which is slightly higher than projected.
- A reminder that the phone ban is still in place, and students should turn off their devices before entering the school, and this includes excursions.
- DoE has four main improvement measures for schools to implement in 2024 – attendance, literacy, numeracy and HSC goals. This is where our strategic planning will be focussed along with explicit teaching and assessment.
- The staff development days focussed on the Student management plan. The DoE has also asked schools to develop a Student Behaviour Management Plan, and we would like to gather feedback from the community about what this would look like at the next meeting, if possible.
- NAPLAN testing occurs before our next meeting, and planning is underway to ensure readiness.
- School photos went particularly smoothly, considering the blackout.
- HSC analysis taking place within KLAs to determine areas where improvement is possible.
- Visit from Randwick

## Student Wellbeing

- As mentioned, peer support and Riot training with yr10 Peer support leaders went well.
- Valentine's roses were distributed today.

## Upcoming Dates:

- Swimming Carnival Tomorrow
- High Achievers Assembly Friday – thanks to Vidit for attending.
- Open night 27 February 6 -8 pm.

## 7. Treasurer's Report: - Vidit Shankar

(reports attached):

Motion to accept the report Vidit Shankar seconded by: Olivia Wilson

We will be migrating all of our P&C accounts to our online MYOB platform

## **8. Canteen Report: - Vidit Shankar**

We have received a few applications for the vacancy of Canteen Manager (part-time). Not interviewed at this point.

2 Canteen assistants resigned but we had 2 new applicants apply already.

Volunteers – we could still use more volunteers, if anyone would like to become a volunteer please fill out the form online.

The canteen is closed tomorrow due to the swimming carnival.

We have closed the canteen on Thursday due to staff shortages.

There is an article in the newsletter this week, please see if you can spare some time to help out regularly.

At this point, with shortages, we may need to close the canteen regularly over the coming weeks until we have full staffing back on board.

Tyson: I volunteered a few times last year and it was a great experience. Meeting other parents, getting to know what happens in the school.

It is hard work but it is a lot of fun. Please have a go and try it out.

The Bain Marie that was fixed last year is still working well.

## **9. Alumni report: - Sue Sivam-Raja**

Career Advisor Frankie is leaving for maternity leave.

We have engaged a new person Jen into the role and hopefully she can help the Alumni cause as she finds her feet.

Expressions of interest of new reunions this year, an offer to host at the school. 1994, 1999, 2004, 2009, 2014 and 2019.

Devised a Know How form to help the reunions navigate how to run a great event, so this will help to shape successful reunions.

We're making updates to the website this year.

## **10. Federation Report:**

None.

## **11. General Business:**

- I. Last year we moved our banking from Westpac to Bendigo Bank at Galston. They have sponsored our school bus, reduced fees for our banking and the opportunity for 1 school student to be nominated to do a leadership day in the city.
- II. Public schools do not charge fees, our school developed a system to implement voluntary contribution fees.  
Last year, the P&C contributed \$100,000 to the school which has mainly gone towards the new landscaping that is happening now.  
The contributions go towards KLA funding requests and all departments that require money for various items.
- III. The funding has been cut from the Government to all schools, ours is cut by around \$170,000. There is an electronic petition been formulated that we would like to circulate to all families at CTHS via email and have as many families sign.
- IV. Olivia: The quality of the boys socks has gone down considerably. Is there a possibility that the boys can wear plain grey socks instead?  
Matt: I will get Ali to have a chat to Lowes about the quality and get back to you.
- V. Vidit: The swimming carnival is a school event – mobile phone policy is in place.

- VI. Saurab works for a company that works for a company that can provide opportunities for school students – someone is following up on that
- VII. Matt Fisher is taking a tour of the new building now. Please take some time to have a look through this new facility.

Meeting closed at 8.45pm

**Next meeting (AGM): Tuesday 26<sup>th</sup> March 2024**

**CTHS P & C Assoc**  
Purchase Road  
Cherrybrook NSW 2126

## Balance Sheet

As of December 2023

Assets				
Current Assets				
Bank Accounts				
Westpac General Account	\$8,849.44			
Bendigo General Main Account	\$14,616.61			
Bendigo Building Fund Account	\$107,324.74			
Bendigo Ground Maint Account	\$15,906.53			
Bendigo Term Deposit Account	\$242,049.86			
Total Bank Accounts		\$388,747.18		
Total Current Assets			\$388,747.18	
Total Assets				\$388,747.18
Liabilities				
Net Assets				\$388,747.18
Equity				
2011 Year Expense			(\$280.00)	
Retained Earnings			\$148,193.41	
Current Year Surplus/Deficit			(\$11,036.90)	
Historical Balancing			\$251,870.67	
Total Equity				\$388,747.18

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## Profit & Loss Statement

January 2023 To December 2023

Income				
Grants & Donations			\$20,000.00	
Building Fund Contributions			\$62,621.50	
General Fund Contributions			\$133,114.19	
Grounds & Maintenance Contrib			\$40,522.50	
P&C Membership			\$116.10	
<b>Total Income</b>				<b>\$256,374.29</b>
Total Cost Of Sales				\$0.00
<b>Gross Profit</b>				<b>\$256,374.29</b>
Expenses				
General Expenses				
Bank Charges		\$1.75		
Book Packs		\$16,172.00		
Gifts		\$498.99		
Grounds & Maintenance Projects		\$140,000.00		
Catering Expenses		\$976.40		
KLAs				
Technology		\$10,000.00		
Student Learning Support		\$400.00		
P & C Support		\$200.00		
Payroll Expenses				
KLAs Various		\$78,399.36		
<b>Total Payroll Expenses</b>			<b>\$78,399.36</b>	
P&C Costs				
P&C Admin Costs		\$107.30		
Motor Vehicle Expenses				
Bus Lease		\$5,000.00		
<b>Total Motor Vehicle Expenses</b>			<b>\$5,000.00</b>	
Insurance Expenses				
Public Liability Insurance		\$1,958.00		
Welfare				
Staff Welfare		\$2,469.12		
Staff Technology		\$15,000.00		
<b>Total Expenses</b>				<b>\$271,182.92</b>
<b>Operating Profit</b>				<b>(\$14,808.63)</b>
Other Income				
Interest Income			\$3,771.73	
<b>Total Other Income</b>				<b>\$3,771.73</b>
Total Other Expenses				\$0.00
<b>Net Profit/(Loss)</b>				<b>(\$11,036.90)</b>