



Cherrybrook Technology High School Parents and Citizens Association

GENERAL MEETING MINUTES

Tuesday 13th June 2023 7:30pm.

Meeting opened 7.40pm

Welcome: Vice President - Tyson Webster

Present:

As per sign on book

Apologies:

Vidit, Fari, David, Matt T

KLA Presentation from CAPA – School Musical Information – Lisa Holt

The next school musical is going to be High School Musical

Auditions are on this Friday afternoon

We are looking for 65 students are auditioning for this show

Positions are needed for band, backstage crew, AV etc

The direction team will be made up of alumni – ex students who have a lot of experience in the arts world and participated in past shows etc

Cast confirmed week 2 term 3

Live on stage Week 7 2024

Presentation from Alison Gatt

In the network newsletter we put a puffer jacket idea out to the school community for feedback.

P&C have given support for Alison to go ahead to investigate further. It is too late for winter this year, so it will be looked at for next year.

Adoption of previous minutes proposed by:

Daniel and Fari

Business Arising from Previous Minutes:

None

Principal's report: - Presented by Brett Clements

Staffing

- No positions are currently advertised. We have secured a science teacher to replace R Herat, starting Term 4.
- DoE has changed some staffing arrangements, Temp Transition Program, and transfer priority.

- Murat Dizdar appointed as new Deputy Secretary

Building and Infrastructure

- STEM Building Project

Another few weeks of intense activity on the construction site for our new STEM building. The steel reinforcements have been installed for the ground floor and are currently being installed on the top floor. Concrete pours have taken place for the retaining walls, piers, and formwork is complete and ready for the level 1 floor slab to be poured on Tuesday, 14 June.

This will be the last significant concrete pour, with over 90m³ of concrete, before the construction of the external walls commences.

- CCP

Final stages of commissioning this week. Most units now function. We await the final defects inspection by PWA and the official handover to the school.

- LANDSCAPING

Carfax (STEM Building Construction company) has been asked to tender the works. Their estimates were on site during week 7, and we are hopeful Carfax will be selected.

General Info

- FINAL Day 2023 – students dismissed at lunch on 15 December?
- At this stage, approx. 300 year 7 for 2024. Down a bit from the previous 2 years.
- Payment of school contributions has been ok. Thanks to those who have contributed and encourage all others to contribute.
- DoE ban on phones in schools – working on suitable procedures.
- DoE strongly focuses on attendance and aims to improve the % of our students who attend more than 90% of the time.
- Plumbing blockage Friday, week 6. The insurance claim is being processed, and the plumbing is being repaired.
- Year 11 PT commences next week, the last of the year.
- Tell Them From Me surveys to be conducted this week provides a snapshot of students' views about the school and are particularly helpful in determining future planning.
- Next week; Careers Expo for Years 10 and 12. This is an excellent opportunity for students to gather information about the future.
- Yr 11 reports are posted online this week, years 10 and 9 next, and yr7 on the final day of term.
- Student leader presentations Tuesday next week. Cull completed last week. Thanks to Marcus for his support.

Upcoming Dates:

- Showcase Wednesday 28.
- Trivia night Fri next week – tickets still available – see the network.
- 10 into 11 evening Tue 27 June – online

Matt Townsend
Relieving Principal
10/6/23

As stated above in general information, the final day of the year will be the 15th December and students will finish at midday. The Executive are all in agreeance. Motion approved.

Correspondence In and Out:

3 x Canteen contracts
P&C Federation NSW magazine x 4
ACNC letter for audited reports
Fundraising letters x 2
Aussie Broadband

Treasurer's Report: - Kavita Leo

There is a request to pass a motion as follows:

Main account, payment of \$20,000 being for:

- a) IT - \$10,000
- b) Tech Support - \$7,500
- c) Bus lease - \$2,500

Motion to provide the school with \$20,000, which would be used for various KLA's as listed

Motion passed: All were in favour

Report attached at end of minutes

Canteen Report: - Tyson Webster

1 – New Ovens are working well and all staff have been trained on it's use.

2 – Canteen get's 500-600 lunch orders a week.

3 – New Monday staff member, Julie Semaganda, starts 13 June to replace Michelle berry who finished at the end of term 1

4 – Volunteer luncheon has held 7th June and was attended by 30-35 staff and volunteers. Lunch was provided by year 12 TAS students and was delicious. Vedit, Tyson and Sarika attended. The volunteer lunch is held on this date because it is the school-organised mufti day when food is sold to raise money. This allows the canteen to close for this day and hold this function.

5 – Volunteer numbers have risen – in January we had 34. Now in June, we have 45. We have been getting some volunteers to come for one day and then say it's too hard or not replying to emails.

ACTION NEEDED – what else can we do to encourage volunteers? Discussion & Thoughts

6 – Canteen staff have commented that wages have been paid late.

Canteen requests signatories sign off ASAP to avoid wage delays.

ACTION NEEDED – what can we do to fix this?

7 – Currently payment terminals are shared between 2 lines. This slows the service of the canteen unnecessarily and would make a large difference with a small change if each line had a terminal. I propose we increase merchant terminals to allow one per line. 6 would be good. Also eftpos machines that don't automatically print would be great.

ACTION NEEDED – Discussion, Thoughts, and Action

Alumni report: – Sue Sivam-Raja

Federation Report:

None

General Business:

Fari: Have we ever considered selling uniforms at school?

Brett: It has come up previously, it takes up a lot of space, you need a certain amount of stock, risk, changes of styles etc

Brett: We need to make a decision about a presentation for our next meeting.

Marcus: Duke of Edinburgh

Sarika: Legal Studies

Brett will ask the teachers involved and see who can come along

Next meeting Tuesday 25th July 2023

Meeting closed at 9.10pm

Next meeting: Tuesday 25th July 2023

CTHS P & C Assoc
Purchase Road
Cherrybrook NSW 2126

Balance Sheet

As of May 2023

Assets				
Current Assets				
Bank Accounts				
Westpac General Account	\$31,841.43			
Westpac Building Fund	\$298,931.12			
Westpac Grounds Maint Acct	\$120,042.22			
Total Bank Accounts		\$450,814.77		
Total Current Assets			\$450,814.77	
Total Assets				\$450,814.77
Liabilities				
Net Assets				\$450,814.77
Equity				
2011 Year Expense			(\$280.00)	
Retained Earnings			\$148,193.41	
Current Year Surplus/Deficit			\$51,030.69	
Historical Balancing			\$251,870.67	
Total Equity				\$450,814.77

Balance sheet report

CTHS P&C Association - Canteen

28-44 Purchase Road, Cherrybrook, NSW, 2126

02 9481 8410

Cash mode

31 May 2023

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Total

Asset

Banking

1-0001		
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	199,790.86
1-1180	Long Service Leave Accrual	7,397.70
	Total Banking	316,180.35

1-0002		
	Current Assets	
1-1320	Year End Inventory Value	2,156.38
	Total Current Assets	2,156.38

1-0003		
	Fixed Assets	
1310	Canteen Equipment	9,514.58
	Total Fixed Assets	9,514.58
1-1131	IC Mastercard prepay	300.00
1-1132	CP Mastercard prepay	300.00
	Total Asset	328,451.31

Liability

2-0002		
	Current Liabilities	
2-1800	Accounts payable	-206.14
2-2000	Long service leave payable	7,416.27
2-2600	PAYG withholdings payable	4,721.88
2-3200	Superannuation payable	2,288.34
	Total Current Liabilities	14,220.35
	Total Liability	14,220.35

Net Assets **314,230.96**

Equity

3-0001		
	Retained Earnings	
3-1600	Retained earnings	203,116.54
	Total Retained Earnings	203,116.54
3-0002		
	Current Earnings	
3-1800	Current year earnings	7,745.10
	Total Current Earnings	7,745.10
3-9999	Historical balancing	103,369.32
	Total Equity	314,230.96

Profit and loss report

CTHS P&C Association - Canteen

28-44 Purchase Road, Cherrybrook, NSW, 2126

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Cash mode

01 Jan 2023 - 31 May 2023

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	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Total
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Income

4-1000	Canteen Sales	0.00	50,895.28	56,447.30	18,679.50	56,484.40	182,506.48
	Total Income	0.00	50,895.28	56,447.30	18,679.50	56,484.40	182,506.48

Cost of Sales

5-1005	Bakery	44.66	1,960.42	5,946.74	2,667.01	3,182.48	13,801.31
5-1010	Milk	3.95	1,640.14	3,696.12	862.90	1,888.09	8,091.20
5-1015	Drinks	106.95	2,762.21	6,993.95	1,966.24	2,513.07	14,342.42
5-1020	Dry Goods	48.00	1,030.74	2,691.02	964.78	2,644.23	7,378.77
5-1025	Frozen Goods	0.00	356.75	250.19	149.03	0.00	755.97
5-1030	Fruit & Veg	18.04	291.24	547.35	144.09	489.15	1,489.87
5-1035	Meats	22.65	3,693.85	11,814.41	3,659.86	5,869.34	25,060.11
5-1036	Sushi	0.00	654.50	1,293.38	244.75	882.75	3,075.38
5-1037	Vegetarian items	0.00	908.65	2,352.51	722.88	1,345.19	5,329.23
5-1040	Ice Cream	0.00	451.42	245.28	497.61	187.84	1,382.15
5-1041	Confectionary	0.00	116.92	80.17	61.55	40.21	298.85
5-1050	Misc - Canteen Supplies	15.00	5,621.66	0.00	5.50	0.00	5,642.16
5-1051	Condiments	33.50	429.22	516.06	168.29	323.73	1,470.80
5-51017	Dairy	0.00	558.60	825.25	322.56	673.50	2,379.91
	Total Cost of Sales	292.75	20,476.32	37,252.43	12,437.05	20,039.58	90,498.13

Gross Profit

		-292.75	30,418.96	19,194.87	6,242.45	36,444.82	92,008.35
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Expense

6-1300	Bank charges	551.73	123.00	896.39	978.74	359.44	2,909.30
6-2200	Printing & stationery	199.90	15.98	39.14	61.97	0.00	316.99
6-2700	Online Ordering	0.00	442.32	339.87	198.89	512.41	1,493.49
6-3000	Package Wrap	6.00	784.65	715.34	113.05	725.36	2,344.40
6-3100	Miscellaneous	2.00	533.51	20.35	88.22	213.18	857.26
6-3200	Cleaning supplies	18.97	112.70	24.58	15.50	28.27	200.02
6-4100	Canteen Equipment	0.00	41.52	13,582.57	0.00	123.25	13,747.34
6-5400	Superannuation expense	0.00	1,654.28	1,715.24	757.36	1,522.11	5,648.99
6-6200	Wages & salaries	0.00	15,755.00	16,335.55	7,212.84	14,496.21	53,799.60
6-6300	Provision of Employee Benefits	0.00	0.00	0.00	70.00	0.00	70.00
6-6600	Work cover insurance	0.00	0.00	310.24	0.00	310.24	620.48
6-9210	Equipment Repairs	0.00	0.00	2,461.80	0.00	0.00	2,461.80

	Total Expense	778.60	19,462.96	36,441.07	9,496.57	18,290.47	84,469.67
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	Operating Profit	1,071.35	10,956.00	17,246.20	-3,254.12	18,154.35	7,538.68
	Other Income						
8-1200	Interest income	0.06	0.05	0.06	0.05	0.06	0.28
	Total Other Income	0.06	0.05	0.06	0.05	0.06	0.28
	Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
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	Net Profit	1,071.29	10,956.05	17,246.14	-3,254.07	18,154.41	7,538.96

CTHS P & C Assoc
Purchase Road
Cherrybrook NSW 2126

Profit & Loss Statement

January 2023 To May 2023

Income				
Building Fund Contributions			\$15,360.00	
General Fund Contributions			\$30,990.00	
Grounds & Maintenance Contrib			\$5,284.00	
P&C Membership			\$86.10	
Total Income				\$51,720.10
Total Cost Of Sales				\$0.00
Gross Profit				\$51,720.10
Expenses				
General Expenses				
Catering Expenses		\$182.11		
KLAs				
Student Learning Support		\$400.00		
P&C Costs				
P&C Admin Costs		\$107.30		
Total Expenses				\$689.41
Operating Profit				\$51,030.69
Total Other Income				\$0.00
Total Other Expenses				\$0.00
Net Profit/(Loss)				\$51,030.69