

CHERRYBROOK TECHNOLOGY HIGH SCHOOL
MINUTES OF P&C GENERAL MEETING
Tuesday 29th July, 2014

Meeting commenced at 20.00 hours.

PRESENT: Stephen Phillips, Gary Johnson, Janice Scott, Janice Marshall, Tim Spencer, Sunil Mistry, AJ Kumar, Liz Groves, Rod Cuevas, Gavin Poole, AJ Kumar, Alyse Collins, Shanthi Vijayakumar

APOLOGIES: Heather Lane, Nidhi Aggarwal

GUEST SPEAKERS ON TAS.

Head Teachers, Mrs Robinson and Mr Kerr made presentations that outlined the courses available to students in TAS. They discussed various exciting initiatives, which are currently occurring in this area of the curriculum. Their presentation was interesting and informative. Stephen thanked both of them for sharing these information and initiatives on TAS.

MINUTES FROM PREVIOUS MEETING:

In the fund raising committee's report the following 3 motions were made.

Motions:

- 1) The executive receives the report on fund raising 10/6/14;
- 2) The executive encourages the fund raising sub-committee to continue exploring and assessing opportunities;
- 3) Only reputable organisations should be associated with the school. If the Principal or relevant Deputy deems an organisation to have a questionable reputation then we should either investigate or refuse to advertise the organisation.

Motion #3 was not included in the previous minutes dated 10th June 2014.

With this correction the previous meeting minutes proposed by Alyse Collins and Seconded by Stephen Phillips.

BUSINESS ARISING FROM PREVIOUS MINUTES:

• **Basketball court cover**

Rod mentioned that he had done some investigation into the approval process of the basket ball court cover.

1. Under the state environmental planning policy for infrastructure providing a structure of 5 meters within the boundary do not need council's permission- to build Basket ball court cover over the basket ball court.
2. A confirmation for the same has been taken from the planners of the council.
3. A document (original and a copy of the same) has been put together. This document is simple notification to the council that we are proposing to erect a basket ball court cover and requesting council's concurrence.
4. Rod will email these to Gary with council's email address and with Gary's cover letter this will be sent to the council. Original by mail and a copy by email to be sent to the council.
5. With an authorisation letter issued by the council, there will be no issues in the future.
6. Rod had followed up with the engineers whom we are working together for the past 4 to 5 months to assist us and bring the job under his wings. The engineer's services will entail, to amend and issue the plans for our school, inspect the structure during construction and then certify that the structure is sound. The engineer is prepared to certify the structure by 2 visits upon completion (\$440 /visit including GST). We may have to make amendments to the structure, such that the end columns here need to be transferred, because the existing structure is too narrow. The engineer has informed Rod that by bracing up the last bay and providing some we can overcome the constraint of the existing structure being narrow.
7. The structure will be erected as it stands now with slight modifications. It may not be an easy task but, Rod will be continuing his best efforts to get the best outcome.

• **Signatory change in the P&C Bank accounts- NAB Accounts**

- With the P&C executive meeting minutes dated June 2014, Liz will complete the process of signatory change in the P&C NAB Bank accounts.

- **MPC Heating**

- Garry informed that at 2 different instances year 10 subject selections and school Leaders induction assembly Brett tested the MPC heating system arrangements and people felt very comfortable with the heating arrangements.

- **Constitution:**

- Tim informed that there are few recent changes in the NSW Federation of Parents and Citizens Associations.
- The existing federation was dissolved by the education Minister Adrian Piccoli and an administrator was appointed after passing a new legislation. The federation was given years to sort out its internal problems but now the government is no longer willing to wait as no progress was seen.
- The new legislation now divides the state into 16 areas to ensure that parents every area are equally represented. It is proposed to elect a new governing body. Nominations (closes by 29th of August) will be soon invited for one councillor and two delegates from each electorate. After which a seven-member executive committee will be selected to be responsible for the day-to-day running of the federation, and only 48 people will be eligible to attend the federation's annual meeting, unlike the unmanageable 6000 who are technically eligible to attend under present arrangements.
- Under the Constitution of the Federation of Parents and Citizens Associations (P&C Federation) each P&C associations has to provide candidate details and supporting material to the P&C Federation to enable the P&C Federation to publish a list of candidates on its website.
- Stephen mentioned with regards to P&C Federation election we need to decide if we want any of our members to be a councillor or delegate depending upon their interest. We also need to decide if we want to work together with other P&C associations in our electorate in electing the office bearers.
- Apart from the candidates' declaration in the nomination form, verification by Principal of School and President of the School P&C Association are also required. If the President is a candidate, then Secretary; or nominated person by Association will verify the candidate. Gary is responsible for conducting the election in our P&C.
- After understanding the role and responsibilities and the amount of work involved the P&C committee will then decide on expressing interest for any of the positions.

- **Canteen Report:**

In relation to the proposed upgrade of the canteen facilities, on behalf of the canteen sub-committee, Tim outlined the following issues and proposed some recommendations. Following their visit to the canteen and feedback from canteen staff the issues are categorised into two primary categories.

- 1) Immediate and short term needs
- 2) Upgrading for the future

Immediate Needs

Volunteers. There is a shortage of parent volunteers with numbers having dropped off during the year.

Shorter term needs. Current maintenance issues that were raised;

- 1) Damaged bench tops.
- 2) The bain marie warmer/oven units are old and will probably need replacement in the not too distant future.
- 3) The current roller doors have issues and although there is no rust or corrosion the doors are difficult to close manually.

Rectification of these three issues would be well within the P&Cs ability to afford and could be done relatively quickly. Issues 1 and 2 are related as the purchase of a new bain marie/warmer unit may require some cabinet work so it would be logical to look at both together.

The roller door issue would have to be looked into in more detail as new doors, especially industrial strength doors, are expensive.

Future Upgrading

Beyond this we are looking at how we can improve the canteen to cater for the next 20 years or so. This involves looking at a number of concepts and assessing their viability.

A preliminary recommendation of the committee in the form of a report was provided to the P&C executive committee. Rod suggested that beyond the immediate canteen repairs, a greater holistic approach should be taken where a standalone building cafeteria such as at universities should be considered.

Stephen thanked the canteen subcommittee for their report and mentioned that the immediate needs will be looked into and rectifications will start at the earliest time possible. Rest of the areas that needs to be improved will be attended at a later stage.

- **Fundraising**

Rod suggested that the magazine marketing people have suggested that Business directory is a good fundraising option. This will include businesses involved within school community (ex-students, parent and carers) which are listed by business categories. The size if the directory will be A5 or booklet. Each business listing/advertisement will be of half or full size. Based on the previous experience and school size, it is estimated at least 100 advertisements of \$120 per advertisement could generated via this. We can do this twice a year and \$5000 could be made out of this.

- **Galston High School Library-Donation**

Gary mentioned that donations were made in the form of board games and books and it was well received. Now, Jenny Weal will find out the requirement of Galston High School Library.

- **Laptops for Year 9 and E-Diary** –It was decided to discuss this topic in detail during the next meeting.

PRINCIPAL'S REPORT:

Curriculum and Administration

- BYOD – The recent evaluation by Mr Anderson has indicated the program is progressing very successfully. It is now proposed to extend the program into Years 7&8. Thoughts of the P&C on this initiative are sought before we proceed.
- Senior executive planning day today – preparation for change in 2015 and significant restructure within school executive and Technology areas.
- The annual executive planning conference will take place on the weekend of 22 / 23 August. The program will include Margaret Baker, Head of Legal services, speaking about Cyber issues, planning using the DEC's new 5P planning model, plans for executive role restructuring and future issues of technology within the school, including the best support model.
- Staffing: Mrs Therese Stark has officially retired and has left the role of HT Student Services. Mr Fitzgerald is acting in this position until Year's end. Mrs Stark has kindly agreed to remain teaching until the end of the year in a casual capacity, which is an enormous bonus for her students, particularly Year 12. Mrs Stark is a foundation member of the school staff and the support she has provided to students staff and the community over her time at the school has been extraordinary. When she does finally retire her she will be greatly missed. Mrs Amarinder Singh has also recently retired after many years of faithful service to the DEC and Cherrybrook.
- Decisions on staffing and timetables will need to be made in the near future once student subject selections are complete.
- Leaders induction assembly took place last week and was an enormous success despite the weather. Photographs are available on the school website in galleries. Sincere thanks are extended to the P&C for catering for this event.
- SPC repositioning public education seeking the views of a parent prepared to complete a survey.
- Survey on e-diary will be released in the near future
- National Gonski week – failure of government to commit to final 2 years is a disaster for state schools.
- DEC demographers and planners will meet with the school on Friday 8 August. Increasingly clear the DEC will have to take some action to provide for the burgeoning school age population in this part of Sydney.
- Students have performed very well in the Sydney north Athletics – 4 age champions and all schools cross country.

- Year 12 parents will soon receive the, "Big Letter" with all details of Year 12s final days including costing and monies owed.

Welfare

- AP4s commencing next week – some Year 12 are very nervous about it. Staff are doing their absolute best to support students and keep them on track.

Important dates

- HSC student drama performance tomorrow night at 7:00 PM
- Year 12 Careers night Wednesday 20 August
- HSC Visual Arts & TAS displays and Music in week 7 commencing 25 August

Other matters

- At this stage we have offered places to approximately 300 students for Year 7 in 2015. This is a slight increase than at the same time last year. The school has been inundated by appeals from the huge number of students who were ruled ineligible for placement.
- Air-conditioning in the MPC coupled with the big fan has proven to be very successful. My thanks are extended to Rod Cuevas and Brett Clements for their roles in making this happen.
- Website hits – last week 6208 hits. 2,308 first time visitors

CORRESPONDENCE

IN:

- P&C Federation membership & Insurance renewal (Date of expiry:31 July 2014)
- New constitution of the Federation of P&C gazetted on 27 June 2014
- P&C Federation election nomination forms

OUT:

- P&C federation's e-bulletin term 2 was circulated amongst P&C executive committee members.
- Registering P&C to vote.

REPORTS

TREASURER'S REPORT:

Liz presented the account balances as on 29th July, 2014 which is as follows:

| | NAB | ST GEORGE | TOTAL |
|----------|-------------|------------------|--------------|
| General | \$18,854.50 | \$131,323.69 | \$150,178.19 |
| Grounds | \$8,005.99 | \$22,308.27 | \$30,314.26 |
| Building | \$4,547.33 | \$135,278.39 | \$139,825.72 |

Liz had provided the profit and loss statement for the period 1/01/2014 to 30/06/2014. A net profit of \$107,487.68 was reported.

GENERAL BUSINESS:

Stephen thanked all those present for attending the meeting. Meeting closed at 21.15 hours.

NEXT MEETING:

To take place in the Conference Room in A Block, on Tuesday 2nd September 2014 at 8 pm.