

**CHERRYBROOK TECHNOLOGY HIGH SCHOOL**  
**MINUTES OF P&C AGM MEETING**  
**Tuesday 22 Mar 2016**

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Meeting commenced at 20.30 hours.

**PRESENT:** As per attendance book

**APOLOGIES:** AJ and Gavin Poole

**MINUTES FROM PREVIOUS MEETING:**

The minutes were proposed by **Tim** seconded by **Gary**.

**BUSINESS ARISING FROM PREVIOUS MINUTES:** None

**PRESIDENT'S REPORT**

2015 was another stellar year for Cherrybrook Technology High School, continuing a fine tradition of academic, cultural and sporting achievement. The school continues to be a great example of how public education can deliver excellence. The P&C extends its congratulations to Mr Johnson, the principal, and his entire executive, academic and support staff.

The P&C continues to work very closely with the school to ensure ongoing delivery of services to the student body. This takes time and effort, and once again I thank my colleagues on the P&C executive, other members of the P&C who have contributed, and very importantly our team at the Canteen who work tirelessly to provide healthy food for the students and staff (as well as servicing a number of functions throughout the year). In addition, there are many other volunteers who contribute to whom we also owe a big vote of thanks.

As in previous years the main sources of funding for the P&C are through parent contributions and the canteen services that are provided for students. Pleasingly, last year saw continued strong support in parent contributions which remain the single biggest source of funds. I encourage all parents to make every effort to make the requested contribution to ensure we provide the very best services to the student population.

The canteen also continues to provide healthy funding for the P&C, whilst maintaining menu prices at a reasonable level. The additional funding initiatives started a while ago brought in some funds in 2015, although the full effect will begin to be seen in the 2016 year when the budget is tabled at the AGM in March. Persistent effort by a number of the P&C executive have seen the successful launch of Cherrybrook Markets, an Alumni club, the imminent launch of a business directory and various funding initiatives with suppliers.

As in previous years the P&C continues to support activities such as

- Canteen services which focus on healthy food made available during school hours as well as for various school functions;
- Prizes and support for school awards and presentation functions;
- Significant funding for key learning areas to supplement academic activities;
- Support for technology related schooling including support staff;
- Provision of capital and minor equipment which is critical for academic and cultural activities;

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- Facilities improvement in the school: last year we received monies from the Department of Education to modernise the school buildings; the initial plans are disappointing against what was originally envisaged. Once the building program is well advanced we can then determine the optimum use of the funds the P&C has available for further capital improvements;
- Attendance at events and functions such as prize giving, orientation for new students, and cultural events;
- Support for key student welfare and development programs such as 'Rock and Water', Duke of Edinburgh awards and musicals/plays;
- Assistance to students who are exceptional achievers to defray travel costs for national and international events;
- Providing more information to parents about school syllabus content and connections to academic staff.

We are also active in the Federation of P&C organisation, where pleasingly the refreshed body is making some good headway in supporting local P&Cs.

The key challenge we continue to face is the need for more volunteers for our Canteen, I encourage any parents who can make time available or know of others who could assist, to please get in contact with us.

Sadly, this year saw the departure of Heather Lane, our long serving canteen manager (ten years) who ensured the canteen operated very effectively. Our best wishes go with Heather, we also welcome Donna Ryan as the new canteen manager; Donna has been working as part of the canteen team for many years.

On a sad note (although not leaving but taking on a different role), we wave goodbye to Liz Groves in the Treasurer role. Liz is looking for someone else to take up the role while she takes on more of a mentoring role this year. Liz has been a fantastic treasurer for four years (5 years on the executive) as evidenced by the healthy financial state of the P&C. A big thanks to Liz.

A big thank you also goes to Shanthi Vijayakumar who has taken on the thankless role of Secretary to the P&C for the last two years (three years on the executive), a role that has been carried out with good humour and the attention to detail that is needed to keep the agenda moving.

Your P&C is in good shape and continues to provide essential services to the students and broader school. Once again, a thank you to Gary Johnson who continues to be a strong supporter of the P&C and is generous with his time and counsel.

*Stephen Phillips-President*

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### **TREASURER'S REPORT**

This is the Treasurer's Report for Cherrybrook Technology High School P&C for 2015.

#### **P&C Account Contributions**

Family contributions to the various P&C accounts in 2015 totalled as follows:

General Fund	\$116,470 (\$102,046; \$86,562)
Grounds & Maintenance Fund	\$29,488 (\$24,647; \$20,520)
Building Fund	\$52,545 (\$49,052; \$49,288)

In 2015 it was particularly encouraging to see a further healthy increase in contributions to the General Fund as well as modest increases in the level of contributions to both the Grounds and Maintenance Fund and the Building Fund. The support received from families at our school is greatly valued by the P&C and means that we can assist with a number of needs thereby benefiting both students and staff. The P&C had the following account balances at 31st December 2015:

<b>Account Balances</b>	<b>31/12/2015</b>	<b>31/12/2014</b>	<b>31/12/2013</b>	<b>31/12/2012</b>
General Account	93,890	101,700	151,987	92,374.96
Grounds & Maintenance	37,492	25,141	15,129	9,311.30
Building Fund	195,893	138,808	102,422	51,362.72

#### **General Fund**

The General Fund is used to fund non-specific projects and is dominated by contributions to Key Learning Area funding requests. The canteen contributes surpluses to the P&C through this account.

Apart from significant funding for KLAs, other aspects of particular mention include:

- 1) The canteen transferred \$45,000 to the P&C General Account.
- 2) \$28,686 was spent on equipment, including \$25,250 for a laser cutter and 3D printer.
- 3) A further \$7,500 was allocated for new maths textbooks for the new curriculum.
- 4) We continued to support the Duke of Edinburgh program by providing \$3,500 for equipment.
- 5) The P&C gave \$2,000 towards the cost of the annual performance.
- 6) Student welfare is a high priority, with \$5,000 going towards the Rock and Water programme and \$10,000 towards a reading programme.
- 7) With the increase in BYOD \$30,000 was given to assist with the salary of a Technical Support Officer.
- 8) Catering was provided for a number of school functions and we are most grateful to Lesley Llewellyn for again willingly giving up her time to organise this.
- 9) We also continue to support the Immunisation programme by paying for casual staff to supervise classes while teachers are involved with the students being immunised.

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### **Grounds and Maintenance**

In 2015 \$17,500 was given to the school to assist with maintaining grounds and gardens, an increase of \$2,500 over previous years.

#### **Building Fund**

Since contributing \$165,000 to the school in March 2012 to assist with construction of a new PE staff room and extension to the MPC, funds in this account have continued to accumulate. We did assist with \$15,000 for air-conditioning in the MPC in 2014, but with no firm plans for 2015 or 2016, term deposits have been utilized since December 2014 to take advantage of slightly better interest rates.

### **Canteen**

It is pleasing to note that canteen sales again increased in 2015 (\$426K compared to \$409k in 2014 and \$399K in 2013). The canteen continues to be an important part of P&C fundraising activities and was, as previously mentioned, able to contribute an increased donation of \$45k to the P&C for investment back into the school this year. The canteen continues to focus on balancing the provision of a reasonably priced and comprehensive service to students whilst ensuring an adequate return for the P&C. We are pleased to report a surplus (prior to the donation of \$45k to the P&C general funds) of more than \$82k in 2015, again a significant improvement over the prior year of 73k, and testament to the hard work and prudence of our canteen staff.

One manager and two staff are employed each day in the canteen. They are extremely grateful for the parent volunteers who generously give up their time to keep costs in the canteen down. In 2015 we also employed a bookkeeper to look after the canteen accounts. We are thankful for her competence and grateful that this has eased the burden on our canteen managers and P&C volunteers.

### **General Comment**

If the P&C is to carry on with their support of our school, adequate funding is vital. It was very pleasing to see an increase in parent contributions to all funds in 2015 and it is to be hoped that this trend will continue. In the last year the executive committee has also continued to work hard to develop other fund-raising initiatives requiring little or no outlay on our part. It was great to see almost \$3,000 raised in 2015 and the P&C is hopeful of raising \$20,000 over the course of 2016.

On a personal note, my daughter is now in Year 12 and as the president has mentioned, I am not standing again for the position of Treasurer. I am however willing to take on the role of Assistant Treasurer in order to ease someone else into the position. I have enjoyed my time on the P&C Executive and am thankful for the opportunity I have had to serve the school in this way.

### **Financial Report**

In past years the P&C spent significant amounts of money on formal audits. As these are not required by law, for the year ended 31 December 2015 it was again decided to seek a suitably qualified person to instead prepare a special purpose financial report. We are very grateful for the continued willingness of local chartered accountant, Doug MacColl, CFO of Reed Exhibitions and Cliftons, to take the time to look over our accounts and prepare a report at no charge to the P&C. I have circulated the consolidated income and expenditure statement and balance sheet for the year ended

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31 December 2015 as prepared by Doug, and now propose that his financial report be accepted by this AGM.

**Budget 2016**

The budget for 2016 was tabled and approved at our last P&C meeting and is available for perusal.

*Liz Groves-Treasurer*

The members of P&C unanimously accepted the financial report 2015. Stephen thanked Liz for her good work and careful custodianship of the books.

**ELECTION OF NEW P&C EXECUTIVE**

The meeting was handed over to Gary Johnson who thanked the outgoing P&C Executive Committee and confirmed that all positions were now vacant.

Position Title	Name	Proposed by	Seconded by
President	Stephen Barrie Phillips	Rod Cuevas	Shanthi Vijayakumar
Vice President	Rod Cuevas	Shanthi Vijayakumar	Tim Spencer
Vice President	Tim Spencer	Stephen Barrie Phillips	Shanthi Vijayakumar
Secretary	Lakshmi Gopalakrishnan	Self	Liz Groves
Treasurer	Athula Perera	Self	Stephen Barrie Phillips
Asst.Treasurer	Liz Groves	Shanthi Vijayakumar	Rod Cuevas
Executive committee member	Shanthi Vijayakumar	Gary Johnson	Stephen Barrie Phillips
Executive committee member	Gavin Poole	Stephen Barrie Phillips	Rod Cuevas
Executive committee member	A J Kumar	Shanthi Vijayakumar	Stephen Barrie Phillips
Executive committee member	Janice Marshall	Self	Shanthi Vijayakumar
Executive committee member	Helen Wrench	Self	Liz Groves
Executive committee member	Michelle Commens	Self	Helen Wrench
Market Coordinator	Ratna Siva	Self	Stephen Barrie Phillips

The voting results were unanimously accepted. Gary congratulated the new members of the P&C committee.

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**APPROVAL OF CTHS RULES:**

The CTHS P&C Rules of Association were presented with the following change.

Previously it was mentioned as follows:

*The Annual Member Subscription shall be 50 cents, payable to the Treasurer or the Treasurer's nominee.*

The amended statement is

*The Annual Member Subscription shall be \$1 payable to the Treasurer or the Treasurer's nominee.*

This change was proposed and adopted for use by the Executive Committee on 22.03.2016 for presentation at the AGM on 22.03.2016.

Approval of CTHS rules was proposed by **Tim Spencer** and seconded by **Rod Cuevas**.

AGM meeting closed at 21. 15 hrs.