



Cherrybrook Technology High School Parents and Citizens Association

GENERAL MEETING MINUTES

Tuesday 5th September 2023 7:30pm.

Meeting opened 7.40pm

Welcome: President – Vidit Shankar

Present:

As per sign on book

Apologies:

Sue, Kavita, Kapil

KLA Presentation – English – Stephen Henry

An overview of the history of the English syllabus from 1911 through to modern day and the new curriculum.

Facing Challenges and Changes, kids that struggle to read long form fiction, the way students read, changes to the HSC, AI, changing workforce and teacher shortage

Parent Mobile Phone Management Policy: - Brett Clements, Matt Fisher

Consult with SRC, teachers, parents

We are adopting the “Off and Away” policy.

All devices will be turned off and put in their bag when they enter the school grounds.

Smart watches will be on aeroplane mode, no ear phones

If a student fails to follow the policy,

First Time - the students phone will be sealed in an envelope, and locked into the new safe in the school office. They will collect at the end of the day and receive a level 1 detention

Second Time – same as above, but a level 2 detention and a phone call to parents

Third Time – As per 2 above + a formal caution to suspend

This will be implemented from day 1 of Term 4

Key Questions:

What if I need to contact my child? – You can call the school office and a message will be delivered to them

Can my child leave their phone at home? – Yes they can

Who is responsible for the mobile phone? – Students as per usual

What if a student does not comply with the mobile phone plan and accesses it during the school day? – As consequences listed above

How do I arrange permission for my child to use their phone for medical reasons? – Documentation from a medical practitioner, a letter from their parents, to consult with the executive team regarding this

How do they check timetables and room changes for the day? Using the Student Portal whilst they are in class, daily notices

What if the school goes into lockdown or lockout? – Communication will be through the app, websites and parents can call the school if they are worried

How do students purchase food from the canteen or pay for excursions? – They will need to organise getting a debit card and a Flexischools card

What if my child needs to use their phone for classwork? – If teacher led, that's fine

My child has a job. How can my employer contact them about work shifts? – They can come down to the office and ask for permission to take a call, check work messages

Does the ban include smartwatches and headphones? – If the watch / ear phones buzz, they will go into the envelope etc

What will happen if students do not comply? – As per the First time etc above

If a phone is confiscated, how will it be returned? What if the bus leaves at 3pm?

What about school excursions and camps? – Same as at school. Certain excursions will require phones to be taken, this will be stipulated on the note

How will teachers stop students from accessing their phones in the bathroom? – It's going to be challenging, we are relying on our students doing the right thing

Sick bay? – School will contact the parents as is the policy

Parents:

Discuss the mobile phone management strategy with your child

Remind them of their role in the process

Raise any questions or concerns with the school team

Next steps

We will be sending a letter home to parents detailing the policy

Day 1 – Term 4

The policy will be on the website

Posters on the fence line and gates to remind them on the way in

Students will have to be more proactive about checking their emails regularly

Adoption of previous minutes:

Moved by Daniel Allbutt seconded by Marcus Carter

Business Arising from Previous Minutes:

None

Principal's report: - Presented by Gary Johnson

Curriculum and Administration

- Our annual Executive conference will be held this coming weekend. The agenda will include an address from Murat Dizdar, our newly appointed secretary, an evaluation of the RIOT program, a close look at continuing to build strong KLAs in light of the staff renewal which is taking place. The importance of retaining strong school culture and a session on what works and what doesn't prior to the 2024 Calendar preparation.
- Staffing for 2024 remains an ongoing challenge. My thanks to Tanya Koorey for her assistance with the second HT English position.
- The STEM Building continues to progress a great rate and is looking fabulous now the roof has gone on. My thanks to the two Matts for their work in guiding this project.
- Student resilience program. We will be moving into the second phase this term.

- Mobile phone policy: Details in Network – the student roll out has commenced and will be finalised in the next two weeks in preparation for the Term 4 ban.
- **Final school day for students in 2023** is Friday 15 December. As in past years school will finish with a short assembly at 12:30 PM. Any student who is unable to be supervised until 3:00 PM will be supervised at school. The 12:30 finish allows staff to gather and reflect on the year and to farewell retiring and departing staff.
- Year 12 are reaching the end of their time at school, exams have already occurred for many practical subjects. Graduation, formals and the written exams are on the horizon.

Other matters

- Year 12 exams have now been completed. Staff have talked about some very pleasing results – and have also mentioned the need for greater application from some students. For a significant number of students these tests will serve as a positive wake up call. As a group they have the potential to be very good.
- Year 11 students have commenced their AP2 exams this week. All going well thus far.
- School NAPLAN results were very pleasing. Can't determine growth because of the new form of reporting but the Director has informed me that our results were amongst the very best in the region.
- Payment of contributions thus far has been excellent. Thank you to all who have contributed and encouraged others to contribute.

Important dates

Year 12 end of school:

Wednesday 20 September: Fagan Park Picnic

Thursday 21 September: Charity concert and graduation

Friday 22 September: Formal

Correspondence In and Out:

MP letter - survey

Second hand uniform shop letter

Treasurer's Report: - Kavita Leo

Tyson

Reports attached at end of minutes

Canteen Report: - Tyson Webster

Supply issues still occurring with bakery deliveries

Sushi deliveries aren't happening

Prices have gone as of Monday

P&C will be undertaking an analysis of the items in the canteen so we can cover our costs.

Eftpos terminals should be installed in the next week and pass on the charges

We are finalising a form to target for volunteers for the canteen. This will be circulated very soon

Alumni report:

1 - Online platform alignment - linking accounts

2 - Reunion support

- 2003 Reunion

- Prep well underway. Re-advertising existing posts (Michael / Frankie)
 - 2013 reunion
 - FYI - the 2013 reunion did not get the responses, so has been significantly scaled back
 - Social channels - create Alumni profiles/ posts/ simplification of website.
- 3 - Website clean up
- 4- Year 12 Flyer : Reviewed existing flyer to include in Year 12 pack
- 5 - New Year book development

Federation Report:

None

General Business:

Motion to provide \$45,236.33 that has been budgeted to the various KLA's plus \$10,000.00 from the maintenance account to provide \$55,236.33

Daniel seconded this motion, and a show of hands in favour

Next meeting will be held in the library

We will invite the presentation to be done from the PE teaching staff

Meeting closed at 9.05pm

Next meeting: Tuesday 17th October 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

Generated 10 Jun 2023 12:17:23

		Total
	Asset	
1-0001	Banking	
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

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Profit and loss report

CTHS P&C Association - Canteen

28-44 Purchase Road, Cherrybrook, NSW, 2126

02 9481 8410

Cash mode

01 Jan 2023 - 31 May 2023

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	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Total
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
5-1017 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
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
	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
	Net Profit	1,071.29	10,956.05	17,246.14	-3,254.07	18,154.41	7,538.96

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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