



MNBSHS P&C GENERAL MEETING

10 October 2024 - Minutes

Date: 10 October 2024 Time: 4:15pm Location: L1.1	
AGENDA ITEM	
Opening and welcome	Meeting opened at 4:15pm
Apologies	Taylor Woodward, Kelly Lambert, Tammy Kinersly, Anne-Maree Nolan, Jackie Phillips
Confirmation of the minutes of the previous general meeting	Minutes distributed to members prior to meeting.
MOTION	<p>That the minutes be confirmed as a true and correct record of the meeting held 13 June 2024.</p> <p>Moved: Rachel Kowald</p> <p>Seconded: Kellie Elzer</p> <p>Carried</p>
Business arising from the minutes of the previous general meeting	<ol style="list-style-type: none"> 1. P&C to communicate to members and general school community on the funding being provided by the P&C to encourage others to become involved with the P&C 2. P&C to set cut off date and time prior to meeting for action items and funding requests to be considered at the next meeting by the members.
Correspondence	<ul style="list-style-type: none"> • Emails actioned and filed • Parent Talk Magazine received • P&C Qld. Peita Bevan request to update their data base on MNBSHS P&C executive members – actioned by Troy Twomey
MOTION	That the inwards correspondence be received and outwards be endorsed.

	<p>Moved: Andrew Campbell</p> <p>Seconded: Kellie Elzer</p> <p>Carried</p>
Treasurer's report	<ul style="list-style-type: none"> • Report provided to members (See Appendix A).
MOTION	<p>That the treasurer's report be accepted and payments as listed be endorsed.</p> <p>August 2024 & September 2024</p> <p>Moved: Troy Twomey</p> <p>Seconded: Skye Barron</p> <p>Carried</p>
Canteen report	<ul style="list-style-type: none"> • Report provided to members (See Appendix B).
MOTION	<p>That the canteen report be accepted as tabled.</p> <p>Moved: Skye Barron</p> <p>Seconded: Troy Twomey</p> <p>Carried</p>
Principal's report	<ul style="list-style-type: none"> • Report provided to members (see Appendix C).
MOTION	<p>That the Principal's report be accepted as tabled.</p> <p>Moved: Sian Burrows</p> <p>Seconded: Kellie Elzer</p>

	Carried
Motions on notice	Nil

<p>General Business</p> <p>Funding Request</p>	<p>Speaker: Sian Burrows / Tabled by Rachel Richards</p> <ul style="list-style-type: none"> • Request a donation of funding – scholarships • Numerous businesses who have sponsored our scholarships in previous years have withdrawn their support this year. We have worked to secure new sponsors, but have one remaining. We little time left to secure another sponsor, we request that the P&C support the incoming Year 7 scholarships this year. • 3 scholarships of \$350 = \$1050 + GST <p>Motion: That the P&C donate \$1050 to pay for the 2025 Year 7 scholarships</p> <p>Moved: Kellie Elzer</p> <p>Seconded: Rachel Kowald</p> <p>Carried</p>
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General Business From the floor	Speaker: Skye Barron <ul style="list-style-type: none">• Canteen staff have been asked to assist in supporting the year 9 semi formal event• Estimate 3 or 4 hours for two people <p>Motion: Canteen staff have permission to work up to 4 extra hours to support the year 9 semi formal event.</p> <p>Moved: Skye Barron</p> <p>Seconded: Sian Burrows</p> <p>Carried</p>
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General Business Funding Request – from the floor	Speaker: Rachel Kowald <ul style="list-style-type: none">• Year 12 graduation flowers are given to each student for them to hand to someone that has impacted their time at school.• Allow \$4/flower• Up to \$400 <p>Motion: The P&C donate up to \$400 for the purchase of a flower for every year 12 student for the graduation ceremony</p> <p>Moved: Troy Twomey</p> <p>Seconded: Rachel Kowald</p> <p>Carried</p>
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General Business	Speaker: Troy Twomey
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Information Item	<ul style="list-style-type: none">• Advising that at the next P&C meeting (November 2024) details of the school resourcing scheme will be tabled.• Acknowledged by the meeting attendees
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Applications for New Membership	<ul style="list-style-type: none">• Nic Richards has applied for membership <p>Motion: New memberships be accepted</p> <p>Moved: Troy Twomey</p> <p>Seconded: Kellie Elzer</p> <p>Carried</p>
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Date of Next Meeting	Thursday 21 November 2024
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Close	Time: 4:55pm
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Actions	<ol style="list-style-type: none">1. P&C to communicate to members and general school community on the funding being provided by the P&C to encourage others to become involved with the P&C – added as an action again.2. P&C to set cut off date and time prior to meeting for action items and funding requests to be considered at the next meeting by the members – added as an action again.
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CONFIRMATION OF MINUTES

Chair name: _____

Signature: _____

Date: _____

Appendix A.1 - Treasurers Report – August 2024

MACKAY NORTHERN BEACHES STATE HIGH S PARENTS & CITIZENS ASSOCIATION

Treasurer's Report
For the Period of 01 August 2024 - 31 August 2024
Statement of Receipts and Payments

	AUGUST
INCOME	
Cash Sales	\$ 10,809.00
EFTPOS	\$ 41,528.40
Container Exchange	\$ -
Square Cash from (Krispy Kreme's)	\$ 3,344.54
Donuts (Cash Sales)	175
TOTAL RECEIPTS	\$ 55,856.94
Less EXPENDITURE	
Bank Fees	\$ 771.91
Canteen Wages	\$ 11,828.86
Superannuation	\$ 1,750.58
Work Cover	\$ 4,732.00
	\$ 19,083.35
Canteen Expenses	
Campbells	\$ 5,807.58
Coles(WEX Australia)	\$ 125.33
Coles Online	\$ 1,099.98
CMS	\$ 552.30
King of Meats	\$ 155.88
Lactalis Australia	\$ 2,222.81
Bidfoods	\$ 116.34
Superior Food Group	\$ 2,310.15
Vegies Unlimited	\$ 425.69
DGL ACCOUNTING	\$ -
CRUSTY'S BAKEHOUSE	\$ 273.65
P & C Qld	\$ -
	\$ 13,089.71
TOTAL EXPENDITURE	\$ 32,173.06
CANTEEN MONTHLY PROFIT/LOSS	\$ 23,683.88
DONATIONS	
MNBSHS Donations	\$ 212.46

TOTAL INCOME	\$ 55,856.94
TOTAL PAYMENTS	\$ 32,385.52
MONTHLY Surplus/(Deficit)	\$ 23,471.42

BANK RECONCILIATION

Opening Cash Book Balance at 01 August 2024	\$ 193,851.56
Add Receipts	\$ 55,856.94
Less Payments	\$ 32,385.52
Closing Cash Book Balance 31 August 2024	\$ 217,322.98
Bank Statement Balance at 31 August 2024	\$ 217,322.98
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
Balance at 31 August 2024	\$ 217,322.98
Difference	\$ -
Long Service Account at 31 August 2024	\$ 10,078.56

Appendix A.2 - Treasurers Report – September 2024

MACKAY NORTHERN BEACHES STATE HIGH S PARENTS & CITIZENS ASSOCIATION

Treasurer's Report
For the Period of 01 September 2024 - 30 September 2024
Statement of Receipts and Payments

	AUGUST
INCOME	
Cash Sales	\$ 5,082.50
EFTPOS	\$ 19,506.65
Container Exchange	\$ -
Square Cash from (Krispy Kreme's)	\$ -
Donuts (Cash Sales)	\$ -
TOTAL RECEIPTS	\$ 24,589.15
Less EXPENDITURE	
Bank Fees	\$ 464.84
Canteen Wages	\$ 10,475.97
Superannuation	\$ 1,862.96
Work Cover	\$ -
	\$ 12,803.77
Canteen Expenses	
Campbells	\$ 11,323.31
Coles(WEX Australia)	\$ 228.91
Coles Online	\$ 2,224.43
CMS	\$ 316.15
King of Meats	\$ 220.96
Lactalis Australia	\$ 4,258.67
Bidfoods	\$ 175.69
Superior Food Group	\$ 2,556.84
Vegies Unlimited	\$ 607.54
DGL ACCOUNTING	\$ -
CRUSTY'S BAKEHOUSE	\$ 490.10
P & C Qld	\$ -
	\$ 22,402.60
TOTAL EXPENDITURE	\$ 35,206.37
CANTEEN MONTHLY PROFIT/LOSS	-\$ 10,617.22
DONATIONS	
MNBSHS Donations	\$ 26,017.60

TOTAL INCOME	\$ 24,589.15
TOTAL PAYMENTS	\$ 61,223.97
MONTHLY Surplus/(Deficit)	-\$ 36,634.82

BANK RECONCILIATION

Opening Cash Book Balance at 01 September 2024	\$ 217,322.98
Add Receipts	\$ 24,589.15
Less Payments	\$ 61,223.97
Closing Cash Book Balance 30 September 2024	\$ 180,688.16
Bank Statement Balance at 30 September 2024	\$ 180,688.16
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
Balance at 30 September 2024	\$ 180,688.16
Difference	\$ -
Long Service Account at 30th September 2024	\$ 10,078.56

Appendix B - Canteen Report

Canteen Report October 2024

Takings for Sept \$24 589.15

YTD \$365 069.50

Daily average of \$2607.64 which is a drop of almost \$50 a day from the average we started with earlier in the year. However term 2 and the most part of term 3 were between \$30 and \$60 over the average so I'm not too worried.

Hayley and I did some math last term and we at the end of August after wages and expenses Canteen was sitting at a \$75 000 profit less the cost of the fridge which was about \$6k I think (?). So we still have some money to spend for the year.

- We have had to raise prices on a few of our drinks and ice-blocks as our wholesale prices continue to rise. We haven't noticed a decrease in sales in the first week.
- Have some new menu items coming in and a few wintery ones out. Stopping butter chicken and lasagna for a min. We have Singapore Noodles, Cous cous and haloumi salad with roasted veg. Caesar salads, Beef and salad wraps and rolls.
- Our new fridge is amazing and looks very flash!



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- A big thank you to Troy and Chris for sorting a few maintenance jobs for us recently. I sent Troy an email and within 3 hours we had a new tap! Which was brilliant! So thank you Troy.
- We had to have our hot water system replaced in week 9. Then it wasn't turned on so that was a bit of an issue on the following Monday. Again Chris was a legend in helping us sort that out.
- We are phasing out some of our drinks. Glee's which is carbonated fruit juice is going. Due to a major drop in sales.



'Striving for Excellence'

1.1.1 Mackay Northern Beaches SHS

PRINCIPAL'S REPORT

PARENTS' & CITIZENS' ASSOCIATION

Thursday 10th October 2024

SCHOOL MANAGEMENT

2024 staffing is continuing – approx. enrolment = 1050

Staffing

Term 4 start and return – Joe Giddings, Andrea Curd, Kate McGowan (English)

2025 staff in – Kristen Southwell (Maths/CC); Ebonie Matthews (ITD); Lyn Deo (English) , Eliza Smith (Sci), Cherie Lawrence (Phys/Chem), Ryan Barfield (ITD - Trade 2 Teach), Ben Clutterbuck (Music/media); Kaine Jordan-James Sci maths – Turn to teach), Chris White (PTT), ,

Transfer Out – Georgia Walker-Healy (FNQ), Corey Smith(Darling Downs), Pabhon Poonpatana (Bowen), Leonie Thompson (special school), Dan Mosedale (Sunshine Coast),

Classified Positions – Appointments to be confirmed at next P&C Meeting – Permanent Senior School DP, Permanent HOSES, Acting Science HOD ('25) (behind Nic Vanderlinde); 2025 Acting MS DP;

Facilities

Go for Gold completion is ongoing.

General (rust removal) work – ongoing

Instalment of new bell system – improve coverage to multipurpose courts, Cyclone Shelter

Earth from NB Community Hub acquired – near Q Block to bring up to level

Wilful damage of the school facilities by (*minority of*) student – potential follow up:- invoices sent, student involvement in rectification, external/afterschool consequences

School Planning & Accountability

- **2025 AIP** – will fall out of 4th year of our **4 years strategic plan** developed out of a review of key data sets across the school. The 2025 Budget will complement the AIP. Draft presented later in the term
- **2025 Timetable development** – block structure set; staffing of the timetable occurring, including the new staff – draft completed by
- **2025 Student Free Days** - Thurs 23rd and Fri 24th from 8am - 4pm (7.5 hrs/day) (15 hours over 2 days + 10 hours to complete throughout the year)
- **Uniform** – back to school ordering in readiness for 2025
- **Library Resource return** – start to be returned as Year 12's complete external exams and then other years come to completion for the year. **Invoices will be sent for non-returned items**

GENERAL

- **Year 11 and 12 are flexing Per 4 Wednesday for Term 4.**
- **Year 11 Camp** - Another successful Year 11 camp. This camp in particular brings out the personalities in our Year 11 students and uncovers some wonderful leadership talent and brings about personal growth in the students. Staff involved with covering the teachers and classes who were on Year 11 camp helped emphasise a true whole school team effort. **Positive community feedback as well!**
- **Year 12 Formal** – last Saturday at the manna 9 marina). Feedback from the photographer – *“the best group she has worked with in 21 years. Polite and respectful to her team and towards each other as a group”*
- **Night of Champions** – Tuesday Week 3 – lists of recipients are in my weekly Briefing – must RSVP
- **Year 12 External Exams** – start Week 4 and include tutorials and coffee catch ups with Mel during the time
- **Senior Leadership Application process (Year 11 into Year 12)** happening over the next few weeks and announced at Night of Stars (Nov 19th, Week 7)
- **Junior Leadership Application process (Year 8 into 9)** also happening over the coming weeks and announced at Night of Stars (Nov 14th, Week 7)
- **2025 Scholarships – close October 18th**
- **World Teachers' Day Breakfast** – October 25th; **Qld Tuckshop Day** – First Friday in November (1st)
- **Night of Stars** – One event this year on Nov 12th;

- **Senior Graduation** – night event (Nov 14th); Friday morning (Nov 15th)
- **Mackay Orchestra and Bands (MOB)** –
- **Drama Academy Performance** – Friday Oct 18th

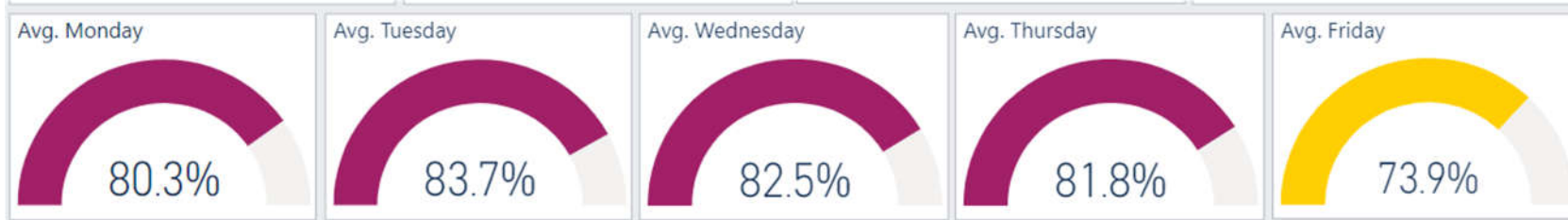
CALENDAR

WK 3 14 – 18 Oct	14 Junior sector parade - hall Senior sector parade - PAC Stingers Strength 3-4 p.m. Drama 3-6 p.m.	15 SAMs 2 Yr 10 parade - hall CC transition 12.30-2 p.m.	16 Parade - SALERU	17 homework club PBL 7.30-8.15 am RACQ Driver IQ P3 Yr 11, P4 Yr10 Night of Champions	18 Jun & Sen leadership closes Drama rehearsals all day
	Yr 11 Engineering MEC work placement 14-18 October				
WK 4 21 – 25 Oct	21 Junior sector parade - hall Senior sector parade - PAC External Assessment Begins Stingers Strength 3-4 p.m.	22 Staff Wellbeing Yr 10 parade - hall	23 Parade- ADAMLO Jun & Sen leader interviews Elevate Education Yr 11 P2	24 Yr 9 parade P4 – R block Yr 11 Visual Art excursion homework club Yr6-7 enrolment interviews 2 Jun & Sen leader interviews	25 IM showcase & soirée World Teachers Day
	Year 12 exam block / Yr 11 MEC Electro Technology work placement 21-25 October				
WK 5 28 Oct – 01 Nov	28 Junior sector parade - hall Senior sector parade - PAC Reporting open for checking of class rolls 9 a.m. Stingers Strength 3-4 p.m.	29 SAMs 1 Yr 10 parade - hall IM rehearsals with primary schools	30 Parade - BOWEMA Senior VET enrolment evening – 4pm-6pm	31 Yr 9 parade P4 – R block Cert III Fitness @ CQU homework club	1
	Year 12 exam block --- IM captain speeches 28-31 October				
WK 6 04 – 08 Nov	04 Junior sector parade – hall Senior sector parade - PAC Student profiling 3.30 p.m. @ ERSS Class changes to reporting DP by 9 a.m. Reports open for data entry at 3 p.m. Stingers Strength 3-4 p.m.	05 SAMs 2 Yr 10 parade - hall IM rehearsals with primary schools	06 Parade - WILSJO Yr 10 IDEAL placements Yr 11 AQP practical WH&S 3-4 p.m. Final date to give all Applied & Essential results & VET results to JG	07 Yr 9 parade P4 – R block homework club PBL 7.30-8.15 a.m. Yr 11 AQP practical	08
	Year 12 exam block				
WK 7 11 – 15 Nov	11 Remembrance Day Parade P2 Junior sector parade – hall Senior sector parade - PAC Stingers Strength 3-4 p.m. Feros Care NDIS 1.30 p.m. Yr 12 RAAP P4	12 HoD Led Yr 10 parade - hall CC transition 12-2.30 p.m. IM rehearsals with primary schools Night of Stars 6 p.m.	13 Parade - GIDDJO Yr 9 health talk P4 Yr 10 QPS Party Safe presentation External Exams conclude	14 Yr 9 parade P4 – R block Yr 12 nurse health talk P1 homework club Yr 12 Graduation 6 p.m. WH&S 3-4 p.m. P&C 4.15 p.m.	15 Yr 12 Leavers' Parade 9.30 a.m.
	Year 12 exam block				

Attendance Update

Attendance matters!!

Legal attendance expectations will be followed up



Budget Overview Report

Mackay Northern Beaches State High School - (7873)

Report Date: 05-Oct-2024 8:55 AM

Budget Quarter 4

Period: 202410 | Cost Centre: % | Cost Centre Manager: %

User: Burrows, Sian (787300082361)

	Year to Date				Annual			Original Budget
	Actual	Budget	Variance	Comment	Budget	Variance	Comment	
Opening Balance	-1,395,686	-1,395,686	0		-1,395,686	0		-1,395,686
Revenue	-2,092,139	-2,215,477	-123,338	Under Budget	-2,215,477	-123,338	Under Budget	-1,824,099
Expense	1,855,145	2,779,901	924,756	Under Budget	2,779,901	924,756	Under Budget	2,347,192
Global Trading Activities	-60,276	0	60,276	In Surplus	0	60,276	In Surplus	0
Representative Sports	-60	0	60	In Surplus	0	60	In Surplus	0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	-19,294	0	19,294	In Surplus	0	19,294	In Surplus	0
Balance of Operating Funds	-1,712,310	-831,262	881,048		-831,262	-881,048		-872,593
Provision	0	831,262	831,262		831,262	831,262		872,593
Balance of Funds Available	-1,712,310	0	1,712,310		0	1,712,310		0
<i>Memofigure: System Cost Centres (Not included in above totals)</i>	<i>0</i>	<i>0</i>	<i>0</i>		<i>0</i>	<i>0</i>		<i>0</i>

School Financial Snapshot

Mackay Northern Beaches State High School (7873)

Period 202410 (Oct 2024)
as at 05-October-2024 08:55 AM

What We Own

Cash Holdings

General Bank Account	1,822,971.38
Other Cash Holdings	180.00
Subtotal of Cash Holdings	1,823,151.38

What Others Owe Us

Parents	68,430.98
Others	25,817.10
Subtotal of What Others Owe Us	94,248.08

Total of What We Own

1,917,399.46

ADJUSTED FOR

What We Owe Others

Payables	-91,278.93
Funds Held in Trust	-800.00
Total of What We Owe Others	-92,078.93

Net Ownership* (We own more than we owe)

1,825,320.53

ADJUSTED FOR

What We Are Committed to Spend

126,079.26

Funds We Hold for Others

Global Trading Activities	-131,233.18
Representative Sports	-60.42
Other Activities	-24,777.95

Total Funds Held for Other Bodies

-156,071.55

Balance Sheet Summary Report

Mackay Northern Beaches State High School - (7873)

Period 202410 as at
05-Oct-2024 8:55 AM

Account Group	Account	Account Description	Amount
ASSETS			
	100001	Cash Float	180.00
	101201	General Bank Account	1,822,971.38
	104001	Receivables - Students	68,430.98
	104002	Receivables - Other	14,474.33
	109001	GST Input Credit Control	6,469.95
	109003	GST Clearing	6,738.82
	115005	Disputed Items - Corporate Card	-1,866.00
	115015	Credit Card Balance Sheet Account Staff	13,864.44
	162001	Plant & Equipment	2,347,906.96
	172001	Plant & Equipment - Accum Depr	-2,347,906.96
			<u>1,931,263.90</u>
LIABILITIES			
	200001	Payables	-68,133.88
	200003	CBA/MCC Control Account (MCC)	-23,145.05
	216801	Security Deposits	-800.00
			<u>-92,078.93</u>
		Net Assets/(Liabilities)	<u>1,839,184.97</u>
EQUITY			
	340001	Accumulated Surplus/Deficit	-1,396,481.68
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-442,703.29
			<u>-1,839,184.97</u>

Amounts Held for Future Projects

Bank Reserve Provision	100,000.00	
Plant & Equipment Provision	250,140.00	
Future Projects Provision	481,122.00	
Total Provisions		831,262.00
Actual Financial Position of the School/Available Funds		<u>711,907.72</u>

Report Name: SFRPC

Date Printed: 05/10/2024, 08:55 AM, sfrpca_69791

OneSchool

User ID: 787300082361

User Name: Burrows, Sian

Page 1 of 2

School Financial Snapshot - Mackay Northern Beaches State High School - (7873)
Period 202410 (Oct 2024) as at 05-October-2024
08:55 AM

Reconciliation to Balance Sheet Summary Report

Net Ownership*		1,825,320.53
ADJUSTED FOR		
Items Awaiting Reconciliation		
Salary Recovery	0.00	
Corporate Card	13,864.44	
Total Items Awaiting Reconciliation		<u>13,864.44</u>
Net Assets/(Liabilities) as per Balance Sheet Summary Report		<u>1,839,184.97</u>

Appendix D – Ancilliary (if Required)

Appendix E – Ancilliary (if Required)