



# MNBSHS P&C GENERAL MEETING

## - MINUTES

<b>Date: 12 June 2025</b> <b>Scheduled Time: 4:15pm</b> <b>Location: L1.1</b>	
<b>AGENDA ITEM</b>	
Opening and welcome	Meeting opened at 4:19pm
Apologies	Sian Burrows, Kelly Lambert, Louise Adamson, Rachel Kowald
Confirmation of the minutes of the previous general meeting	Minutes distributed to members prior to meeting.
<b>MOTION</b>	<p>That the minutes be confirmed as a true and correct record of the meeting held 15 May 2025.</p> <p><b>Moved: Troy Twomey</b></p> <p><b>Seconded: Susann Morrow</b></p> <p><b>Carried</b></p>
Business arising from the minutes of the previous general meeting	1. Minutes from the March 2025 P&C meeting be revised to reflect the changes to the wording of the motion donating funds to the MNBSHS for use towards the Year 8 camp. <b>COMPLETED</b>
Correspondence	1. Emails actioned and filed
<b>MOTION</b>	<p>That the inwards correspondence be received and outwards be endorsed.</p> <p><b>Moved: Andrew Campbell</b></p> <p><b>Seconded: Kellie Elzer</b></p> <p><b>Carried</b></p>

Treasurer's report	Report provided to members (See <b>Appendix A</b> ).
<b>MOTION</b>	<p>That the Treasurer's report be accepted and payments as listed be endorsed.</p> <p><b>Moved: Hayley Murray</b></p> <p><b>Seconded: Susann Morrow</b></p> <p><b>Carried</b></p>
Canteen report	Report provided to members (See <b>Appendix B</b> ).
<b>MOTION</b>	<p>That the canteen report be accepted as tabled.</p> <p><b>Moved: Skye Barron</b></p> <p><b>Seconded: Kellie Elzer</b></p> <p><b>Carried</b></p>
Principal's report	Report provided to members (see <b>Appendix C</b> ).
<b>MOTION</b>	<p>That the Principal's report be accepted as tabled.</p> <p><b>Moved: Steve Merchant</b></p> <p><b>Seconded: Susann Morrow</b></p> <p><b>Carried</b></p>
Motions on notice	<b>Nil</b>

<p>General Business</p> <p>Request a donation of funding</p>	<p>Speaker: Susann Morrow</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• JCU Student Experience – Townsville</li> <li>• 15 students included</li> <li>• Reduce costs of trip to make it accessible for students</li> <li>• Requesting \$900</li> </ul> <p><b>Motion: That the P&amp;C donate \$900 to support the JCU Student Experience trip to Toowoomba</b></p> <p><b>Moved: Susann Morrow</b></p> <p><b>Seconded: Troy Twomey</b></p> <p><b>Carried</b></p>
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<p>General Business</p> <p>Request a donation of funding</p>	<p>Speaker: Susann Morrow</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Seniors Star Rewards – KFC Lunch x 150 students</li> </ul> <p><b>Motion: That the P&amp;C donate \$400 to purchase KFC as part of the “star” rewards</b></p> <p><b>Moved: Susann Morrow</b></p> <p><b>Seconded: Skye Barron</b></p> <p><b>Carried</b></p>
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General Business	Speaker: Susann Morrow
Request a donation of funding	<p><b>Motion: That the P&amp;C donate \$2684.03 to the formal account arising from the fundraising initiatives.</b></p> <p><b>Moved: Susann Morrow</b></p> <p><b>Seconded: Skye Barron</b></p> <p><b>Carried</b></p>

General Business	Speaker: Kelly Lambert
Request a donation of funding	<p>Notes:</p> <ul style="list-style-type: none"> <li>The Z Club transfer of funds raised on Athletics Day to the value of \$48.51</li> </ul> <p><b>Motion: That the P&amp;C donate \$48.51 to the Z Club as a result of fundraising activities.</b></p> <p><b>Moved: Troy Twomey</b></p> <p><b>Seconded: Anne-Maree Nolan</b></p> <p><b>Carried</b></p>

General Business  Request a donation of funding	<p>Speaker: Skye Barron</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Move a motion that P&amp;C donate \$2140 to the student council as the profits from the athletics day carnival.</li> </ul> <p><b>Motion: That P&amp;C donate \$2140.00 to the student council as the profits from the athletics day carnival</b></p> <p><b>Moved: Skye Barron</b></p> <p><b>Seconded: Anne-Maree Nolan</b></p> <p><b>Carried</b></p>
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Applications for New Membership	<p>Applicants</p> <ul style="list-style-type: none"> <li>Steve Merchant</li> </ul> <p><b>Motion: That the P&amp;C association accept all new members</b></p> <p><b>Moved: Troy Twomey</b></p> <p><b>Seconded: Susann Morrow</b></p> <p><b>Carried</b></p>
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Date of Next Meeting	14 <sup>th</sup> August 2025
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Close	Time: 4:59pm
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Actions	1. Nil
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**CONFIRMATION OF MINUTES**

**Chair name:**\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:**\_\_\_\_\_

## Appendix A - Treasurer's Report

For the Period of 01 May 2025 - 31 May 2025  
Statement of Receipts and Payments

	MAY
<b>INCOME</b>	
Cash Sales	\$ 13,688.50
EFTPOS	\$ 47,930.15
PEDAL PRIX	\$ -
SQUARE	\$ 341.57
<b>TOTAL RECEIPTS</b>	<b>\$ 61,960.22</b>
<b>Less EXPENDITURE</b>	
Bank Fees	\$ 881.47
Canteen Wages	\$ 13,266.61
Superannuation	\$ 884.17
IAS March	\$ 5,182.00
	<b>\$ 20,214.25</b>
<b>Canteen Expenses</b>	
Campbells	\$ 11,924.76
Coles(WEX Australia)	\$ 664.19
Coles Online	\$ 1,275.64
CMS	\$ 424.93
King of Meats	\$ 247.82
Lactalis Australia	\$ 5,378.44
Bidfoods	\$ -
Superior Food Group	\$ 1,114.71
Vegies Unlimited	\$ 1,233.47
DGL Accounting	
CRUSTY'S BAKEHOUSE	\$ 514.15
P & C Qld	\$ -
	\$ 22,778.11
<b>TOTAL EXPENDITURE</b>	<b>\$ 42,992.36</b>
<b>CANTEEN MONTHLY PROFIT/LOSS</b>	<b>\$ 18,967.86</b>

<b>DONATIONS</b>	
MNBSHS Donations	<b>\$ 141.32</b>
<b>TOTAL INCOME</b>	<b>\$ 61,960.22</b>
<b>TOTAL PAYMENTS</b>	<b>\$ 43,133.68</b>
<b>MONTHLY Surplus/(Deficit)</b>	<b>\$ 18,826.54</b>

### BANK RECONCILIATION

Opening Cash Book Balance at 01 May 2025	<b>\$ 181,497.88</b>
Add Receipts	\$ 61,960.22
Less Payments	\$ 43,133.68
<b>Closing Cash Book Balance 31 May 2025</b>	<b>\$ 200,324.42</b>
Bank Statement Balance at 31 May2025	<b>\$ 200,324.42</b>
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
<b>Balance at 31 May 2025</b>	<b>\$ 200,324.42</b>
<b>Difference</b>	<b>\$ -</b>
Long Service Account at 31 May 2025	<b>\$ 15,078.56</b>





## Appendix B - Canteen Report

### Canteen Report June 2025

May takings \$61 618.65 (BIGGEST MONTH EVER TAKEN!!)

May 2024 \$59 395

YTD takings \$204 782.35 Daily average is \$2767.33

- We managed to break our daily takings record twice and our monthly total in May! We took \$3466 on the last day of the month which is the highest daily takings we have ever done.
- We have started cooking hash browns on wed, thur and fri mornings before school only. This has increased our general sales overall.
- Hopefully after I submit this report (delivery dependant) we will have begun serving Hot chocolates before school as well.
- Last Friday we supported Student Council to feed the hungry athletes at the athletics carnival. We purchased all of the food and drink and prepared it and Students heled us ice cupcakes and serve. After the costing of the stock we made \$2140 for the in profit.
- **I'd like to move a motion that p&c give \$2140 to the student council as the profits from the athletics day carnival.**
- We are having some challenges with our milk delivery. They have changed the cut off time for orders and we are now told the deliveries will be later in the day. It's causing quite a few logistical issues.
- We are seeing an increase in our sales at the moment and have had a few times where we have had to increase our staffing hours. Which will impact our profit margin.
- We will also be seeing some price increases on our drinks as of next term.
- Am trying to arrange a time to go see North Highs POS as this may be an option for us.
- We have been attempting to stop students from wearing hoodies in the canteen. As it is not part of their uniform and most hoodies have large front pockets that make it easy to conceal items. However we have given up after teachers are not enforcing this expectation.

*Thursday 12<sup>th</sup> June 2025*

## **SCHOOL MANAGEMENT**

### **Staffing (Semester 2): Continues to be a struggle (similar across the District in State schools)**

Middle School DP – Andrea Curd; Acting Junior School Deputy Principal (TBC);

### **Facilities**

- Flexi-Space (The Circle) – struggling to get staff; struggling to find builders to do the renovations – Central Office is supporting; Year 9 disengaged girls is first focus
- Go for Gold build (partial enclosure of multipurpose courts) – ongoing negotiation re design



## **GENERAL INFORMATION – there is a lot on from now until next P&C meeting!**

- **Faculty Planning and Collaboration Days** – Wed 25<sup>th</sup> – Fri 27<sup>th</sup> June; strategic curriculum planning ready for Term 3. Teacher shortage, so release of teachers not possible otherwise; Students supervised as required.
- **(4 Year) School Review** – Week 1, Term 3 -Tuesday to Friday – assist us to plan our next 4 years of focused work as a school – the review team will be keen to chat with a couple of P&C members
- **Semester 1 Reporting** - Reports sent out Friday, July 18th (Week 1, Term 3) to maximise learning time and reporting time
- **Star Performer's Parade and Rewards Afternoon** – Week 9, Wednesday morning
- **Yr 7-9 Star Level Celebration Afternoon** – Week 9, Wednesday afternoon
- **Year 7 Canberra Trip** – Final planning happening for the Week 10 trip!
- **Year 10 Work Experience** – Week 10 – almost all students placed
- (Curriculum Centre) – **Challenge Games in Tville** – Week 2 next term – planning well underway
- **NAIDOC Week** celebrations Week 2, Term 3 – planning stages

- **Transition Evening** (6-7;10-11) – July 22 (Week 2) – planning underway
- **ECP Day & SETPLANS** – Thursday, Week 4 (7<sup>th</sup> August) – students and parents come for these educational planning interviews and SETPLANS (year 10); **Mackay Careers Fair** is on the same day
- **Whitsunday Voices (17<sup>th</sup> July)** – excursion organised and students have had opportunity to nominate to participate
- **Deadly Voices coalition** established! Will have a voice into how we continue to develop as a school
- **Breaky & a Yarn** – Monday morning in CEC room – donated breakfast items
- **Year 9 & 10 attendance and engagement** initiatives – Hooked on School; Show Up, Eat Up! Look to roll out to the rest of the school after this initial Pilot – thanks to the P&C for your support.
- **Pedal prix teams** continue to have success wherever racing across the State!
- **Weekly Year 6 into 7 transition days** occurring with subject area visits
- **Reader's Cup Teams** – continue to practice for comp in Week 2, Term 3
- **UQ College Visits (to MNBSHS)** – providing students with insight into campus opportunities
- **JCU Trip for seniors** – visit Townsville campus – Week 1 next Term
- **Bus Conduct** – continuing to work with Kinetic – consequences as needed based on Qld Transport Code of Conduct – a handful of students currently banned.

## CALENDAR

WK 9  16 – 20 June	16 Yr 7&8 parade @ hall Yr 10 parade @ R block Yr 11 & 12 parade @ PAC Behaviour, Effort & Extra-Curricular data due 11 a.m. Stingers Strength 3-4 p.m. Vaccinations Yr 7	17 Moderation After Student Council 1 <sup>st</sup> break Upload of required samples for IA2 Opt-in starts	18 Star Performers Parade – HOYS, Exec - NR Rewards Afternoon	19  SHOW HOLIDAY	20 House Parade Breakfast Club 8 a.m.I block  CIA Phase 2 Concludes IM social night
	WK 10  23 – 27 June	23 Yr 7&8 parade @ hall Yr 10 parade @ R block Yr 11 & 12 parade @ PAC NR conversations with HOD and NR survey completed by 11 a.m. Stingers Strength 3-4 p.m.	24 Moderation After Student Council 1 <sup>st</sup> break Upload of required samples for IA2 Opt-in concludes ADF Careers session	25 Parade – ADAMLO Exec – SB  ICP moderation day Unit 1 results to J Sharam Yr 12 Electro-Technology MEC graduation	26 Yr 9 parade P4 @ hall Homework club
Year 7 Camp 22 – 27 June / Year 10 work experience					

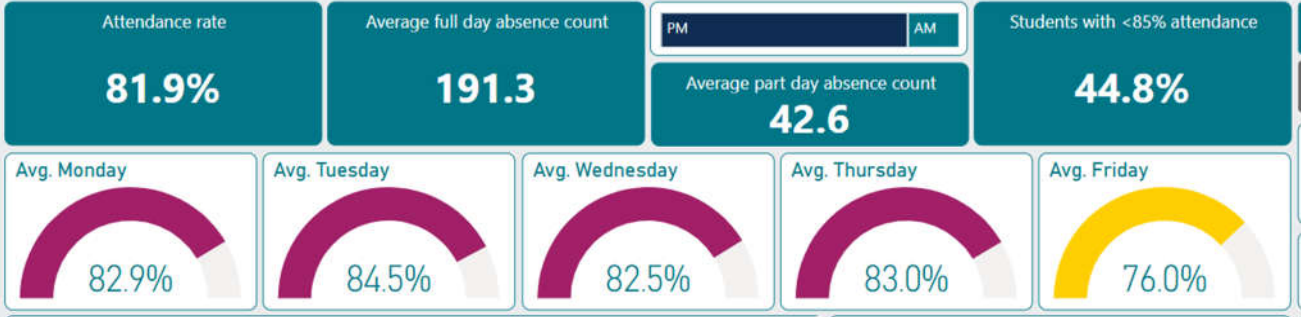
Date	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WK 1 14 – 18 July	14 Yr 7&8 parade @ hall Yr 10 parade @ R block Yr 11 & 12 parade @ PAC Reports to buddies by 3 p.m. Stingers Strength 3-4 p.m.	15 End of Moderation  School Review  Student Council 1 <sup>st</sup> break Reports to HODs by 11 a.m.  Yr 10-12 CQU pop up 1 <sup>st</sup> lunch	16 Parade - School Review	17 Thinkin' Thursday  School Review  Yr 9 parade P4 @ hall  Reports to DPS 7 Reporting Closes  JCU trip Yr 12	18 House Parade  School Review  Reports emailed by 11 a.m.  18-20 July Chamber Music Festival  JCU trip Yr 12
	School Review 15-18 July / Whitsunday Voices 16-18 July				
WK 2 21 – 25 July	21 Yr 7&8 parade @ hall Yr 10 parade @ R block Yr 11 & 12 parade @ PAC P4 QCIA transition to work Stingers Strength 3-4 p.m. SM – Units 1 & 2 2026 Entry opens	22 SAM Student Council 1 <sup>st</sup> break Challenge Games Readers Cup Yr 9/10 Transition evening 5-7 p.m.	23 Parade - IA2 Opt-in confirmation results released Challenge Games	24 Yr 9 parade P4 @ hall Challenge Games MDSS athletics trials	25 House Parade QCIA – Final date t record SOA & SOP via SM QCIA – Verification submissions due MDSS athletics t
	NAIDOC week				
WK3 28 July – 01 August	28 Yr 7&8 parade @ hall Yr 10 parade @ R block Yr 11 & 12 parade @ PAC P4 QCIA transition to work Stingers Strength 3-4 p.m. Vaccinations Yr 10 (2) TBC	29 SAM Student Council 1 <sup>st</sup> break	30 Parade – P2 Yr 12 Elevate Noosa Film Academy	31 PBL 7.30-8.15 a.m. CC Transition Day #1 Yr 9 parade P4 @ hall Homework club QCIA – Verification meeting	1House Parade Leadership HPT
WK 4 04 – 08 August	04 Yr 7&8 parade @ hall Yr 10 parade @ R block Yr 11 & 12 parade @ PAC P4 QCIA transition to work Stingers Strength 3-4 p.m.	05 ECP Prep Student Council 1 <sup>st</sup> break	06 Parade – P2 Yr 11 Elevate	07 ECP Day STEM Transition visit BSS Yr 9 parade P4 @ hall Homework club  Mackay Careers Expo @ Showgrounds	08 Support Staff Recognition Day House Parade STEM Transition ERSS CQU CM Jammi

Pedal Prix  
Gradstone 2 August

45HR film project 2-  
3 August

## Term 2 Attendance

***Fridays still a concern; Approved absences (by parents/caregivers) also an issue***



Budget Overview Report

Mackay Northern Beaches State High School - (7873)  
Report Date: 07-Jun-2025 12:39 PM  
Budget Quarter 2  
Period: 202506 | Cost Centre: % | Cost Centre Manager: %  
User: Burrows, Sian (787300082361)

	Year to Date				Annual			Original Budget
	Actual	Budget	Variance	Comment	Budget	Variance	Comment	
Opening Balance	-1,377,232	-1,377,232	0		-1,377,232	0		-1,377,232
Revenue	-1,247,457	-1,229,086	18,370	Over Budget	-1,989,938	-742,482	Under Budget	-1,912,488
Expense	1,334,940	1,740,049	405,109	Under Budget	2,874,872	1,539,932	Under Budget	2,867,371
Global Trading Activities	-72,931	0	72,931	In Surplus	0	72,931	In Surplus	0
Representative Sports	-550	0	550	In Surplus	0	550	In Surplus	0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	-3,823	0	3,823	In Surplus	0	3,823	In Surplus	0
Balance of Operating Funds	-1,367,053	-866,269	500,783		-492,298	-874,754		-422,349
Provision	0	0	0		492,298	492,298		422,349
Balance of Funds Available	-1,367,053	-866,269	500,784		0	1,367,053		0
Memofigure: System Cost Centres (Not included in above totals)	-156	0	156		0	156		0

# Balance Sheet Summary Report

Mackay Northern Beaches State High School - (7873)

Period 202506 as at

07-Jun-2025 12:40 PM

<i>Account Group</i>	<i>Account</i>	<i>Account Description</i>	<i>Amount</i>
ASSETS			
	100001	Cash Float	180.00
	101201	General Bank Account	1,282,375.52
	104001	Receivables - Students	84,123.14
	104002	Receivables - Other	18,659.34
	109001	GST Input Credit Control	22,424.12
	109003	GST Clearing	15,650.81
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-1,451.00
	115016	Citibank Balance Sheet Clearing account	5,804.84
	162001	Plant & Equipment	2,368,634.63
	172001	Plant & Equipment - Accum Depr	-2,368,634.63
			<u>1,427,766.77</u>
LIABILITIES			
	200003	CBA/MCC Control Account (MCC)	7.71
	200005	Citibank Control Account	-29,255.63
			<u>-29,247.92</u>
		Net Assets/(Liabilities)	<u>1,398,518.85</u>
EQUITY			
	340001	Accumulated Surplus/Deficit	-1,376,093.28
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-22,425.57
			<u>-1,398,518.85</u>

## School Financial Snapshot

Mackay Northern Beaches State High School (7873)

Period 202506 (Jun 2025)

as at 07-June-2025 12:39 PM

### What We Own

#### Cash Holdings

General Bank Account

1,282,375.52

Other Cash Holdings

180.00

#### Subtotal of Cash Holdings

1,282,555.52

#### What Others Owe Us

Parents

84,123.14

Others

55,283.27

#### Subtotal of What Others Owe Us

139,406.41

#### Total of What We Own

1,421,961.93

### ADJUSTED FOR

#### What We Owe Others

Payables

-29,247.92

Funds Held in Trust

0.00

#### Total of What We Owe Others

-29,247.92

#### Net Ownership\* (We own more than we owe)

1,392,714.01

### ADJUSTED FOR

#### What We Are Committed to Spend

32,448.25

**Funds We Hold for Others**

Global Trading Activities	-84,893.01
Representative Sports	-550.00
Other Activities	-10,129.30

<b>Total Funds Held for Other Bodies</b>	<b>-95,572.31</b>
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**Amounts Held for Future Projects**

Bank Reserve Provision	100,000.00
Plant & Equipment Provision	250,000.00
Future Projects Provision	142,298.00

<b>Total Provisions</b>	<b>492,298.00</b>
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<b>Actual Financial Position of the School/Available Funds</b>	<b><u>772,395.45</u></b>
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**Reconciliation to Balance Sheet Summary Report**

<b>Net Ownership*</b>	<b>1,392,714.01</b>
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***ADJUSTED FOR*****Items Awaiting Reconciliation**

Salary Recovery	0.00
Corporate Card	5,804.84

<b>Total Items Awaiting Reconciliation</b>	<b><u>5,804.84</u></b>
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<b>Net Assets/(Liabilities) as per Balance Sheet Summary Report</b>	<b><u>1,398,518.85</u></b>
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Appendix D – Ancilliary (if Required)

Appendix E – Ancilliary (if Required)

Appendix F - Ancilliary (if Required)

Appendix G - Ancilliary (if Required)