MNBSHS P&C GENERAL MEETING

- MINUTES

Date: 15 October 2026 **Scheduled Time:** 4:15pm **Location:** L1.1	
AGENDA ITEM	
Opening and welcome	Meeting opened at 4:15pm
Apologies	Ashleigh Vardanega, Kellie Elzer, Tammy Kinnersly
Confirmation of the minutes of the previous general meeting	Minutes distributed to members prior to meeting.
MOTION	That the minutes be confirmed as a true and correct record of the meeting held 13 August 2026. **Moved: Troy Twomey** **Seconded: Hayley Murray** **Carried**
Business arising from the minutes of the previous general meeting	1. Nil

Correspondence	1. Emails actioned and filed 2. MNBSHS P&C contact details updated with Community Management Solutions (CMS) 3. Response sent to Stacey Wilson re: sponsorship request for Liam Wilson
MOTION	That the inwards correspondence be received and outwards be endorsed. **Moved: Andrew Campbell** **Seconded: Kelly Lambert** **Carried**
Treasurer's report	Report provided to members (See **Appendix A**).
MOTION	That the Treasurer's report be accepted and payments as listed be endorsed. **Moved: Hayley Murray** **Seconded: Skye Barron** **Carried**

Canteen report	Report provided to members (See **Appendix B**).
MOTION	That the canteen report be accepted as tabled. **Moved: Skye Barron** **Seconded: Kelly Lambert** **Carried**
Principal's report	Report provided to members (see **Appendix C**). Note: The first dot point under "General" in the Principals report reads "Year 11 and 12 are flexing Per 4 Wednesday for Term 4" and it should read "Year 11 and 12 are flexing Per 4 Thursday for Term 4".
MOTION	That the Principal's report be accepted as tabled. **Moved: Sian Burrows** **Seconded: Hayley Murray** **Carried**
Motions on notice	Nil

General Business Request a donation of funding	Speaker: Jackson Harris Notes: • Purchase of equipment or resources • Stingers CBSQ Jerseys • Funding for new basketball uniforms for our CBSQ Tour team will further contribute to our growing Basketball program at Northern Beaches • New uniforms will be seen by schools across the state and noted by parents in the Mackay Community. • These uniforms will be perpetual and now with this set we will have uniforms for each team to be able to compete at the Gala day in basketball uniforms. • **Total donation request $1000.00** **Motion: That the P&C donate $1000 for the purchase of Stingers CBSQ uniforms** **Moved: The P&C is supportive of the uniform proposal but would like to see some further work done on the branding and the type of uniforms to ensure it matches the school branding and direction the school wants to take for uniforms to promote the school. Consideration needs to be given to all of the other team uniforms being used / developed for the school.** **Concerns were also raised that the correct material is utilised following feedback from Jackson that the uniforms previously purchased for the basketball team using P&C funds was heavy and retained moisture (sweat) suggesting they were not fit for purpose.** **Questions around if the P&C funds should be used only for the game uniforms or if practice uniforms and possibly shorts and jackets should be included.** No Vote required

General Business Request permission to fundraise	Speaker: Wren Forbes / Susann Morrow Notes: • World's Greatest Shave • This is a Student Council driven event to raise funds for World's Greatest Shave and bring the school community together in aid of cancer research. • Funds go directly to World's Greatest Shave. Students and staff nominate to shave or cut their hair and raise funds and awareness for cancer research. Bring in community and business for support. • Teacher leg waxing, shaving, haircuts • Permission to fundraise and use of the square • Funding for hair ties and wax strips • **Total funds requested $100** **Motion: That the P&C approve the fundraising using the Square and donate $100 to purchase hair ties and wax strips for the event.** **Moved: Troy Twomey** **Seconded: Sian Burrows** **Carried**

General Business Request a donation of funding	Speaker: Steven Merchant (via video) Notes: • Subsidise an Activity, Camp or Excursion • Year 10 Reef Trip (Gold, Silver, Bronze) • 96 Students involved • The event promotes the school as a community that values student achievement, connection, belonging and positive relationships. By providing Year 10 students with a structured and purposeful end-of-year experience, the trip reinforces the school's commitment to recognising student effort and contribution while creating positive opportunities for staff to engage with students outside the traditional classroom environment • The Reef Trip supports the school's ongoing focus on student engagement, attendance, behaviour and connectedness. A significant end-of-year experience provides a tangible incentive for students to remain engaged with their learning and school community throughout Year 10, particularly during a period where student motivation can decline. • I have been approved for $40 per student funding from the government. I will not require any more funding from the P&C • Rafting Invoice is included as Appendix D • **Total donation request $3000.00** **Motion: That the P&C donate $3000 towards the cost of the Year 10 Reef Trip** **Moved: Kelly Lambert** **Seconded: Anne-Maree Nolan** **Carried**

General Business Discussion point / Request	Speaker: Kelly Lambert Notes: • Request transfer of funds of $380 to the Z club cost centre for lollies and drinks sold at the year 7 & 8 disco on the 3rd September 2026. These items were sold using the square. **Motion: That the P&C donate $380 to the Z Club as a result of the fund raising initiative** **Moved: Troy Twomey** **Seconded: Skye Barron** **Carried**

General Business Request a donation of funding	Speaker: Sussan Morrow Notes: • The Year 12 formal the P&C in the past have provided funds to purchase flowers as gifts to the students **Motion: That the P&C donate $500 for the purchase of the gift flowers for Year 12 graduation** **Moved: Skye Barron** **Seconded: Hayley Murray** **Carried**

General Business	Speaker: Sussan Morrow Notes: • Year 9 Humanities fundraising for the Humanities camp in 2027 **Motion: That the P&C support fundraising for the Year 9 Humanities Camp to Melbourne in week 7 and use the Square** **Moved: Kelly Lambert** **Seconded: Skye Barron** **Carried**

General Business	Speaker: Hayley Murray Notes: • Funds raised for the year 11 camp, less expenses, from pie sales be transferred to the school **Motion: That the P&C donate $1,440.77 from pie sales fundraising for the year 11 camp to the school** **Moved: Hayley Murray** **Seconded: Kelly Lambert** **Carried**

General Business	Susann Morrow thanked the P&C for their support to her many initiatives and requests for funding. The P&C wishes her well in her relocation and new role on the Sunshine Coast.

Applications for New Membership	New member applications received at meeting: • Nil

Date of Next Meeting	26 November 2026

Close	Time: 5:19pm

Actions	1. Nil

CONFIRMATION OF MINUTES

Chair name: _____

Signature:_____

Date: _____

Appendix A - Treasurer's Report

MACKAY NORTHERN BEACHES SHS
PARENTS & CITIZENS ASSOCIATION
Treasurer's Report
For the Period of 01 August 2026 - 31st August 2026
Statement of Receipts and Payments

		AUGUST
INCOME		
Cash Sales	$	10,027.10
EFTPOS	$	49,474.30
TOTAL RECEIPTS	**$**	**59,501.40**
Less EXPENDITURE		
Bank Fees	$	772.19
Canteen Wages	$	13,228.87
Superannuation	$	5,937.40
IAS	$	7,126.00
	$	**27,064.46**
Canteen Expenses		
Campbells	$	13,286.63
Coles Online	$	1,808.99
CMS	$	446.70
King of Meats	$	475.74
Lactalis Australia	$	9,327.27
Superior Food Group	$	3,424.43
Vegies Unlimited	$	985.80
P & C Debit Card	$	625.70
CRUSTY'S BAKEHOUSE	$	461.76
PFD Food Services	$	1,899.55
	$	32,742.57
TOTAL EXPENDITURE	**$**	**59,807.03**
CANTEEN MONTHLY PROFIT/LOSS	**-$**	**305.63**
DONATIONS		
MNBSHS Donations	**$**	**6,097.50**

TOTAL INCOME	**$**	**59,501.40**
TOTAL PAYMENTS	**$**	**65,904.53**
MONTHLY Surplus/(Deficit)	**-$**	**6,403.13**

BANK RECONCILIATION

Opening Cash Book Balance at 01 August 2026	$	218,520.95
Add Receipts	$	59,501.40
Less Payments	$	65,904.53
Closing Cash Book Balance 31st August 2026	**$**	**212,117.82**
Bank Statement Balance at 31st August 2026	**$**	**212,117.82**
Add Outstanding Deposits	$	-
Less Outstanding Cheques	$	-
Balance at 31st August 2026	**$**	**212,117.82**
Difference	**$**	**-**
Long Service Account at 31st August 2026	**$**	**15,078.56**

MACKAY NORTHERN BEACHES SHS
PARENTS & CITIZENS ASSOCIATION
Treasurer's Report
For the Period of 01 September 2026 - 30th September 2
Statement of Receipts and Payments

	SEPTEMBER
INCOME	
Cash Sales	$ 5,115.50
EFTPOS	$ 23,162.95
MAX STOCK REFUND	$ 611.54
SQUARE (DONUTS & PIES)	$ 9,233.27
TOTAL RECEIPTS	**$ 38,123.26**
Less EXPENDITURE	
Bank Fees	$ 403.57
Canteen Wages	$ 12,326.96
Superannuation	$ 6,794.38
Workcover	$ -
	$ 19,524.91
Canteen Expenses	
Campbells	$ 10,512.54
Coles Online	$ 1,359.48
CMS	$ 432.90
King of Meats	$ 338.80
Lactalis Australia	$ 5,542.47
Superior Food Group	$ 1,638.83
Vegies Unlimited	$ 420.60
P & C Debit Card	$ 413.33
CRUSTY'S BAKEHOUSE	$ 2,980.46
BidFoods	$ 295.15
PFD Food Services	$ 688.85
	$ 24,623.41
TOTAL EXPENDITURE	**$ 44,148.32**
CANTEEN MONTHLY PROFIT/LOSS	**-$ 6,025.06**

DONATIONS	
MNBSHS Donations	**$ -**
TOTAL INCOME	**$ 38,123.26**
TOTAL PAYMENTS	**$ 44,148.32**
MONTHLY Surplus/(Deficit)	**-$ 6,025.06**

BANK RECONCILIATION

Opening Cash Book Balance at 01 September 2026	$ 212,117.82
Add Receipts	$ 38,123.26
Less Payments	$ 44,148.32
Closing Cash Book Balance 30th September 2026	**$ 206,092.76**
Bank Statement Balance at 30th September 2026	**$ 206,092.76**
Add Outstanding Deposits	$ -
Less Outstanding Cheques	$ -
Balance at 30th September 2026	**$ 206,092.76**
Difference	**$ -**
Long Service Account at 30th September 2026	**$ 15,078.56**

Appendix B - Canteen Report

Takings for sept $28 278.45 (2025 $27 616.30)

Year to date $395 322

- We got our mixer its incredible and makes cookies/ muffins in moments!
- We also got some new frypans which are great. They work extremely hard.
- Last term ended a little quieter than usual with the year 11's out on exam block and year 10's off on work experience, plus camps.
- We are expecting sales to drop off after the 23rd as they year 12's leave for their exams.
- We have year six CC students visiting us on the 22nd Oct.
- We also have the last min scramble of the senior hospitality students who haven't completed their service hours.
- As we head to that time of the year when we say goodbye to year 12's we are working with school around what that day will look like. As this year 4 of our six staff have students graduating and will be unavailable for work.

Appendix C - Principal Report

PRINCIPAL'S REPORT

PARENTS' & CITIZENS' ASSOCIATION

Thursday 15th October 2025

SCHOOL MANAGEMENT

2025 staffing is continuing – approx. enrolment = 1050

Staffing

Term 4 start – **Keang Coughlin** (Hospitality); **Nic Vanderline** (returning substantive Science HOD 0.6); **Sam Flavell** (AO); **Kelly Sheriff** – moved to Tville

2027 staff in – **Sachini Godamunne** - returning from leave; **Catherine Clarke** - returning from maternity leave; **Jamiah Hutchinson** - graduated to beignning teacher; **Jake Pekar** - Maths/ Science teacher (Permission to Teach); **Liviana Lewis** - English/ Art graduate teacher; **Elizabeth Smiley** - HPE/Science graduate teacher; **Kale Archer** - HPE/IDT transfer back from Collinsville; **Alex Cutherbert-Freese** - English/ Humanities returning back to us from HSC

Transfer Out/leaving – Susann Morrow (relocation); Tracy Chandler (retiring); Delwyn Bertling (retirement)

Classified Positions – Appointments to be confirmed at next P&C Meeting – Acting 0.4 Science HOD ('27) (with Nic Vanderlinde); Permanent HPE HOD; Permanent English HOD; Year 9 HOY (Workplace reform); Acting Year 12 HOY

Facilities

- Installation of AFL posts; collapsible rugby league posts; Major water leak – ongoing issue, investigation and resolution.

School Planning & Accountability

→ **2027 One Plan – (new), two year plan.** Developed from the department's strategic plan (*Brighter Futures*) and with review of key data 2026 sets across the school. The 2027 Budget will complement the new OnePlan. Draft presented early next year
→ **School Opinion Survey** – again, lower percentages of completion
→ **2027 Timetable development** – block structure set; staffing of the timetable occurring, including the new staff – draft completed by Week 4/5
→ **Uniform** – back to school ordering in readiness for 2027
→ **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** – Planning being finalised for the Week 4 camp. Numbers are lower (60)
- **Year 12 Formal** – last Saturday at the Mantra (Marina).
- **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 Michaela 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 19th**
- **Youth Voice Round Table** – all high schools (4 MNBSHS Yr 10 reps) - Today!
- **World Teachers' Day Breakfast** – October 30th; **Qld Tuckshop Day** – First Friday in November (6th)
- **Night of Stars –**Nov 17th – all year levels
- **Senior Graduation –** night event (Nov 19th); Friday morning (Nov 20th)
- **White Card Courses** – continue to be offered with good take up
- **JC Sports Wellbeing presentation** – Year 6-11 across the day – wellbeing talk with BMX half pipe (Oct 29th)
- **World's Greatest Shave (school) activity** – Proposed for Week 7
    - **HPE Week has been this week –** timetable of activities scheduled all week

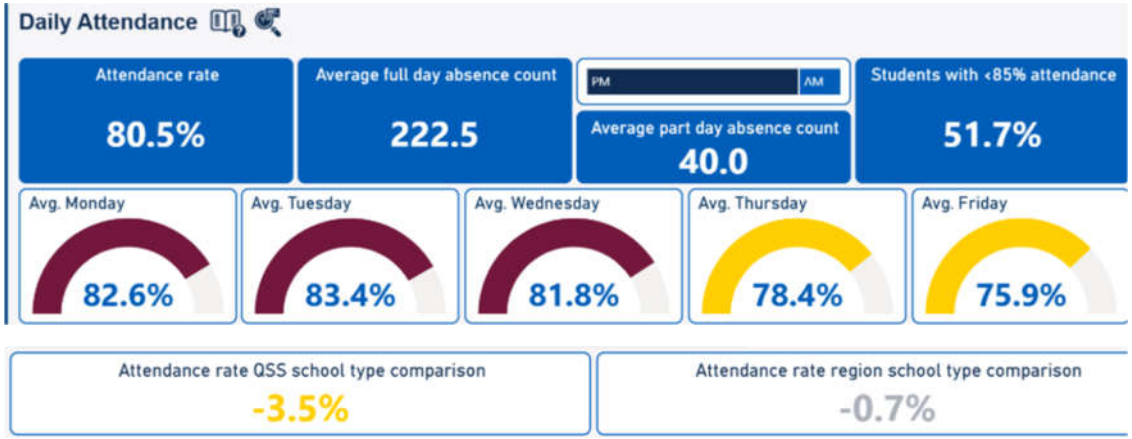
CALENDAR

WK 3 **19 – 23 October**	**19** Yr 7&8 parade @ hall Yr 7&8 girls Positive Lifestyle Program 12:20 - 12:50 p.m. @ PAC Yr 12 MEC Engineering graduation Senior leadership opens Stingers Strength 3-4 p.m.	**20 Staff - PAC Moderation – end reporting** Yr 11 Cert III Fitness excursion Yr 9&10 parade @ hall Yr 11 &12 parade @ PAC Student Council 1st break	**21** Parade – care, GIDDJO White Card Course	**22** SWD/CC Transition The Arts 8:30-11 a.m. Homework club **Night of Champions**	**23** House Parade Junior leadership closes Leadership HPT P3&4 Drama Academy showcase
	HPE week / Year 11/12 Automotive MEC Work Experience 19 – 23 October				
WK 4 **26 – 30 October**	**26** Yr 7&8 parade @ hall Yr 7&8 girls Positive Lifestyle Program 12:20 - 12:50 p.m. @ PAC Leadership team Planning afternoon (1:45 - 4) Stingers Strength 3-4 p.m.	**27 Wellbeing staff meeting** Yr 9&10 parade @ hall Yr 11 &12 parade @ PAC Junior interviews Student Council 1st break	**28** Parade – Care, HOFFPA Junior Speeches White Card Course	**29** Homework club PBL 7.45-8.15 a.m. Yr 7-10 & feeder schools, P2-4 JC Sports wellbeing presentation @ oval	**30** World Teachers' Day House Parade Math Transition visit BSS
	Year 11 camp 27-30 / Year 12 External Exam Block / Yr 11 Electro-Technology MEC work placement 26-30 October / Year 11 Visual Arts Excursion 29/30 Oct				
WK 5 **02 - 06 November**	**02** Yr 7&8 parade @ hall Senior leadership closes Reporting open for checking of class rolls at 9 a.m. Yr 7&8 girls Positive Lifestyle Program 12:20 - 12:50 p.m. @ PAC Leadership Planning Day (all day, off site) Stingers Strength 3-4 p.m.	**03 SAMs #2** Yr 9&10 parade @ hall Yr 11 &12 parade @ PAC Senior leadership endorsement Student Council 1st break QMEA Tradies 4 a Day at MNBSHS	**04** Parade – Respect, AMIEAD Senior leadership speeches & voting QMEA 3-day Mini Oresome Trades Camp @PSHS	**05** Homework club Senior leadership interviews Math Transition visit ERSS WHS 1 p.m. QMEA 3-day Mini Oresome Trades Camp @PSHS	**06** WH&S 7.30 a.m. House Parade Senior leadership interviews Good vibes staff lunch IM social night QMEA 3-day Mini Oresome Trades Camp @PSHS
	Year 12 External Exam Exam Block				
WK 6 **09 - 13 November**	**09** Yr 7&8 parade @ hall Stingers Strength 3-4 p.m. Class rolls changes to reporting survey by 11 a.m. Yr 7&8 girls Positive Lifestyle Program 12:20 - 12:50 p.m. @ PAC 2026 Yr 7 enrolment interviews #2, 2-5.30 p.m. Reports open for data entry at 3 p.m.	**10 SAMs #1** Yr 9&10 parade @ hall Yr 11 &12 parade @ PAC Student Council 1st break Yr 11 Cert III Fitness excursion	**11** Parade – Respect, BRYANA **Remembrance Day**	**12** PBL 7.45-8.15 a.m. Homework club	**13**House Parade
	Year 11 Bio/Marine Camp 9-11 November Year 12 External Exam Exam Block				

WK 7 **16 - 20 November**	**16** Yr 7&8 parade @ hall Yr 7&8 girls Positive Lifestyle Program 12:20 - 12:50 p.m. @ PAC Stingers Strength 3-4 p.m. Student Profiling with BSS & ERSS 3 p.m.	**17** HoD Led (NoS) Yr 9&10 parade @ hall Yr 11 &12 parade @ PAC **Night of Stars** Student Council 1st break External Assessment Block concludes	**18** Parade – Inclusion, LEBEMA	**19 Year 12 Graduation** Yr 12 sexual health P1 SWD/CC Transition Technology 8:30-11 a.m. Homework club	**20 Year 12 Leavers' Parade 9.30 a.m.** House Parade

Attendance Update

2026 – Year so far….



Budget Overview Report

Mackay Northern Beaches State High School - (7873)
Report Date: 09-Oct-2026 5:52 AM
Budget Quarter 4
Period: 202610 | Cost Centre: % | Cost Centre Manager: %
User: Burrows, Sian (787300082361)

	Year to Date				Annual			Original Budget
	Actual	Budget	Variance	Comment	Budget	Variance	Comment	
Opening Balance	-1,119,806	-1,119,806	0		-1,119,806	0		-1,119,806
Revenue	-2,007,202	-2,200,847	-193,645	Under Budget	-2,200,847	-193,645	Under Budget	-2,056,717
Expense	1,979,265	2,648,425	669,160	Under Budget	2,648,425	669,160	Under Budget	2,614,660
Global Trading Activities	-205,200	0	205,200	In Surplus	0	205,200	In Surplus	0
Representative Sports	-200	0	200	In Surplus	0	200	In Surplus	0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	4,337	0	-4,337	In Deficit	0	-4,337	In Deficit	0
Balance of Operating Funds	-1,348,806	-672,228	676,578		-672,228	-676,578		-561,863
Provision	0	672,228	672,228		672,228	672,228		561,863
Balance of Funds Available	-1,348,806	0	1,348,806		0	1,348,806		0
Memofigure: System Cost Centres (Not included in above totals)	*0*	*0*	*0*		*0*	*0*		*0*

Balance Sheet Summary Report

Mackay Northern Beaches State High School - (7873)

Period 202610 as at
09-Oct-2026 5:53 AM

Account Group	*Account*	*Account Description*	*Amount*
ASSETS			
	100001	Cash Float	180.00
	101201	General Bank Account	1,289,894.45
	104001	Receivables - Students	135,344.78
	104002	Receivables - Other	22,831.50
	109001	GST Input Credit Control	1,447.99
	109003	GST Clearing	23,131.10
	115005	Disputed Items - Corporate Card	1,930.25
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-1,292.00
	115016	Citibank Balance Sheet Clearing account	6,526.12
	162001	Plant & Equipment	2,458,241.79
	172001	Plant & Equipment - Accum Depr	-2,458,241.79
			1,479,994.19
LIABILITIES			
	200005	Citibank Control Account	31.08
	205501	GST - Revenue Control	521.00
			552.08
		Net Assets/(Liabilities)	1,480,546.27
EQUITY			
	340001	Accumulated Surplus/Deficit	-1,119,515.74
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-361,030.53
			-1,480,546.27

School Financial Snapshot

Mackay Northern Beaches State High School (7873)

Period 202610 (Oct 2026)
as at 09-October-2026 05:52 AM

What We Own		
Cash Holdings		
General Bank Account	1,289,894.45	
Other Cash Holdings	180.00	
Subtotal of Cash Holdings		**1,290,074.45**
What Others Owe Us		
Parents	135,344.78	
Others	48,048.84	
Subtotal of What Others Owe Us		**183,393.62**
Total of What We Own		**1,473,468.07**
ADJUSTED FOR		
What We Owe Others		
Payables	552.08	
Funds Held in Trust	0.00	
Total of What We Owe Others		**552.08**
Net Ownership* (We own more than we owe)		**1,472,915.99**
ADJUSTED FOR		
What We Are Committed to Spend		**132,030.23**
Funds We Hold for Others		
Global Trading Activities	-261,442.27	
Representative Sports	-200.07	
Other Activities	-7,720.29	
Total Funds Held for Other Bodies		**-269,362.63**
Amounts Held for Future Projects		
Bank Reserve Provision	100,000.00	
Plant & Equipment Provision	250,000.00	
Future Projects Provision	322,228.00	
Total Provisions		**672,228.00**
Actual Financial Position of the School/Available Funds		**399,295.13**

Reconciliation to Balance Sheet Summary Report		
Net Ownership*		**1,472,915.99**
ADJUSTED FOR		
Items Awaiting Reconciliation		
Salary Recovery	0.00	
Corporate Card	6,526.12	
Total Items Awaiting Reconciliation		**6,526.12**
Net Assets/(Liabilities) as per Balance Sheet Summary Report		**1,479,442.11**

Appendix D – Ancilliary (if Required)



Ducks in a Row Pty Ltd trading as Ocean Rafting
PO Box 106
Cannonvale QLD 4802
PH: 07 4946 1488

Bill To:

Mackay Nothern Beaches State High School
PO Box 430 Rural View
Rosewood Drive
Mackay QLD 4740
Australia

A.B.N. 14 089 763 262

Tax Invoice

Invoice #: 76375
Date: 27/05/2026
Due Date 18/11/2026
Page: Page 1 of 1

	Amount	Code
Ocean Rafting Charter 26th November 2026 106 guests @$149.00 pp N2611 - 312142 + N2611-312143 +N2611-312144+2611-313661 To be paid in full by the 18th November 2026	$14,358.18	GST

COMMENT

Bank Details
Westpac Bank
BSB 034207
Acc: 128269

GST:	$1,435.82
Total Inc GST:	$15,794.00
Amount Applied:	$0.00
Balance Due:	$15,794.00

Appendix E – Ancilliary (if Required)

Appendix F - Ancilliary (if Required)

Appendix G - Ancilliary (if Required)