

MNBSHS P&C GENERAL MEETING

- MINUTES

Date: 16 October 2025 Sc	cheduled Time: 4:15pm Location: L1.1
AGENDA ITEM	
Opening and welcome	Meeting opened at 4:15pm
Apologies	Nil
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 12 June 2025.
	Moved: Skye Barron
	Seconded: Steven Pugh
	Carried
Business arising from the minutes of the previous general meeting	1. Nil
Correspondence	1. Emails actioned and filed

MOTION	That the inwards correspondence be received and outwards be endorsed.
	Moved: Andrew Campbell
	Seconded: Anne-Maree Nolan
	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: Kelly Lambert
	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).
MOTION	That the Principal's report be accepted as tabled.
	Moved: Sian Burrows
	Seconded: Anne-Maree Nolan
	Carried
Motions on notice	Nil

General Business	Speaker: Steven Pugh
Request a donation of funding	 Notes: Purchase of equipment or resources - Colour Run powder The colour run is one of our annual events to improve school spirit This year we have combined our PBL rewards day and colour run near the end of Term 3, giving staff and students the opportunity to continue fostering positive relationships outside the classroom Total funds sought \$989 Motion: That the P&C donate \$989 to pay for the coloured powder for the coloured run. Moved: Troy Twomey Seconded: Kellie Elzer Carried

General Business	Speaker: Troy Twomey
Executive Committee Decision	 Notes: Donation approved for the canteen to supply 2 x \$10/day vouchers to two students following request from the Leukemia Foundation to assist with providing meals due to current hardship circumstances Vouchers are restricted to no ice blocks, no drinks To be reviewed at the end of term 4 The meeting was briefed on this decision

General Business	Speaker: Aleisha Ware
Request a donation of funding	 Notes: Musical instruments – purchase 5 full size keyboards The new key piano keyboards will facilitate the best academic outcomes for students from Years 7 to 12 The keyboards are the full 88 keys of a proper piano (we only have half sized keyboards brought in 2013) and can be used properly for performance and composition which are the two main components of Music particularly for the Senior Music students (Years 10 to 12). The keyboards are also portable which will benefit Music students to play in bands and on stage for cultural events throughout the school These keyboards will last at least 10 years. However, with only 5 being purchased more funds may be needed at some stage as the present half keyboards used mainly for Junior Music for may need replacing in the near future as they were bought in 2013 Quote included – Appendix D Total funds sought \$11,700
	Motion: That the P&C donate \$11,700 or \$7020 to purchase 5 or 3 full size electronic keyboards

Moved: Decision made to pause any action on this until investigation and discussions on previous approval from the P&C (May 2025) funds unspent and a review of the music department funds from student fees.

General Business	Speaker: Kelly Lambert
General Business	Speaker. Kelly Lambert
Request permission to fundraise	Notes: • Z Club would like to use the square for fundraising
	Motion: That the P&C approve the use of the square for a fundraising event – items associated with Christmas. Principal to go through school approvals process.
	Moved: Kelly Lambert
	Seconded: Hayley Murray
	Carried

General Business	Speaker: Rachel Richards
Request permission to fundraise	Notes:
	Moved: Troy Twomey

Seconded: Anne-Maree Nolan
Carried

General Business	Speaker: Skye Barron
Request permission to purchase equipment	Notes: • Previously discussed – coffee machine to make coffee for staff • Sell at \$5 per cup • Value \$3200 (discount to be applied) Motion: That the P&C approve the purchase of an Oracle Touch coffee machine for the canteen to upto the value of \$3000.
	Moved: Troy Twomey
	Seconded: Kelly Lambert
	Carried

General Business	Speaker: Skye Barron
Request permission to purchase equipment	Notes: • Point of sale cash register – replace older working unit which would then be kept as a backup • Value of \$500
	Motion: That the P&C approve the purchase of a Point of Sale Cash Register up to the value of \$500 for the canteen
	Moved: Troy Twomey
	Seconded: Anne-Maree Nolan
	Carried

Applications for New Membership	• Nil
Date of Next Meeting	27 November 2025

Close	Time: 5:18pm
Actions	1.
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 2025 - 31 August 2025 Statement of Receipts and Payments			DONATIONS MNBSHS Donations TOTAL INCOME	\$	6,172.51 56,191.75
			TOTAL PAYMENTS	\$	36,728.37
INCOME		AUGUST			
INCOME			MONTHLY Surplus/(Deficit)	\$	19,463.38
Cash Sales	\$	10,218.00			
EFTPOS	\$	45,973.75			
SQUARE	\$	-	BANK RECO	NCILI/	ATION
TOTAL RECEIPTS	\$	56,191.75			
Less EXPENDITURE			Opening Cash Book Balance at 01 August 2025	\$	193,192.91
Bank Fees	\$	777.66	Add Receipts	S	56,191.75
Canteen Wages	\$	13.531.05	Add Neceipts	•	50,151.75
Superannuation	\$	1,183.41	Less Payments	S	36,728.37
Workcover Renewal	\$	1,521.09	Less rayments	•	00,120.01
	\$	17,013.21	Closing Cash Book Balance 31 August 2025	\$	212,656.29
Canteen Expenses			August 2025		1
Campbells	\$	7,634.50	Bank Statement Balance at		
Coles(WEX Australia)	\$	208.46	31 August 2025	\$	212,656.29
Coles Online	\$	1,168.12	31 August 2023		
CMS	\$	339.93	Add Outstanding Deposits	•	
King of Meats Lactalis Australia	S	80.28 2.651.85	Add Outstanding Deposits Less Outstanding Cheques	\$ \$	5
Bidfoods	\$	2,001.00	Less Outstanding Cheques	Þ	-
Superior Food Group	\$	709.44			
Vegies Unlimited	S	422.47	Delegge at 24 August 2025	\$	212,656.29
DGL Accounting	•	422.47	Balance at 31 August 2025		
CRUSTY'S BAKEHOUSE	\$	327.60			
P & C Qld	\$		Difference	\$	-
CH. TOTAL CONTROL OF THE CONTROL OF	\$	13,542.65	Difference		
TOTAL EXPENDITURE	\$	30,555.86	Long Service Account at 31 August 2025	\$	15,078.56
CANTEEN MONTHLY PROFIT/LOSS	\$	25,635.89	31 August 2025	-	

MACKAY NORTHERN BEACHES SHS PARENTS & CITIZENS ASSOCIATION

Treasurer's Report DONATIONS For the Period of 01 September 2025 - 30 September 20 11,986.00 Statement of Receipts and Payments MNBSHS Donations SEPTEMBER 32,211.18 TOTAL INCOME INCOME 59,655.49 **TOTAL PAYMENTS** Cash Sales 5,392.30 \$ MONTHLY Surplus/(Deficit) 27,444.31 **EFTPOS** \$ 22,224.00 SQUARE 4,594.88 \$ BANK RECONCILIATION **TOTAL RECEIPTS** 32,211.18 Less EXPENDITURE Opening Cash Book Balance at 01 212,656.29 September 2025 **Bank Fees** 409.34 Canteen Wages 13,007.49 Add Receipts \$ 32,211.18 Superannuation 2,160.99 ATO \$ Less Payments 59,655.49 \$ 15,577.82 Closing Cash Book Balance 30 Canteen Expenses 185,211.98 September 2025 Campbells \$ 17,332.82 Coles(WEX Australia) \$ 393.54 Bank Statement Balance at Coles Online \$ 2.705.54 185,211.98 30 September 2025 CMS \$ 419.95 \$ King of Meats 433.82 Add Outstanding Deposits \$ \$ Lactalis Australia 8,288.85 Less Outstanding Cheques \$ Bidfoods Superior Food Group 920.82 Vegies Unlimited \$ 801.45 185,211.98 Balance at 30 September 2025 **DGL** Accounting **CRUSTY'S BAKEHOUSE** 794.88 P & C Qld \$ 32,091.67 Difference TOTAL EXPENDITURE 47,669.49 Long Service Account at 15,078.56

15,458.31

CANTEEN MONTHLY PROFIT/LOSS

30 September 2025

Appendix B - Canteen Report

September takings \$27 616.30 (\$24 589 sept 2024)

YTD takings \$383 082 (which is \$20k higher than this time last year)

Daily average \$2755.98 (\$2607 this time last year)

We seem to be going against the trend as many schools are struggling to make their canteens viable or to retain staff.

- We have finally tracked down a new supplier for Streets ice creams. Superior foods was our supplier and they have lost the contract. So we are in the process of opening a new account with Max Stocks. They are based in Cairns but have a depo in Townsville and drive to Mackay multiple times a week.
- We have been investigating new POS systems. Most have ongoing fees and need internet access which is tricky as Ed Qld won't allow us to connect to the school internet. We would need to independently get an internet connection as well. Also many new systems have their own eftpos systems and make it unable to complete more than one transaction at once. We currently have five eft terminals and both the senior and junior lines run two eft simultaneously. As a result we have decided to simply purchase the same cash registers we have.
- We have been looking at coffee machine quotes and would like to move forward with purchasing one. The Good guys have a machine with a dual boiler called the Oracle touch that is \$3200. It has a built in grinder and tamper. We get a discount if we order through ASCA with the good guys. They support school canteens and give back to charities that are associated with schools. We should be able to get a good machine under \$3000.
- One of our main ovens decided to stop working last week. We had a UNOX tech come out and he couldn't find a problem with it. He said it was safe to use and if it happened again to contact him.
- At the end of last term Joely and Ange worked on the Wednesday to assist with the PBL rewards day. We purchased drinks for the day and need to invoice PBL \$580.
- We have some new drinks coming in stock called BARE. They are canned drinks with zero calories and no preservatives. They are very tasty and I think the students will love them.

Appendix C - Principal Report

SCHOOL MANAGEMENT

2025 staffing is continuing – approx. enrolment = 1050

Staffing

Term 4 start – Josh Gibson (Hum English); Jennifer Clarke (Eng Humanities)

2026 staff in – Bekkie Houston (Inclusion); Rebecca Kay (History/ Psych);

Transfer Out – Ruth Salecich/Brown (SE)

Classified Positions – Appointments to be confirmed at next P&C Meeting – Acting Science HOD (Sem 1 '26) (behind Nic Vanderlinde); Acting HPE HOD; Acting English HOD (family moves for substantive HODs); Acting Maths HOD (stepping Back); Year 9 HOY (Workplace reform)

Facilities

Go for Gold sidings on multipurpose courts – complete





New bubblers installed and water bottle distributed – Year 7/8 last Thursday; 9-12 across this week. Opt in if wish or provide your own – ultimately no students
out of class











School Planning & Accountability

- → 2026 AIP will be developed from Year 1 of our new 4 years strategic plan and with review of key data 2025 sets across the school. The 2026 Budget will complement the AIP. Draft presented later in the term
- → **School Opinion Survey** again, lower percentages of completion
- → 2026 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 2026
- → 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 undercovers 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 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 18th

- World Teachers' Day Breakfast October 31st; Qld Tuckshop Day First Friday in November (7th)
- **Night of Stars –**Nov 18th all year levels
- Senior Graduation night event (Nov 20th); Friday morning (Nov 21st)
- World's Greatest Shave (school) activity -
- Year 7/8 Girls football comp this term against most other schools in Mackay
- HPE Week has been this week timetable of activities scheduled all week

CALENDAR

WK 3	20 Yr 788 parade @ hall	21 Staff	22 Parade – A M°Connell	23 PBL 7.30-8.15 a.m.	24House Parade
20 – 24 October	Yr 10 parade @ R block Yr 11 &12 parade @ PAC Yr 12 MEC Engineering graduation Stingers Strength 3-4 p.m.	CC transition 9-10 a.m. Student Council 1 st break ADF careers visit 1 st lunch	P2 Yr 11 Elevate ADF Visit – Year 11 & 12	CC Transition Care-P2 Yr 9 parade P4 @ hall Homework club Night of Champions	Jun & Sen leadership closes Leadership HPT P3&4 Drama Academy full day rehearsal
			HPE week		
WK 4 27 - 31 October	27 Yr 7&8 parade @ hall Yr 10 parade @ R block Yr 11 &12 parade @ PAC Stingers Strength 3-4 p.m.	28 SAMs 1 Student Council 1 st break	29 Parade – N Bryan Leadership Interviews	30 Homework club Yr 9 parade P4 @ hall Math Transition visit BSS Leadership interviews 2026 Yr 7 enrolment interviews #2, 3-6.30 p.m.	31 World Teachers' Day House Parade
		Year 12 exam block / Yr	11 Electro-Technology MEC wo	rk placement 27-31 October	
WK 5 03 - 07 Novembe r	03 Yr 788 parade @ hall Yr 10 parade @ R block Yr 11 812 parade @ PAC Reporting open for checking of class rolls at 9 a m. Stingers Strength 3-4 p.m.	04 SAMs 2 Student Council 1st break QMEA Tradies 4 a Day at MNBSHS	05 Parade – S Pugh White card Course	06 Yr 9 parade P4 @ hall Homework club Yr 11 Biology excursion	07 House Parade Math Transition visit ERSS Good vibes staff lunch IM social night
			Year 12 exam block	1	
WK 6 10 - 14 Novembe r	10 Yr 78.8 parade @ hall Yr 10 parade @ R block Yr 11.8 12 parade @ PAC Stingers Strength 2-4 pm. Junior student profiling Class rolls changes to reporting survey by 11 a.m. Reports open for data entry at 3 p.m.	11 Wellbeing Remembrance Day Student Council 1 st break Student Profiling with BSS & ERSS 3 p.m.	12 Parade – J Giddings	13 PBL 7 30-8 15 a.m. Yr 9 parade P4 @ hall Homework club	14House Parade
		Year 12	exam block / Yr 11 AQP 2-day	excursion /	10
WK 7 17 - 21 Novembe r	17 Yr 788 parade @ hall Yr 10 parade @ R block Yr 11 &12 parade @ PAC Stingers Strength 3-4 p.m.	18 HOD led Night of Stars CC transition 9-10.30 a.m. Student Council 1st break External Assessment Block concludes	19 Parade – S Merchant	20 Year 12 Graduation Yr 12sexual health P1 CC Transition Care-P2 Yr 9 parade P4 @ hall Homework club CC Transition Day #4 Yr 12 Automotive MEC graduation	21 Year 12 Leavers' Parade 9.30 a.m. House Parade

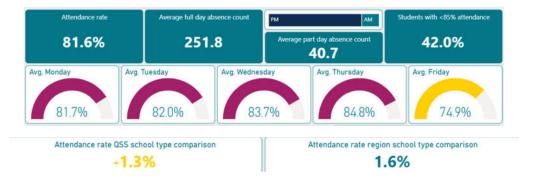
WK 8 24 – 28 Novembe r	24 Yr 788 parade @ hall Yr 10 parade @ R block Yr 11 parade @ PAC Stingers Strength 3-4 p.m.	25 SAMs 1 Student Council 1st break	26 Parade – M Bowerman Unit 2 results to J Sharam NR conversations with HOD & survey completed 11 a.m.	27 Yr 9 parade P4 @ hall Homework club HODs complete NR review with DPs by 11 a.m. SM - Final date to record Unit 3 & 4 results 2025 SM - Final date to record VET results SM Final date to record Unit 1 & 2 results for 2026	28 Year 10 & 11 last day House Parade Behaviour, Effort & Extra- Curricular date due 11 a.m.
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Attendance Update

Attendance matters!!

Legal attendance expectations will be followed up

Term 2 - 2025



Term 3 2025

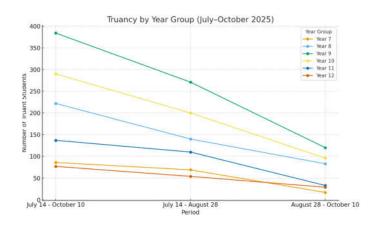


Attendance rate QSS school type comparison

-1.7%

Attendance rate region school type comparison

1.2%



DATE RANGE		28/8 -	10/10	31/7 – 27/8		
Year Level	Number of St's in cohort	Number of St's with Att >85%	Percentage of the cohort	Number of St's with Att >85%	Percentage of the cohort	
7	191	97	50.78%	107	56.02%	
8	187	70	37.43%	86	45.98%	
9	186	63	33.87%	78	41.93%	
10	168	74	44.05%	88	52.38%	
11	119	62	52.10%	66	55.46%	
12	136	50	36.76%	68	50.00%	

Budget Overview Report

Mackay Northern Beaches State High School - (7873) Report Date: 10-Oct-2025 4:12 PM

Budget Quarter 4

Period: 202510 | Cost Centre: % | Cost Centre Manager: %

User: Burrows, Sian (787300082361)

	Year to Date					Original		
	Actual	Budget	Variance	Comment	Budget	Variance	Comment	Budget
Opening Balance	-1,377,232	-1,377,232	0		-1,377,232	0		-1,377,232
Revenue	-1,898,539	-2,047,280	-148,741	Under Budget	-2,047,280	-148,741	Under Budget	-1,912,488
Expense	2,048,560	2,749,709	701,149	Under Budget	2,749,709	701,149	Under Budget	2,867,371
Global Trading Activities	-105,632	0	105,632	In Surplus	0	105,632	In Surplus	0
Representative Sports	-131	0	131	In Surplus	0	131	In Surplus	0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	-19,826	0	19,826	In Surplus	0	19,826	In Surplus	0
Balance of Operating Funds	-1,352,800	-674,803	677,997		-674,803	-677,997		-422,349
Provision	0	674,803	674,803		674,803	674,803		422,349
Balance of Funds Available	-1,352,800	0	1,352,800		0	1,352,800		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 202510 as at 10-Oct-2025 4:12 PM

Account Group	Account	Account Description	Amount
ASSETS			
	100001	Cash Float	180.00
	101201	General Bank Account	1,344,316.69
	104001	Receivables - Students	63,851.21
	104002	Receivables - Other	32,606.22
	109001	GST Input Credit Control	3,393.00
	109003	GST Clearing	13,525.66
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-620.00
	115016	Citibank Balance Sheet Clearing account	11,890.27
	162001	Plant & Equipment	2,385,042.28
	172001	Plant & Equipment - Accum Depr	-2,385,042.28
			1,469,143.05
LIABILITIES			
	200001	Payables	-35,222.15
	200005	Citibank Control Account	-4,147.10
	205501	GST - Revenue Control	-18.22
			-39,387.47
		Net Assets/(Liabilities)	1,429,755.58
EQUITY	340001	Accumulated Surplus/Deficit	-1,376,093.28
	400001-599999	SURPLUS/DEFICIT FOR YEAR	-53,662.30
	400000-399999	SURFLUS/DEFICIT FOR TEAR	
			-1,429,755.58

School Financial Snapshot

Date Printed: 10/10/2025, 04:12 PM, sfrpca_75644

OneSchool

User Name: Burrows, Sian

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Mackay Northern Beaches State High School (7873)

Period 202510 (Oct 2025) as at 10-October-2025 04:12 PM

What We Own					
Cash Holdings					
General Bank Account Other Cash Holdings	1,344,316.69 180.00				
Subtotal of Cash Holdings		1,344,496.69			
What Others Owe Us					
Parents Others	63,851.21 48,904.88				
Subtotal of What Others Owe Us		112,756.09			
Total of What We Own		1,457,252.78			
ADJUSTED FOR					
What We Owe Others					
Payables Funds Held in Trust	-39,387.47 0.00				
Total of What We Owe Others		-39,387.47			
Net Ownership* (We own more than we owe)		1,417,865.31			
ADJUSTED FOR					
What We Are Committed to Spend		77,937.55			
Funds We Hold for Others					
Global Trading Activities Representative Sports Other Activities	-128,143.58 -130.53 -26,654.34		School Financial Snapshot - Mackay Northern Beaches State High School - (7873)		
Total Funds Held for Other Bodies		-154,928.45	Period 202510 (Oct 2025) as at 10-October-2025		
Amounts Held for Future Projects			04:12 PM		
Bank Reserve Provision Plant & Equipment Provision	100,000.00 250,000.00		Reconciliation to Balance Sheet Summary Report		
Future Projects Provision	324,803.00		Net Ownership*		1,417,865.31
Total Provisions		674,803.00	ADJUSTED FOR		
Actual Financial Position of the School/Available Funds		510,196.31	Items Awaiting Reconciliation		
			Salary Recovery	0.00	
			Corporate Card	11,890.27	
Report Name: SFRPC	User II	D: 787300082361	Total Items Awaiting Reconciliation		11,890.27

Net Assets/(Liabilities) as per Balance Sheet Summary Report

1,429,755.58

Amounts Held for Future Projects

Bank Reserve Provision 100,000.00 Plant & Equipment Provision 250,140.00 481,122.00 Future Projects Provision

Total Provisions 831,262.00

Actual Financial Position of the School/Available Funds 711,907.72

Report Name: SFRPC User ID: 787300082361 Date Printed: 05/10/2024, 08:55 AM, sfrpca_69791 OneSchool User Name: Burrows, Sian

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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 13,864.44

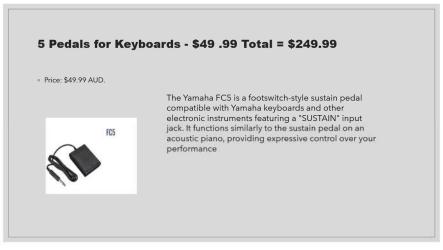
Net Assets/(Liabilities) as per Balance Sheet Summary Report 1,839,184.97

Appendix D – Ancilliary (if Required)









5 Carry cases for Keyboards – SC –DE88-\$250 Total =\$1250 SC-DE88 Be your own piano mover. This soft case lets you easily roll and carry your CK88 to gigs, studies, clubs, arenas and backyard blogs, and features wheels for easy transport, multiple handles, accessory pockets, and heavy-duty zippers. The case dimensions are approximately 1,438 mm (W) x 217 mm (H) x 430 mm (D), with a weight of around 3.5 kg.

Appendix E – Ancilliary (if Required)

Appendix F - Ancilliary (if Required)

Appendix G - Ancilliary (if Required)