



MNBSHS P&C GENERAL MEETING

20 November 2024 – Minutes

Date: 20 November 2024 Time: 4:15pm Location: L1.3	
AGENDA ITEM	
Opening and welcome	Meeting opened at 4:17pm
Apologies	Jackie Phillips, Kelly Lambert, Anne-Maree Nolan, Tammy Kinnersly
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 10 October 2024.</p> <p>Moved: Kellie Elzer</p> <p>Seconded: Hayley Murray</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 – Closed out as actioned with a video and promotional materials. 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. – Closed out - See action items
Correspondence	<ul style="list-style-type: none"> • Emails actioned and filed • Amy Howard – Thank you to the MNBSHS P&C <i>“for your generous sponsorship of the Year 7 Scholarships at our recent Night of Stars Awards Night. Your support played a vital role in making the event a success. Thanks to your contribution, we were able to honour the hard work and dedication of our students, helping them to further pursue their academic and personal goals. Your support not only provides financial assistance</i>

	<p><i>but also sends a powerful message of encouragement to all our students, motivating them to continue striving for excellence.</i></p> <p><i>We are incredibly grateful for your partnership in making this event a success and for the positive impact you've had on the lives of our students. We hope to continue our partnership in the future and look forward to collaborating again for the benefit of our school and its students."</i></p> <ul style="list-style-type: none"> •
MOTION	<p>That the inwards correspondence be received and outwards be endorsed.</p> <p>Moved: Andrew Campbell</p> <p>Seconded: Skye Barron</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>October 2024</p> <p>Moved: Hayley Murray</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: Hayley Murray</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> <p>Carried</p>
Motions on notice	Nil

<p>General Business</p> <p>Business Arising</p>	<p>Speaker: Troy Twomey</p> <ul style="list-style-type: none"> Presentation regarding 2024 SRS review and 2025 SRS expected amount. <p>Motion: I move that the EOY SRS fee review for 2024 and the proposed SRS budget and charges for 2025 be accepted and endorsed.</p> <p>Moved: Troy Twomey</p> <p>Seconded: Skye Barron</p> <p>Carried</p>
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<p>General Business</p> <p>Business Arising</p>	<p>Speaker: Troy Twomey / Haley Murray</p> <ul style="list-style-type: none">• Pedal Prix team has now raised more funds than they needed to pay back their P and C loan.• P&C to provide a donation back to Pedal Prix for the difference.• \$935.65 to be donated back to the Pedal Prix program. <p>Motion: P&C to donate \$935.65 to the Pedal Prix program as a result of their fundraising efforts.</p> <p>Moved: Troy Twomey</p> <p>Seconded: Kellie Elzer</p> <p>Carried</p>
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<p>General Business</p> <p>Funding Request</p>	<p>Speaker: Jesse Hopkins</p> <ul style="list-style-type: none">• New basketball rings required for the indoor sports hall• Current rings are in poor condition• This is in preparation for a potential interschool competition next year• School has a supply of nets in stock• Requesting up to \$695 <p>Motion: P&C to donate \$695 to replace two competition basketball rings for the indoor sports hall</p> <p>Moved: Jesse Hopkins</p> <p>Seconded: Nic Richards</p> <p>Carried</p>
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<p>General Business</p> <p>Funding Request</p>	<p>Speaker: Nik Richards</p> <ul style="list-style-type: none">• Requesting funds to assist with the Year 9 Semi Formal• \$1000 donated in 2023 for the formal that was not spent. Would like to access that.• Photo booth available and asking to use the \$1000 for this.• Additional \$750 being requested to hire a new 360 degree video booth to capture footage at the event. <p>Motion: P&C to donate \$750 for the Year 9 Semi Formal to hire a 360 degree video booth.</p> <p>Moved: Nik Richards</p> <p>Seconded: Troy Twomey</p> <p>Carried</p>
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<p>Applications for New Membership</p>	<ul style="list-style-type: none">• Simone Muirhead applied for membership at the meeting <p>Motion: Move and accept new members to the association</p> <p>Moved: Troy Twomey</p> <p>Seconded: Joanne Brock</p> <p>Carried</p>
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General Discussion	<ul style="list-style-type: none"> \$38,750.38 donated to school in 2024
Date of Next Meeting	13 February 2025

Close	Time: 5:22pm
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Actions	<ol style="list-style-type: none"> Troy Twomey to update Funding request form to note the “cut off” time for funding requests as Tuesday 12pm prior to a Thursday meeting. Schedule 2025 meetings if possible to coincide with complimentary activities or significant events being held at the school to attract more people to the P&C Meetings.
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CONFIRMATION OF MINUTES

Chair name: _____

Signature: _____

Date: _____

Appendix A - Treasurers Report – October 2024

MACKAY NORTHERN BEACHES STATE HIGH S PARENTS & CITIZENS ASSOCIATION

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

	OCTOBER	
INCOME		
Cash Sales	\$	10,878.70
EFTPOS	\$	46,825.70
Container Exchange	\$	-
SQUARE	\$	1,054.44
TOTAL RECEIPTS	\$	58,758.84
Less EXPENDITURE		
Bank Fees	\$	837.87
Canteen Wages	\$	9,389.37
Superannuation	\$	1,649.75
Work Cover	\$	-
	\$	11,876.99
Canteen Expenses		
Campbells	\$	10,174.36
Coles(WEX Australia)	\$	318.42
Coles Online	\$	1,923.92
CMS	\$	187.80
King of Meats	\$	220.57
Lactalis Australia	\$	3,759.39
Bidfoods	\$	112.96
Superior Food Group	\$	3,373.59
Vegies Unlimited	\$	915.79
DGL ACCOUNTING	\$	-
CRUSTY'S BAKEHOUSE	\$	510.90
P & C Qld	\$	-
	\$	21,497.70
TOTAL EXPENDITURE	\$	33,374.69
CANTEEN MONTHLY PROFIT/LOSS	\$	25,384.15

DONATIONS	
MNBSSH Donations	\$ -
TOTAL INCOME	\$ 58,758.84
TOTAL PAYMENTS	\$ 33,374.69
MONTHLY Surplus/(Deficit)	\$ 25,384.15

BANK RECONCILIATION

Opening Cash Book Balance at 01 October 2024	\$ 180,688.16
Add Receipts	\$ 58,758.84
Less Payments	\$ 33,374.69
Closing Cash Book Balance 31st October 2024	\$ 206,072.31
Bank Statement Balance at 31 October 2024	\$ 206,072.31
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
Balance at 31 October 2024	\$ 206,072.31
Difference	\$ -
Long Service Account at 31 October 2024	\$ 10,078.56

I move that this report be accepted.

Seconded:

Appendix B - Canteen Report

Canteen Report November 2024

Takings for October \$57 704.40 October 2023 = \$51 467.35

Year to date (end of October) \$428 304.90

Daily average \$2 611.62

Very busy time for us Year 12s are eating everything that isn't nailed down!

As we have done in previous years we made a recipe book for the graduating seniors. They were very excited to receive this.

Tuesday the 19th we have catering for a leadership day.

26th Nov we have the year 6 into 7 transition. Which is always a big day! A menu of the day has been sent to Mark L to forward out to new parents.

We have year 9 semi formal coming up on the 29th Nov. We have a great menu planned for them. Including frogs in a pond, mini cheeseburgers, pulled pork bao buns and chocolate mousse!

We have also been asked to cook for the staff lunch on the second last day of term. All the staff have been asked to pay in cash and all of the food for the day will be purchased beforehand. And there will be no use of school or P&C accounts for buying food. However we will have more staff on that day than would normally be required.

Friday the 29th is the whole school excursion to the lagoon and movies. Canteen will not be open that day.

Week 11 – We are thinking we will be closed. Traditionally those last few days sales are very low and don't cover wages. We do also need time to do stocktake, prepare the menu for 2025 and shop and cook for the staff xmas lunch. The final Friday we shall be doing final tidy up and cleaning ovens! Fun times....

PRINCIPAL'S REPORT
PARENTS' & CITIZENS' ASSOCIATION
Wednesday November 20th 2024

SCHOOL MANAGEMENT

Staffing:

Classified Positions – Permanent Senior School DP – Rachel Kowald; , Permanent HOSES – Louise Adamson, Acting Science HOD ('25) (behind Nic Vanderlinde) – Matt Bowerman; 2025 Acting MS DP (term 1) – Nik Richards;

Additional teachers – Danielle Swann (Eng, Hum), Aman Pillay (Hum, Business), Marc Herzen (Hum, CC), Christine Dunphy (Jap, The Circle), Chris Humphries (HPE, Eng), Ben Blomfield (Snr Eng)

School Planning & Accountability

Year 12's now complete and finished

Report Cards Sem 2 – 10 & 11 - emailed Friday, Week 9; 7-9- Emailed Friday, Week 10

'25 AIP and Budget in development

Timetable continues to be refined – Draft has been released to staff

GENERAL

- **2024 Night of Stars** – Last Tuesday – over 315 awards given. Thanks to the P&C for their contributions
- **One-off Year 6 into 7 Enrolment opportunities** – 171 currently enrolled
- **6 into 7 Transition Day** – Tuesday 26th (Week 9)
- **Year 10-12 Resources** must be returned this week; Invoices then sent for outstanding books
- **2025 Senior Leaders and 2025 Junior Leaders** – see table below....

Year 10 Students - Unique Student Identifier (USI) – students must create their USI ASAP! Please assist in ensuring this task is completed by your child this weekend preferably. **See Mrs Sharam if unsure of what to do**

- **Computer Alliance BYOD Portal** - The opportunity for parents to purchase affordable, high grade, educational laptops suitable for use in our school setting. From \$749. Link is on our website
- **Year 10 Reef Trip** – on their last day – November 24th
- **QParents-** will be used for all excursions from 2025 – sign up if you haven't yet

Year 9 Semi-formal - Time and date: Friday (week 9) 29th Nov 5:30pm-8:30pm; **Location:** PAC; **Price:** is being worked out but should be \$30

Yr 7-9 Friday Activity Day (6th Dec) – Lagoon and Movies

New Staff induction Day – Thursday 28th Nov; Looking at format given mixed ability to attend and OS new teachers
Staff planning in full swing for 2024 whilst balancing end of 2023

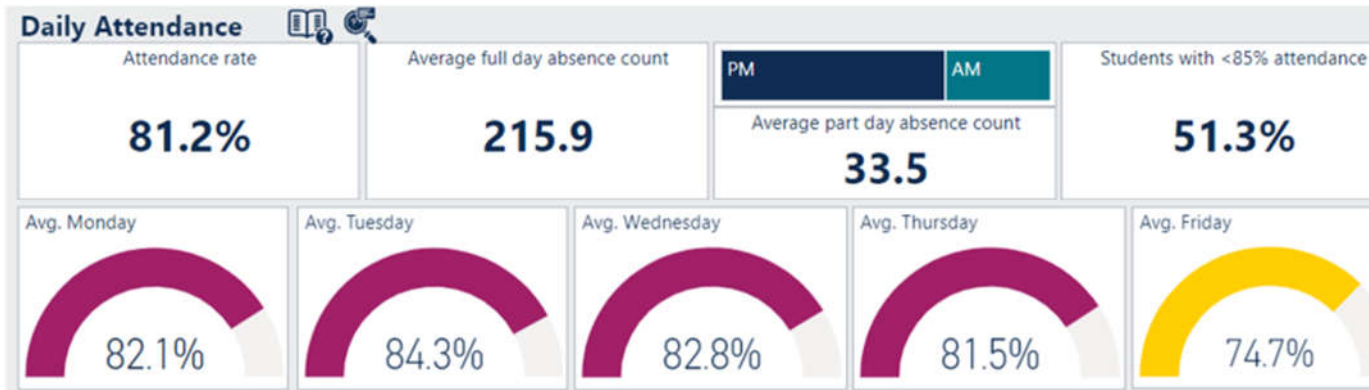
NAME	POSITION	STAFF
Mariana Cunha	Academic Captain	K Lambert
Kassidy Davis	Academic Vice-Captain	
Kairyn Kerr	Arts Captain	
Lily Williamson	Arts Vice-Captain	
Macey Sharam	Sports Captain	
Cayleb Ticehurst	Sports Vice-Captain	
Tasia Camenzuli	Cultural Captain	C Hakaraia
Isabelle Refalo	Junior School - Academic	K Lambert
Meeki Wilson	Junior School - Academic	
Mary Briones	Junior School – Arts	
Isaac Williamson	Junior School – Arts	
Riley Baumann	Junior School – Sports	
Kirra Nunn	Junior School - Sports	
Serenity Charles	Crocodile House Captain	Montanna Best
Ryan Dunne	Crocodile House Captain	Paige Hoffmaster
Chevelle Harris	Dingo House Captain	
Samantha Padget	Dingo House Captain	Justin Gane
Bronte Potter	Kangaroo House Captain	
Griffin Fields	Kangaroo House Captain	Jesse Hopkins
Emily Flavell	Shark House Captain	
Lachlan Multalo	Shark House Captain	

• CALENDAR

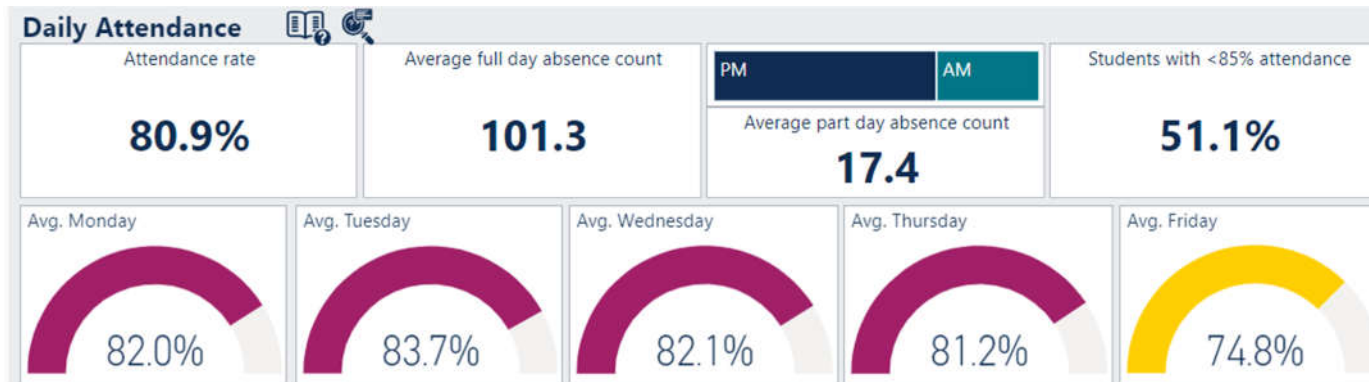
WK 9 25 – 29 Nov	25 Junior sector parade - hall Stingers Strength 3-4 p.m. Yr 10-11 Reports to buddies for proofing by 3 p.m.	26 SAMS 2 Yr 10-11 Reports to HODs by 11 a.m. Yr 6-7 transition day Yr 9 HPE orienteering P1&2	27 Parade - PUGHST Yr 7&8 Renewable Energy	28 Yr 9 parade P4 – R block homework club PEL 7.30-8.15 a.m. Yr 10-11 Reports to DPs and reporting closes 3 p.m.	29 Yr 10-11 Reports emailed home by 11 a.m. Yr 9 Semi-Formal 5.30-8.30 p.m.
WK 10 02 - 06 Dec	02 Junior sector parade - hall Yr 7-9 Reports to buddies by 3 p.m.	03 Staff Star Performers rewards & excursion Yr 7-9 Reports to HODs by 11 a.m.	04 Parade– Star Performers	05 Yr 9 parade P4 – R block Yr 7-9 Reports to DPs and reporting closes at 3 p.m. Yr 8/9 Students Leading Students	06 Movies & Lagoon Yr 7-9 Reports emailed home by 11 a.m. Yr 8/9 Students Leading Students
WK 11 09 - 13 Dec	09 English/Humanities	10 HPE/Science	11 Technology/Maths No Parade 2025 student leadership day	12 Yr 9 parade P4 – R block	13 Staff Christmas lunch Final Subject Results released via SM

Attendance

Overall School



Overall Girls



Overall Boys

Daily Attendance



Attendance rate

81.5%

Average full day absence count

114.6

PM

AM

Average part day absence count

16.1

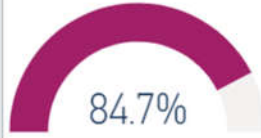
Students with <85% attendance

51.5%

Avg. Monday



Avg. Tuesday



Avg. Wednesday



Avg. Thursday



Avg. Friday



Balance Sheet Summary Report

Mackay Northern Beaches State High School - (7873)

Period 202411 as at
15-Nov-2024 3:07 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	1,634,363.33
	104001	Receivables - Students	51,714.08
	104002	Receivables - Other	35,181.81
	109001	GST Input Credit Control	9,115.04
	109003	GST Clearing	17,234.97
	115005	Disputed Items - Corporate Card	-500.00
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-104.00
	115015	Credit Card Balance Sheet Account Staff	12,402.26
	162001	Plant & Equipment	2,390,098.15
	172001	Plant & Equipment - Accum Depr	-2,390,098.15
			<u>1,759,587.49</u>
LIABILITIES			
	200001	Payables	-16,149.84
	200003	CBA/MCC Control Account (MCC)	-17,345.83
	205501	GST - Revenue Control	-1,369.90
	216801	Security Deposits	-800.00
			<u>-35,665.57</u>
		Net Assets/(Liabilities)	<u>1,723,921.92</u>
EQUITY			
	340001	Accumulated Surplus/Deficit	-1,396,481.68
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-327,440.24
			<u>-1,723,921.92</u>

Budget Overview Report

Mackay Northern Beaches State High School - (7873)

Report Date: 15-Nov-2024 3:06 PM

Budget Quarter 4

Period: 202411 | 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	-2,257,495	-2,223,882	33,613	Over Budget	-2,223,882	33,613	Over Budget	-1,824,099
Expense	2,274,500	2,728,606	454,106	Under Budget	2,728,606	454,106	Under Budget	2,347,192
Global Trading Activities	-57,159	0	57,159	In Surplus	0	57,159	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	-15,717	0	15,717	In Surplus	0	15,717	In Surplus	0
Balance of Operating Funds	-1,451,617	-890,962	560,655		-890,962	-560,655		-872,593
Provision	0	890,962	890,962		890,962	890,962		872,593
Balance of Funds Available	-1,451,617	0	1,451,617		0	1,451,617		0
<i>Memofigure: System Cost Centres (Not included in above totals)</i>	0	0	0		0	0		0

School Financial Snapshot

Mackay Northern Beaches State High School (7873)

Period 202411 (Nov 2024)

as at 15-November-2024 03:07 PM

What We Own

Cash Holdings

General Bank Account	1,634,363.33	
Other Cash Holdings	180.00	
Subtotal of Cash Holdings		1,634,543.33

What Others Owe Us

Parents	51,714.08	
Others	60,927.82	
Subtotal of What Others Owe Us		112,641.90

Total of What We Own **1,747,185.23**

ADJUSTED FOR

What We Owe Others

Payables	-34,865.57	
Funds Held in Trust	-800.00	
Total of What We Owe Others		<u>-35,665.57</u>

Net Ownership* (We own more than we owe) **1,711,519.66**

ADJUSTED FOR

What We Are Committed to Spend **271,508.57**

Funds We Hold for Others

Global Trading Activities	-83,176.63	
Representative Sports	-60.42	
Other Activities	-15,716.93	
Total Funds Held for Other Bodies		-98,953.98

Amounts Held for Future Projects

Bank Reserve Provision	100,000.00	
Plant & Equipment Provision	300,140.00	
Future Projects Provision	490,822.00	
Total Provisions		890,962.00

Actual Financial Position of the School/Available Funds **450,095.11**

School Financial Snapshot - Mackay Northern Beaches State High School - (7873)
 Period 202411 (Nov 2024) as at 15-November-2024
 03:07 PM

Reconciliation to Balance Sheet Summary Report

Net Ownership* **1,711,519.66**

ADJUSTED FOR

Items Awaiting Reconciliation

Salary Recovery	0.00
Corporate Card	12,402.26

Total Items Awaiting Reconciliation **12,402.26**

Net Assets/(Liabilities) as per Balance Sheet Summary Report **1,723,921.92**

Appendix D – Ancilliary (if Required)

Appendix E – Ancilliary (if Required)