



MNBSHS P&C GENERAL MEETING

21 March 2024 Minutes

Date: 21 March 2024 Time: 4:44pm Location: L1.1	
AGENDA ITEM	
Opening and welcome	Meeting opened at 4:44pm
Apologies	Nil
Confirmation of the minutes of the previous general meeting	Minutes distributed to members prior to meeting. Next meeting date was not correct as AGM pushed back due to awaiting response from audit.
MOTION	That the minutes be confirmed as a true and correct record of the meeting held 8 February 2024. Moved: Troy Twomey Seconded: Skye Barron Carried
Business arising from the minutes of the previous general meeting	<ul style="list-style-type: none"> • Exec nominations • New members <p>Motion: That all new members are accepted and recorded on our register of members. Moved: Troy Twomey Seconded: Trent Sehl Carried</p>
Correspondence	<ul style="list-style-type: none"> • Emails actioned and filed
MOTION	That the inwards correspondence be received and outwards be endorsed. Moved: Amy Hobson Seconded: Sian Burrows Carried
Treasurer's report	<ul style="list-style-type: none"> • Report provided to members (See Appendix A).
MOTION	That the treasurer's report be accepted and payments as listed be endorsed. Moved: Trent Sehl Seconded: Ray Mohandas Carried
Canteen report	<ul style="list-style-type: none"> • Report provided to members (See Appendix B). • Cat Craig does duty outside PGD – suggested painting lines outside of the canteen <p>Action: Skye to make some drawings and suggest how this might be undertaken.</p>
MOTION	That the canteen report be accepted as tabled. Moved: Skye Barron Seconded: Ray Mohandas Carried
Principal's report	<ul style="list-style-type: none"> • Report provided to members (see Appendix C). • Student cards have arrived and are being provided to students who've paid their SRS fees
MOTION	That the Principal's report be accepted as tabled. Moved: Sian Burrows Seconded: Ray Mohandas Carried
Motions on notice	Nil

General Business

Sian Burrows

Diversity Policy

- Provided to members for review
- Follows department's expectations for diversity in schools for all students.
- Has been reviewed by executive team and leadership team.
- Will be shared with all staff at Tuesday's staff meeting
- Final copies to be distributed at the next meeting

April Puddicombe

Funding Requests

- IM primary roadshow – our students perform to primary students
- Requesting money to feed students on the day
- The food would be provided in Period 4
- Date of the roadshow is next Wednesday 27 March 2024
- 44 students and 3 staff
- Requesting \$250

Draft Motion: That the P&C will support the IM primary roadshow up to the value of \$250, to provide pizzas and drinks for students on the day.

Further discussion: Canteen has drinks available so drinks can be donated for this event.

Motion: That the P&C will support the IM primary roadshow up to the value of \$200, with canteen donating drinks for this event.

Moved: Skye Barron **Seconded:** Kellie Elzer **Carried**

IM CQU Jammin'

- Students go to CQU for close to 12 hours
- CQU provide dinner, but seeking support to provide lunch
- 37 students, 3 staff, 5 uni staff, 5 uni students, 10 classroom music students
- Looking to provide 4 sub platters, one GF platter, plus juice
- Held beginning of Term 3

Motion: That the P&C will support the CQU jammin' day up to the value of \$250, to support the participants with Subway lunch on that day.

Moved: Trent Sehl **Seconded:** Anne-Maree Nolan **Carried**

Amy Hobson

Krispy Crème fundraiser

- Rachel Richards as events coordinator of the school arranged to use the P&Cs square to run the Krispy Crème fundraiser which is held to support the Year 12 formal.

Action: Final figures to be brought to the next meeting.

Motion: That the P&C supports the fundraising drive to raise funds for Year 12 formal.

Moved: Amy Hobson **Seconded:** Trent Sehl **Carried**

	<p><u>Ruby Armit</u> <u>ANZAC Assembly</u></p> <ul style="list-style-type: none"> - Each year the school runs an ANZAC day ceremony in the week in which ANZAC day fall. - In 2024 this will be Wednesday 24 April. - Seeing canteen's support with offering morning tea to special guests – approximately 7-10 people <p>Motion: That the P&C support providing morning tea for the ANZAC day ceremony invited guests in the form of catering by the canteen. Moved: Ray Mohandas Seconded: Kellie Elzer Carried</p> <p><u>Jesse Hopkins</u> <u>CBSQ Basketball Tournament</u></p> <ul style="list-style-type: none"> - With so many students interested in basketball at the school, Jesse is keen to want to get a school team up and running. - Looking to offer an opportunity to students to participate in this tournament <ul style="list-style-type: none"> o Occurs over 2 days o \$400 entrance fee for the team o Transport and accommodation to be covered by students o Would be 10 students and 1 teacher o 21 May 2024 o Team would be entered as 3rd division initially o Is an opens team, so would be looking for middle school or senior school students o Team would require uniforms – approx. \$300 for set of 10 that will then remain owned by the school <p>Initial Motion: That the P&C support this event by donating the \$400 entrance fee, plus \$350 for uniforms. Moved: Jesse Hopkins</p> <p>Further discussion: Suggested that the P&C could support by also providing some assistance with covering the costs for students.</p> <p>Motion: That the P&C support this event by donating the \$400 entrance fee, plus \$350 for uniforms, plus \$50 for each student towards the cost of their travel and accommodation (\$500), to the total value of \$1250. Moved: Jesse Hopkins Seconded: Anne-Maree Nolan Carried</p> <p><u>Skye Barron</u></p> <ul style="list-style-type: none"> - Proposed that the P&C think about what big projects we could support in the school in 2024 - Discussion around conducting a survey to hear from the school community what projects might be a need for the school. <p>Action: School to develop survey to put out to the community.</p>
Applications for membership and recording of new members	Skye Barron - Staff Sian Burrows – Principal Andrew Campbell – Parent Kellie Elzer – Staff Amy Hobson – Staff Jesse Hopkins – Staff Rachel Kowald – Staff Ray Mohandas – Parent Trent Sehl – Parent Trow Twomey – Parent/Staff Joely Whiting – Parent/Staff Anne-Maree Nolan - Parent
Date of the next meeting	Term 2, Week 3, Thursday 2 May
Close	Meeting closed at 5:43pm

Actions:

1. Skye to make some drawings to suggest possible line markings to be painted outside the canteen
2. Final figures from the Krispy Crème fundraiser to be brought to the next meeting.
3. School to develop survey to put out to the community to seek ideas for projects the P&C can endorse.
4.
5.

CONFIRMATION OF MINUTES

Chair name: _____

Signature: _____

Date: _____

Appendix A - Treasurer's Report

MACKAY NORTHERN BEACHES STATE HIGH SCHOOL PARENTS & CITIZENS ASSOCIATION

Treasurer's Report

For the Period of 01 February 2024 - 29 February 2024

Statement of Receipts and Payments

	FEBRUARY
INCOME	
Cash Sales	\$ 14,813.50
EFTPOS	\$ 39,812.60
Container Exchange Square	\$ -
TOTAL RECEIPTS	<u>\$ 54,626.10</u>
Less EXPENDITURE	
Bank Fees	\$ 749.53
Canteen Wages	\$ 11,256.91
Superannuation	\$ 1,419.92
ATO	\$ 3,676.00
	\$ 17,102.36
Canteen Expenses	
Campbells	\$ 11,260.24
Coles(WEX Australia)	\$ 424.41
Coles Online	\$ 1,753.04
DGL Accountants	
CMS	\$ 214.75
King of Meats	\$ 311.76
Lactalis Australia	\$ 4,305.01
Northern Beaches Bake	\$ 184.44
Superior Food Group	\$ 4,713.58
Vegies Unlimited	\$ 821.94
	\$ 23,989.17
TOTAL PAYMENTS	<u>\$ 41,091.53</u>
Surplus/(Deficit)	<u><u>\$ 13,534.57</u></u>

BANK RECONCILIATION

Opening Cash Book Balance at 01 February 2024	\$ 160,133.04
Add Receipts	\$ 54,626.10
Less Payments	\$ 41,091.53
Closing Cash Book Balance 29 February 2024	\$ 173,667.61
Bank Statement Balance at 29 February 2024	\$ 173,667.61
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
Balance at 29 February 2024	\$ 173,667.61
Difference	-\$ 0.00
Long Service Account at 29 February 2024	\$ 10,078.56

Appendix B - Canteen Report

March 2024 Errol's Canteen Report

Feb takings \$54 626.10

Daily average \$2624.40

- Have had a few senior students doing work experience with us at the moment.
- Swimming carnival that got to go ahead in March the cash taken for that was banked with the school not p&c. The total of the food used from canteen supplies was \$477.15 which needs to be invoiced to the school.
- Sales on the day were quite low and we have A LOT of drinks left over that we could use for the athletics day carnival. (18 cartons of Staminade) Most of the snags went and the burgers that we made were still frozen so canteen can use those.
- We purchased the snags and bread for the year 11 mock exams that came to \$120.
- We had the Krispy Kreme donuts to sell this week. They arrived late and we were short staffed and unable to sell them first break. We sold 138 @ \$4 and 258 @\$3 and 24 @ \$2 which is \$1374 in Krispy Kreme sales.
- I'd like to suggest that the next time anyone wants to do a Krispy Kreme fundraiser the students actually sell them not come through the canteen.
- Having a shortage in drinks at the moment so we are scrambling to find alternatives
- Tuesday night Joely, Ange and myself went to a Trade show put on by ASCA and Superior foods at the Windmill Motel. It was a great night and we won a wombat!! And some aprons in a lucky door prize. Saw lots of new products and got to sample many many things and now have a few new delicious things in the pipeline!
- Joely and I are currently renewing our CPR and First Aide certificates.

Appendix C - Principal's Report

PRINCIPAL'S REPORT PARENTS' & CITIZENS' ASSOCIATION Thursday 21st March 2024

SCHOOL MANAGEMENT

Staffing:

Term 2:-

Out:- Wendy Sherman (rapid Response teacher); Harriet Rolfe (maternity)

In:- Paul Hervada (transfer in) - Science

- 3 Critical Vacancies are registered
- **General Staffing** – We continue to actively pursue more teachers and TAs to bolster our programs and timetable capabilities. Stocks are thin across the State.

1.1.1 Financial

- School budget presented at next meeting

School Planning & Accountability

Presented at next meeting

- 2024 AIP
- 2024 Improvement Targets

GENERAL

- **School Photos** – completed and waiting for student IDs
- **Senior Schooling** – attendance paramount for in class assessment and to hand in final assessment pieces. **Must** notify Susanne Morrow (Senior School HOD), Tony Weight (Guidance Officer), or Amy Hobson (SS DP) on day if not before if your student is absent
- **Year 11 Block exams last week** – Wednesday to Friday
- **Assessment and Reporting** reports emailed home on first Friday of Term 2
- **NAPLAN 2024** – has now been completed with Year 7&9 students

- **Tour de Cure** – May 3rd into 4th (Week 3)
- **Year 10 Work Experience** – Week 10, Term 2
- **Year 8 Carnarvon (Geography) Trip** – Week 5, Term 2
- **Year 7 (Canberra) Trip** – Week 9, Term 2 (Info night, Week 2, Term 2)
- **Year 7 Vaccinations** –Monday, Week 5

- **Cross Country** – next Wednesday Per 1 and 2

- **PBL Rewards Day** – next Wednesday Per 3 and 4

- **Rock Pop Mime Auditions** this week – Saturday July 27th

Reminders

- Mobile Phones – Away for the day
- Truancy – continues to be a focus and will be strengthened further from the start of Term 2

Student Initiatives – for awareness.....

- **Harmony Day activities today** – Drumming and wellbeing lesson activities

Interest Clubs continue

- Drama Club
- Extra Art sessions
- Homework Club
- Stingers Conditioning Club
- Z Club

CALENDAR

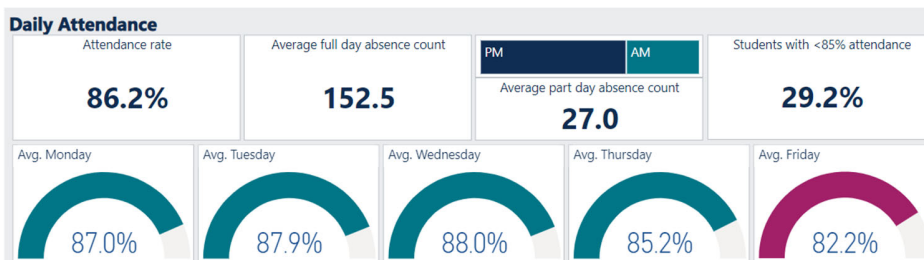
c	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WK 1 15 – 19 April	15 Junior sector parade – hall Senior sector parade - PAC Confirmation samples published Upload of IA1 required samples starts Reports to buddies 3 p.m. Stingers Strength 3-4 p.m.	16 Middle sector parade – hall Reports to HODs 9 a.m.	17 Parade	18 Thinkin' Thursday 3-5 pm Yr 9 parade P4 – R block Reports to DPs & reporting closes 3 p.m.	19 HPT Leadership PD Day Reports emailed home 11 a.m.
WK 2 22 - 26 April	22 Junior sector parade – hall Senior sector parade - PAC Upload of IA1 required samples finishes Stingers Strength 3-4 p.m. JCU – Science and Engineering Challenge Xr 10 Ext Science	23 SAMs 1 Middle sector parade – hall Yr 10 health talk P1 Student Council 1 st break Canberra trip info night 6 pm	24 Parade - Anzac Yr 11&12 Student Coaching Students – all day	25 ANZAC DAY	26 Yr 11 & 12 Student Coaching Students – all day Begin recording of QCIA SOAs in SM for Yr 12
Yr 12 Electro-Technology MEC work placement 22-26 April					
WK 3 29 April - 03 May	29 Junior sector parade – hall Senior sector parade - PAC Stingers Strength 3-4 p.m.	30 SAMs 2 Middle sector parade – hall Deadly Choices P2 Student Council 1 st break	01 Parade	02 Homework club PBL 3-4 p.m. P&C 4.15 p.m. Yr 9 parade P4 – R block	03 Tour de Cure 3/4 May
Yr 11 Electro-Technology MEC work placement 29 April to 3 May					

27/4 Pedal Prix Ipswich

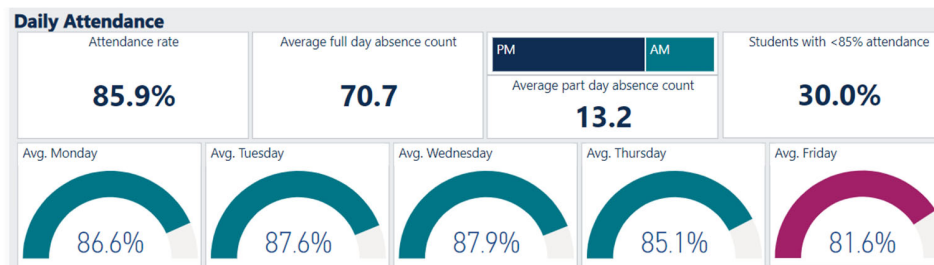
11/5

2024 – Term 1, Year to date attendance (School - 86.2%; CQ -

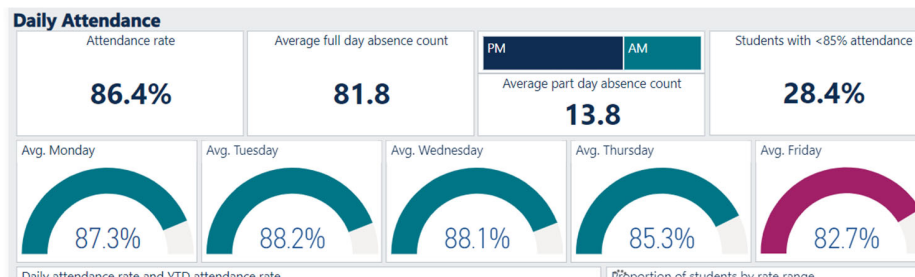
All Students



All girls



All boys



Budget Overview Report

Mackay Northern Beaches State High School - (7873)

Report Date: 16-Mar-2024 3:31 PM

Budget Quarter 1

Period: 202403 | 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	-942,266	-884,406	57,860	Over Budget	-1,824,099	-881,833	Under Budget	-1,824,099
Expense	582,513	844,041	261,528	Under Budget	2,347,192	1,764,679	Under Budget	2,347,192
Global Trading Activities	-246,223	0	246,223	In Surplus	0	246,223	In Surplus	0
Representative Sports	-450	0	450	In Surplus	0	450	In Surplus	0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	-9,957	0	9,957	In Surplus	0	9,957	In Surplus	0
Balance of Operating Funds	-2,012,068	-1,436,051	576,018		-872,593	-1,139,476		-872,593
Provision	0	0	0		872,593	872,593		872,593
Balance of Funds Available	-2,012,068	-1,436,051	576,017		0	2,012,068		0
<i>Memofigure: System Cost Centres (Not included in above totals)</i>	0	0	0		0	0		0

Balance Sheet Summary Report

Mackay Northern Beaches State High School - (7873)

Period 202403 as at
16-Mar-2024 3:32 PM

Account Group	Account	Account Description	Amount
ASSETS			
	100001	Cash Float	180.00
	101201	General Bank Account	1,722,830.06
	104001	Receivables - Students	310,532.41
	104002	Receivables - Other	3,499.92
	109001	GST Input Credit Control	7,621.40
	109003	GST Clearing	17,928.19
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-715.00
	115015	Credit Card Balance Sheet Account Staff	7,629.11
	162001	Plant & Equipment	2,309,256.96
	172001	Plant & Equipment - Accum Depr	-2,309,256.96
			2,069,506.09
LIABILITIES			
	200001	Payables	-1,200.00
	200003	CBA/MCC Control Account (MCC)	-15,051.04
	205501	GST - Revenue Control	-248.36
	216801	Security Deposits	-600.00
			-17,099.40
		Net Assets/(Liabilities)	2,052,406.69
EQUITY			
	340001	Accumulated Surplus/Deficit	-1,396,481.68
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-655,925.01
			-2,052,406.69

School Financial Snapshot

Mackay Northern Beaches State High School (7873)

Period 202403 (Mar 2024)
as at 16-March-2024 03:32 PM

What We Own

Cash Holdings

General Bank Account	1,722,830.06	
Other Cash Holdings	180.00	
Subtotal of Cash Holdings		1,723,010.06

What Others Owe Us

Parents	310,532.41	
Others	28,334.51	
Subtotal of What Others Owe Us		338,866.92

Total of What We Own **2,061,876.98**

ADJUSTED FOR

What We Owe Others

Payables	-16,499.40	
Funds Held in Trust	-600.00	
Total of What We Owe Others		-17,099.40

Net Ownership* (We own more than we owe) **2,044,777.58**

ADJUSTED FOR

What We Are Committed to Spend **39,542.81**

Funds We Hold for Others

Global Trading Activities	-248,256.29	
Representative Sports	-450.00	
Other Activities	-12,679.92	
Total Funds Held for Other Bodies		-261,386.21

Amounts Held for Future Projects

Bank Reserve Provision	100,000.00	
Plant & Equipment Provision	267,432.00	
Future Projects Provision	505,161.00	
Total Provisions		872,593.00

Actual Financial Position of the School/Available Funds **871,255.56**

School Financial Snapshot - Mackay Northern Beaches State High School - (7873)
Period 202403 (Mar 2024) as at 16-March-2024 03:32 PM

Reconciliation to Balance Sheet Summary Report

Net Ownership* 2,044,777.58

ADJUSTED FOR

Items Awaiting Reconciliation

Salary Recovery	0.00
Corporate Card	7,629.11

Total Items Awaiting Reconciliation **7,629.11**

Net Assets/(Liabilities) as per Balance Sheet Summary Report **2,052,406.69**

Report Name: SFRPC
Date Printed: 16/03/2024, 03:32 PM, sfrpca_65933 OneSchool

User ID: 787300082381
User Name: Burrows, Sian
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