



MNBSHS P&C GENERAL MEETING

23 November 2022 Minutes

Date: 23 November 2022 Time: 6pm Location: Ban-Na Thai Restaurant	
AGENDA ITEM	
Opening and welcome	Meeting opened at 6:35pm
Apologies	Rachel Kowald
Confirmation of the minutes of the previous general meeting	Minutes distributed to members prior to meeting. It had been noted that Steve Merchant was welcomed as a new member, however the application was never received. This will be amended.
MOTION	That the minutes be confirmed as a true and correct record (with amendment) of the meeting held 13 October 2022. Moved: Sian Burrows Seconded: Uvette Johns Carried
Business arising from the minutes of the previous general meeting	<ol style="list-style-type: none"> 1. Repayment of HPV loan 2. Leftover storage 3. Post Pads – Have been paid for online, and have now arrived <p>ACTION – Will speak to the social club about the use of leftovers from the Night of Champions ACTION – Tightening processes around the ways in which we document our commitments ACTION – Add any out of session items or changes to approved minutes ACTION – Add tab to P&C register to track what P&C has committed to financially</p>
Correspondence	<ul style="list-style-type: none"> • Emails actioned and filed • Bank statements • Brochures/magazines • Insurance bill • Coles account
MOTION	That the inwards correspondence be received and outwards be endorsed. Moved: Amy Hobson Seconded: Troy Twomey 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: Uvette Johns Carried
Canteen report	<ul style="list-style-type: none"> • Report provided to members (see Appendix B). • Cost of everything continues to rise • Reviewing pricing for next year • Taking EFTPOS sales through the express windows after pre-orders are done • Quotes have been received for the dishwasher. This has now been ordered.
MOTION	That the canteen report be accepted as tabled. Moved: Joely Seconded: Trent Carried
Principal's report	<ul style="list-style-type: none"> • Report provided to members (see Appendix C).

MOTION	That the Principal's report be accepted as tabled. Moved: Troy Seconded: Uvette Carried
Motions on notice	Nil
General Business	<p><u>Sian Burrows</u> <u>Letter from the Minister</u></p> <ul style="list-style-type: none"> • Grants for schools organic waste projects. • We will keep in mind for future years. • Could be brought into the Hospitality space. <p><u>Trent Sehl</u> <u>Awards Night donation request</u></p> <ul style="list-style-type: none"> • P&C does not approve expenditure for these items. <p><u>Year 12 formal – request to be amended</u></p> <ul style="list-style-type: none"> • The actual costs differed from what agreed to by P&C • The school will need to cover the difference. <p><u>Treasurer laptop purchase</u></p> <ul style="list-style-type: none"> • Quotes received to value of approximately \$3000 • Laptop should last at least 5 years <p>MOTION that the school will purchase a new laptop for use by the treasurer to make their role more effective and efficient up to the value of \$3000, which will then be invoiced to the P&C. Moved: Sian Burrows Seconded: Uvette Johns Carried</p> <p>This has now been ordered.</p> <p><u>Damon Woodbridge</u> <u>Pedal Prix - Rafflelink</u></p> <ul style="list-style-type: none"> • Proposing fundraising event in 2023 • Online link to purchase tickets • \$2 or 3 for \$5 • It would be open Week 2-Week 8, and drawn in Week 9 • Current goal is \$5000 goal • 1st, 2nd, and 3rd prizes • 50% proceeds to P&C and 50% to Pedal Prix <p>Suggested that tickets be more than \$2 each. Suggested to think of all of the different ways this can be promoted around school and the community. The school has also set up the recycling drive to be given to HPV.</p> <p>MOTION that the P&C support the HPV team running a rafflelink Moved: Troy Twomey Seconded: Uvette Johns Carried</p>

Troy Twomey**SRS Review**

- Great deal of work being done with school Leadership team to ensure transparent processes with budgeting for the SRS
- Deputy Principal involvement to support Heads of Departments with this process.
- Continue to move to electronic textbooks for students
- Education Perfect has been a great success
- Daymap being introduced initially this year, to continue into the future.
- 2022 Review – 56% of budget provided by parents, 44% by government. 100% of SRS has been spent on students this year

SRS 2023

- Planning to keep fees and charges the same as 2022
- MEC fees have gone up for 2023

Where to from here

- Parents to receive an emailed copy of the 2023 subject fees in the interests of transparency, explaining our purchasing power and savings provided.

MOTION Move that the school's Student Resource Scheme has been reviewed and that the 2023 fees have been accepted.

Moved: Troy Twomey

Seconded: Joely Witing

Carried

Joely Whiting**Purchase of the new dishwasher**

- Quotes received

MOTION that the school will purchase a new dishwasher for use by the canteen to replace the original dishwasher to the value of \$7742.18, which will then be invoiced to the P&C.

Moved: Joely Whiting

Seconded: Troy Twomey

Carried

Amy Hobson**Timetable update**

- The 2023 timetable structure presented to P&C
- This has been through the LCC and was approved.

ACTION – Inform school community of key changes through scheduled facebook posts over the break.

MOTION that the P&C support the changes to the timetable structure for 2023.

Moved: Troy Twomey

Seconded: Mark Johns

Carried

Skye Barron**Catering update**

- Discussed some of the upcoming catering the canteen is involved in for the end of year school events

Uvette Johns**Year 9 Semi-formal**

- All members are invited to attend the semi-formal next Friday night.

Applications for membership and recording of new members	Nil
Date of the next meeting	TBC
Close	Meeting closed at 7:15pm.

Actions:

1. Speak to the social club about the use of leftovers from the Night of Champions
2. Tightening processes around the ways in which we document our commitments
3. Add any out of session items or changes to approved minutes
4. Add tab to P&C register to track what P&C has committed to financially
5. Inform school community of key changes to timetable through scheduled facebook posts over the break.

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 October 2022 - 31 October 2022

Statement of Receipts and Payments

	SEPTEMBER
INCOME	
Cash Sales	\$ 12,772.50
EFTPOS	\$ 35,866.90
Colour Run	\$ 775.10
TOTAL RECEIPTS	\$ 49,414.50
Less EXPENDITURE	
Bank Fees	
Canteen Wages	\$ 8,898.53
Superannuation	
ATO	\$ 2,792.00
Workcover	
Canteen Expenses	
Campbells	\$ 8,367.47
Coles	\$ 345.66
Coles Online	\$ 1,457.87
Community Management Solutions	\$ 363.70
King of Meats	
Lactalis Australia	\$ 2,560.19
Mackay Northern Beaches SHS	\$ 1,021.00
Northern Beaches Bakehouse	\$ 264.58
Superior Food Group	\$ 4,912.63
Vegies Unlimited	\$ 961.72
Woolworths at Work	
Skye Reimbursement	
TOTAL PAYMENTS	\$ 31,945.35
Surplus/(Deficit)	\$ 17,469.15

\$ 20,254.82

BANK RECONCILIATION

Opening Cash Book Balance at 01 October 2022	<u>\$ 120,384.36</u>
Add Receipts	\$ 49,414.50
Less Payments	\$ 31,945.35
Closing Cash Book Balance 31 October 2022	<u>\$ 137,853.51</u>
Bank Statement Balance at 31 October 2022	<u>\$ 137,853.41</u>
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
Balance at 31 October 2022	<u>\$ 137,853.51</u>
Long Service Account at 31 October 2022	<u>\$ 10,078.56</u>

Appendix B - Canteen Report

Canteen Report November 2022

Takings for October \$48 466.90

Expenses \$26 444.33

Takings for the year at the end of October \$360 800.20

Expenses for the year less wages \$183 499.26

Leaving a difference of \$177 300.94

Our daily average is still over \$2 300 which is great.

- Our expenses continue to rise like everything.
- We are currently reviewing everything and looking at pricing for next year. I'd hoped to have a menu for today however we have Superior foods still getting back to us on their pricing. Which due to the current unavailability of stock we will have to take into account. Even-though they are generally more expensive we have no choice but to use them on some items.
- Menu will be done and out before the year 6 into 7 transition day.
- We have been notified of a new \$6.99 administration fee that is now on each of our Lactalis invoices.
- We have been trialling using the express window for eftpos only sales once pre-orders are done. So far its working nicely. We just need to make a few tweaks for next year. But its generally a viable option. We would need another eftpos machine to help speed things along if we are going to use this as another service point.
- We have a great new sign for our express window, thanks to Joely for ordering that!
- My coles account card that I can use instore has expired and no longer works. We really need these to purchase things that aren't available online.
- We have a bit of catering happening. Monday we catered for 14 people for an Artist in residence day which we need to invoice school for \$130.
- We also have a new teacher induction day on the Monday of week 10 to cater for which will be breakfast, morning tea and lunch. Breakfast and morning tea are for 25 people lunch is for 80. We are still finalizing prices for that one. So far it's around \$755.
- We have also started preparing for year 9 semi formal. Making lots of yummy foods. So far we have meat balls and Thai chicken balls with a sweet chilli dipping sauce. Vegetarian spring rolls, party pies and sausage rolls plus either garlic bread or pizza. Right now if we are looking at 200 students attending the food bill plus the slushies very close to the \$500 budget, that's without the lolly bar.
- I have some quotes finally for a new dishwasher. It's taken a bit. Open Projects who we have delt with before didn't want to quote because freight would be too much! They suggested we buy it locally. There isn't anyone local who supplies commercial dishwashers.

Appendix C - Principal's Report

PRINCIPAL'S REPORT

PARENTS' & CITIZENS' ASSOCIATION

Thursday 10th November 2022

SCHOOL MANAGEMENT

Staffing:

- Additional teaching staff – Miles Jackson (Acting Science HOD, behind Nic Vanderlinde); Tom Leach (Music)
- 2023 year Cos:- Yr 7 – Harriet Rolfe; Yr 8 – Damon Woodbridge; Yr 9 – Tom Roney; Yr 10 – Matt Hunt; Year 11 – KeshiaTynan/Ruth Salecich Brown; Yr 12 Mel Millen.
- 2023 Case Managers -Yr 7 – Cathryn Clarke; Yr 8 – Skye Armit; Yr 9 – Leonie Thompson; Yr 10 – Louise Adamson; Yr 11 – Ruth Slaecich Brown; Yr 12 Michaela Donohue

Facilities

- Repaint of all exterior doors and to rust treat door jams for M, Q , L and S block.
- A total J block exterior building repaint.
- Aircon water tanks repaint of lower section.
- Replace western concertina door in Canteen similar to previous year design.
- Create another canteen serve point by changing the western window to suit needs.
- Carpet Cleaning (in December period)
- Pest Control (in January period)
- 6 S block GLA's to be finished before beginning of year.
- 2 new undercover areas for seating behind N and near S block.

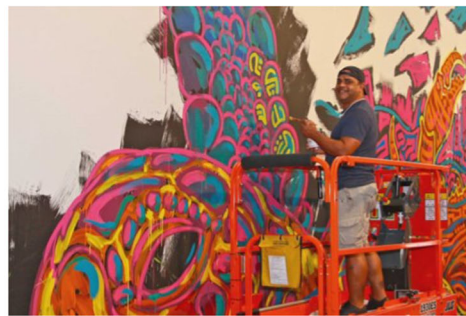
School Planning & Accountability

- Last week of external exams
- Report Cards Sem 2 – emailed (10 & 11), Monday Week 10; Emailed (7-9), Wednesday, Week 10
- PBL graphics being finalised
- '23 AIP and Budget in development
- Timetable continues to be refined – will be finalised as best can, ready for '23 (end Week 9)

Luke Mallie

National award winning artist Luke Mallie is of both Australian Aboriginal and Torres Strait Island descent with ties to the Kuku Yalanji Nation in the Daintree/Mossman area north of Cairns, North Queensland, and from Kubin Village on Moa Island in the Torres Strait Islands.

We look forward to seeing our school's entrance wall come alive with Luke's vibrant artwork early next year.



Ingeous Studios

One of Australia's leading Indigenous graphic design agencies, Ingeous studios is a design agency based in Cairns, Queensland Australia that specialises in brand development, graphic design and digital creative productions.

The team from Ingeous Studios will be visiting our school in week 6 to collaborate with students and develop designs that reflect our school values.

Keep an eye out for the designs to appear around our school!



Artist in Residence

When- Monday the 7th of November 2022

Where- M1.6

★ The artist 'Leigh Harris' owns a Graphic Design Studio 'ingeous.studios'

GENERAL

★ **Artist in Residence (Leigh Harris)** - As part of our school's introduction of Positive Behaviour for Learning, we have commissioned a First Nations Graphic Designer to create artwork for our promotional activities. Selected students and Lanna Mack worked with Leigh in workshops developing these art works

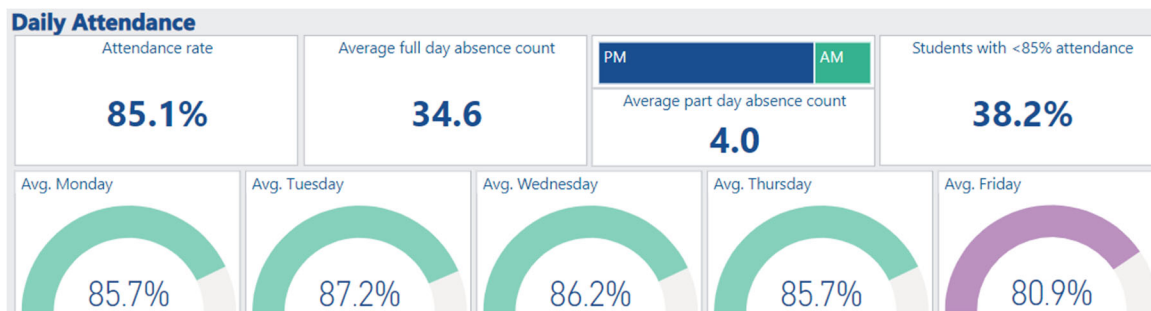
- **2022 Senior Night of Stars & Night of Champions** – feedback received to make these events bigger and better in 2023
- **2022 Junior Night of Stars** – occurring on November 30th; Invites out shortly
- **Year 6 into 7 Enrolment Evening** – 140 future students enrolled thus far; Further day of enrolments planned for Tues Week 9
- Week 9.
- **CC Transition ½ Days** – ongoing and attending students becoming comfortable with attending
- **Year 8 & Year 7 Sexual health Talks** – Wed Week 7 and Week 9 respectively
- **Year 12 Resources** returned please by Tuesday of Week 7; Invoices then sent for outstanding books
- **Year 12, 2023 Leaders** announced at Friday morning Graduation
- **Junior Captains (Year 9 in 2023)** – ongoing process and announced on Junior Night of Stars on November 30th.
- **2023 Year 10 Work Experience** – In conjunction with FSk (Skills for work Cert) – Week 10, Term 1
- **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
- 2023 Year 12 jersey design is finalised.....a second process next year
- **Year 12 Graduation events** - Thurs night, Nov 17th, final Year 12 Leaver's Parade (Fri Nov 18th) – all year 12s must attend on the final day (mandated by EQ)
- **Year 10 Reef Trip** – on their last day – November 25th - \$150 covers everything for the day!
- **Year 9 Semi-formal** - **Time and date:** Friday (week 9) 2nd December 6-9pm; **Location:** PAC; **Price:** is being worked out but should be \$20
- **Year 7-9 Rewards Afternoon (Wed 7th)** – Bowling and Skating; **Yr 7-9 Thursday Activity Day (Thurs 8th)** – Lagoon and Movies
- **New Staff induction Day** – Mon 5th Dec; Some are “Teamsing” in; Canteen to Cater
- Staff planning in full swing for 2023 whilst balancing end of 2022

Poly-cotton Knitted Jersey							
Embellishment		SIZE: S					
<ol style="list-style-type: none"> 1 Twill Collar 2 Back name Heat transfer 3 Back number Heat transfer 4 Back name Tatami Embroidered 5 Back number Patch Embroidered with outline 6 SENIORS Embroidered 7 Briz Embroidered 8 Crest Embroidered 9 STAFF Embroidered 10 Collar SENIORS Embroidered 							
Information		Logo Sizes:					
Fabric	Polycotton Knitted						
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Pattern	Briz Men's Polycotton Jersey						

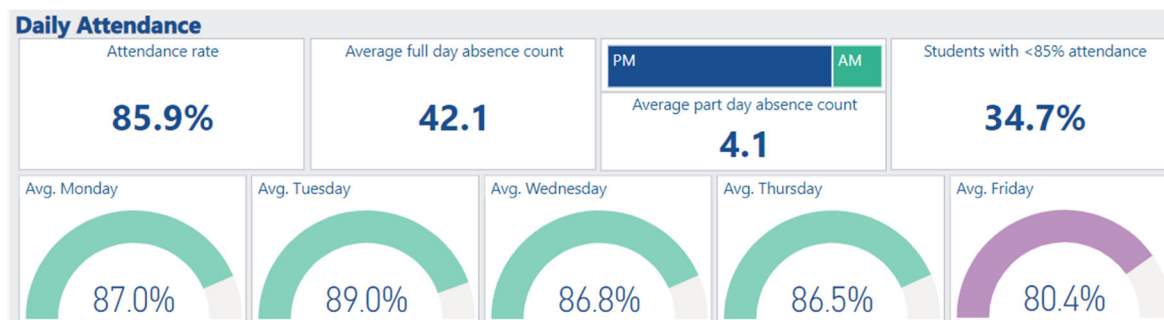
Attendance

Year 7

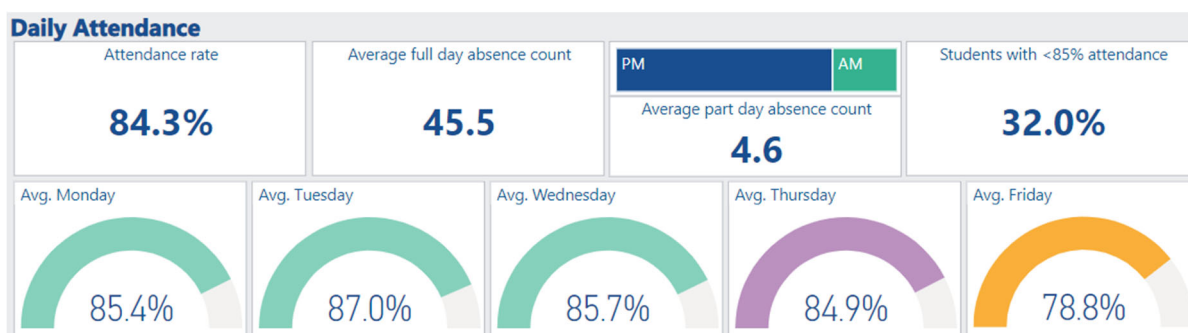
1) 85.1%



Year 8 - 85.9%

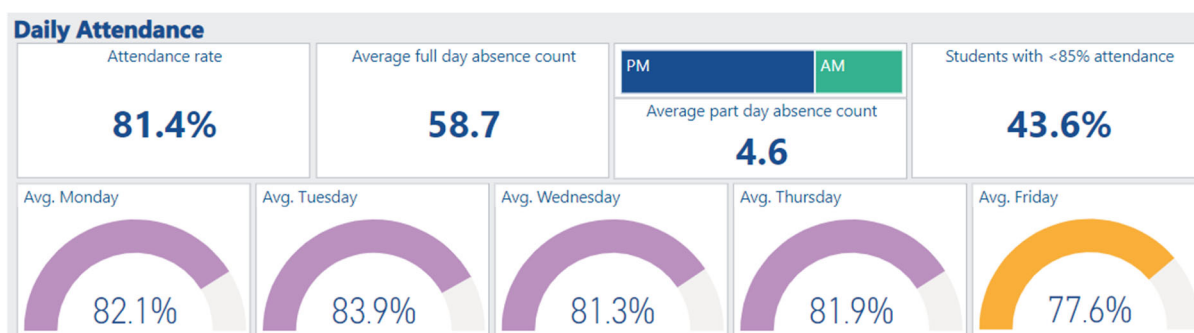


Year 9 – 84.3%

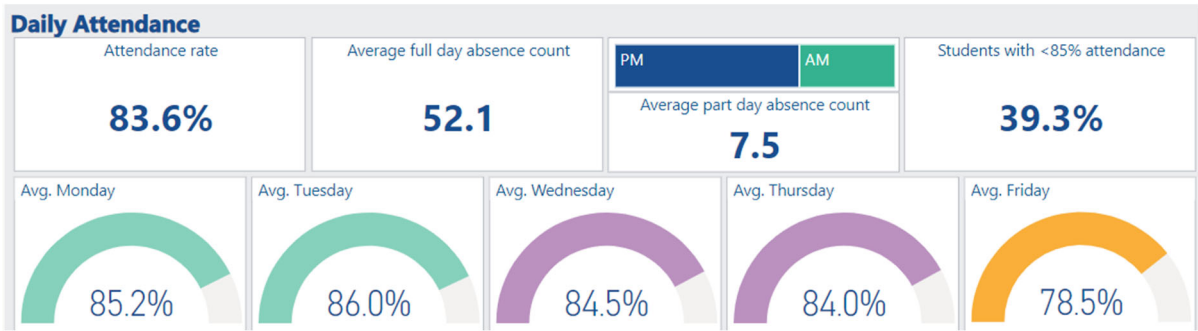


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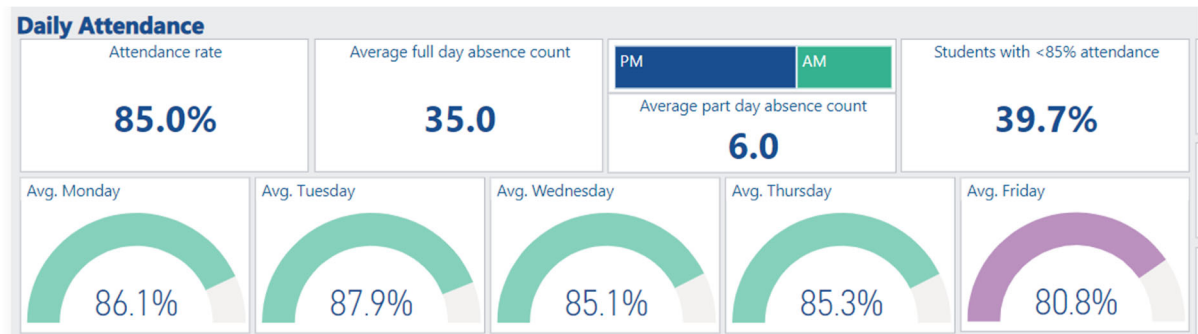
Year 10 – 81.4%



Year 11 – 83.6%



Year 12 – 85%



Budget Overview Report

Mackay Northern Beaches State High School - (7873)

Report Date: 06-Nov-2022 6:45 AM

Budget Quarter 4

Period: 202211 | Cost Centre: % | Cost Centre Manager: %

User: Burrows, Sian (787300082361)

	Year to Date				Annual			Original Budget
	Actual	Budget	Variance	Comment	Budget	Variance	Comment	
Opening Balance	-1,011,227	-1,011,227	0		-1,011,227	0		-1,011,227
Revenue	-2,015,632	-2,013,060	2,572	Over Budget	-2,013,060	2,572	Over Budget	-1,796,937
Expense	1,730,927	2,619,828	888,901	Under Budget	2,619,828	888,901	Under Budget	2,403,705
Global Trading Activities	-87,897	0	87,897	In Surplus	0	87,897	In Surplus	0
Representative Sports	-350	0	350	In Surplus	0	350	In Surplus	0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	-24,092	0	24,092	In Surplus	0	24,092	In Surplus	0
Balance of Operating Funds	-1,408,270	-404,459	1,003,812		-404,459	1,003,812		-404,459
Provision	0	404,459	404,459		404,459	404,459		404,459
Balance of Funds Available	-1,408,270	0	1,408,270		0	1,408,270		0
Memofigure: System Cost Centres								
<i>(Not included in above totals)</i>								
	0	0	0		0	0		0

Balance Sheet Summary Report

Mackay Northern Beaches State High School - (7873)

Period 202211 as at

06-Nov-2022 6:44 AM

Account Group	Account	Account Description	Amount
ASSETS			
	100001	Cash Float	180.00
	101201	General Bank Account	1,367,061.31
	104001	Receivables - Students	37,808.47
	104002	Receivables - Other	32,984.43
	109001	GST Input Credit Control	1,505.28
	109003	GST Clearing	9,760.09
	115005	Disputed Items - Corporate Card	203.89
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-1,168.01
	162001	Plant & Equipment	2,031,613.75
	172001	Plant & Equipment - Accum Depr	-2,031,613.75
			<u>1,448,335.46</u>
LIABILITIES			
	200002	Credit Card Advance Control Account (Staff)	6,065.47
	200003	CBA/MCC Control Account (MCC)	-27,355.73
	200004	Credit Card Posting Variance (Staff)	246.51
	205501	GST - Revenue Control	-30.74
	216801	Security Deposits	-400.00
			<u>-21,474.49</u>
		Net Assets/(Liabilities)	<u>1,426,860.97</u>
EQUITY			
	340001	Accumulated Surplus/Deficit	-1,011,203.24
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-415,657.73
			<u>-1,426,860.97</u>

School Financial Snapshot

Mackay Northern Beaches State High School (7873)

Period 202211 (Nov 2022)
as at 6-Nov-2022 06:45 AM

What we own		\$1,367,241.31
What others owe us		
Parents	\$37,808.47	
Others	\$43,285.68	\$81,094.15
Sub total of what we own		<u>\$1,448,335.46</u>
LESS		
What we owe others		\$27,786.47
What we are committed to spend		\$18,614.54
What funds we hold for other bodies		\$172,857.99
(E.g. Student Council, Regional Office and Sports Boards)		
Sub total of what we owe		<u>\$219,259.00</u>
We own more than we owe		<u>\$1,229,076.46</u>
Cost price of school assets		\$2,031,613.75
Amounts held by the school in the current year for asset replacement and future projects		\$404,459.00