



MNBSHS P&C GENERAL MEETING

- AGENDA

Date: 27 November 2025 Scheduled Time: 4:15pm Location: L1.1	
AGENDA ITEM	
Opening and welcome	Meeting opened at X:XXpm
Apologies	
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: Seconded: Carried / Lost
Business arising from the minutes of the previous general meeting	1.
Correspondence	1. Emails actioned and filed
MOTION	That the inwards correspondence be received and outwards be endorsed. Moved: Seconded:

	Carried / Lost
Treasurer's report	Report provided to members (See Appendix A).
MOTION	<p>That the Treasurer's report be accepted and payments as listed be endorsed.</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / Lost</p>
Canteen report	Report provided to members (See Appendix B).
MOTION	<p>That the canteen report be accepted as tabled.</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / Lost</p>
Principal's report	Report provided to members (see Appendix C).
MOTION	<p>That the Principal's report be accepted as tabled.</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / Lost</p>
Motions on notice	Nil

General Business	Speaker: Troy Twomey
Discussion point	<p>Notes:</p> <ul style="list-style-type: none"> P and C approval required for Mackay North State High School - Cathy Rolfe's retirement event to using the Performing Arts Centre on the 28/11/2025. Event may involve BYO alcohol. <p>Motion:</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / Lost</p>

General Business	Speaker: Louise Adamson
Request approval to seek community sponsorships	<p>Notes:</p> <ul style="list-style-type: none"> The Challenge Games I would like to propose the use of Grant Builder to fundraise on behalf of MNBSHS. They have waived their joining fee and will apply for grants on our behalf. They need to use the P&C email address to do so Grant ready plan document included as a separate attachment to the agenda <p>Motion:</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / Lost</p>

General Business	<p>Speaker:</p> <p>Notes:</p> <ul style="list-style-type: none"> • <p>Motion:</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / Lost</p>
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Applications for New Membership	<ul style="list-style-type: none"> •
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Date of Next Meeting	11 September 2025
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Close	Time:
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Actions	1.
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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 October 2025 - 31 October 2025
Statement of Receipts and Payments

	OCTOBER
INCOME	
Cash Sales	\$ 9,857.50
EFTPOS	\$ 44,242.07
SQUARE	\$ 1,480.67
TOTAL RECEIPTS	\$ 55,580.24
Less EXPENDITURE	
Bank Fees	\$ 831.02
Canteen Wages	\$ 7,216.88
Superannuation	\$ 2,060.83
ATO	\$ 4,138.00
	\$ 14,246.73
Canteen Expenses	
Campbells	\$ 7,585.15
Coles(WEX Australia)	\$ 110.93
Coles Online	\$ 402.71
CMS	\$ 326.60
King of Meats	\$ 159.00
Lactalis Australia	\$ 1,540.94
Bidfoods	\$ -
Superior Food Group	\$ 1,202.67
Vegies Unlimited	\$ 405.90
DGL Accounting	
CRUSTY'S BAKEHOUSE	\$ 286.56
P & C Qld	\$ -
	\$ 12,020.46
TOTAL EXPENDITURE	\$ 26,267.19
CANTEEN MONTHLY PROFIT/LOSS	\$ 29,313.05
DONATIONS	
MNBSHS Donations	\$ -

TOTAL INCOME	\$ 55,580.24
TOTAL PAYMENTS	\$ 26,267.19
MONTHLY Surplus/(Deficit)	\$ 29,313.05

BANK RECONCILIATION

Opening Cash Book Balance at 01 October 2025	\$ 185,211.98
Add Receipts	\$ 55,580.24
Less Payments	\$ 26,267.19
Closing Cash Book Balance 31 October 2025	\$ 214,525.03
Bank Statement Balance at 31 October 2025	\$ 214,525.03
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
Balance at 31 October 2025	\$ 214,525.03
Difference	\$ -
Long Service Account at 31 October 2025	\$ 15,078.56

Appendix B - Canteen Report

Canteen Report November 2025

September takings \$54 070.57 (sept 2024 \$49 938)

Year to date takings \$467 466.27

Daily average is \$2766.07

We said farewell to our lovely grade 12's last week. They loved their recipe books that we made up for them. Very sad to see them all go.

They managed to eat everything that wasn't nailed down in their last week. Increasing our sales on average of \$500 per day!

We had a few year 12 students in the last two weeks finishing off their volunteer hours for some of the courses they were doing. That was a bit last minute but we got them through.

We were closed on the strike day but all of our permanent staff worked to still get deliveries and sort a few things for the end of the year.

We have had some continued issues with staff on playground duty, either not turning up or just not helping at all. A few weeks ago we had a student banging a football into a glass door whilst a teacher stood by and did nothing.

I am going to do another list of duties of how teachers can help at canteen. We do have some incredible teachers who go above and beyond to really help us but some are truly terrible. They make our job so much harder. They stand in the middle of the students having a great time chatting and not actively supervising or helping with crowd control. Hopefully we can work together to make this work better for everyone.

Appendix C - Principal Report

SCHOOL MANAGEMENT

Staffing:

Classified Positions – Acting Science HOD (Sem 1,'26) (behind Nic Vanderlinde) – Eliza Smith; Acting English HOD (Sem 1,'26) (behind Keren Scott) – Jen Clarke; Acting Maths HOD (Sem 1,'26) (behind Joe Giddings) – Mark Le Bherz; Acting Year 9 HOY (Sem 1,'26) – Taylor Woodward; Acting HPE HOD (Behind Steve Pugh) - TBC

Additional teachers – Bekkie Houston (Inclusion); Rebecca Kay (Humanities); Dzung-Yun Yang TOM (Maths); Lani Madill (HPE/Psychology); Sean Campbell (Inclusion/ Humanities); Amy Russell (English/ Drama); Rosie Semmler (HPE); Maria Marzella (Maths/ Sci)

School-funded Coordinators - Sports Coordinator - Brad Smith (Admin – Vicky Spyve); **House Culture** – Matt Bowerman (Admin – TBC); **Case Managers** – Kate McGowan (Year 8 and 11); Bekki Houston (7 and 12); Kurt Bryant (9 and 10) (Admin – Dan Ballingal)

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
- ✓ '26 AIP and Budget in development
- ✓ '26 timetable continues to be refined – Draft has been released to staff

GENERAL

- **2025 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** – 172 currently enrolled
- **6 into 7 Transition Day** – Tuesday 2nd Dec (Week 9)
- **Year 10-12 Resources** must be returned this week; Invoices then sent for outstanding books
- **2026 Senior Leaders and 2026 Junior Leaders** – see table below....
- **Year 10 Reef Trip** – on their last day – November 28th
- **Year 9 Semi-formal - Time and date:** Friday (week 9) 5th Dec; 5:00pm-8:30pm; **Location:** Club Northern Beaches; **Price:** \$35 – Information has been sent through QParents
- **Year 8 camp** is on again in **2026** – to Carnarvon Gorge in week 4 of Term 2. EOI to Mr Gane (lgane10@eq.edu.au)
- **Yr 7-9 Week 10 Activities.....** 8th – 12th December



- **New Staff induction Day** – Wednesday 26th November; Online presentation as we have teachers coming from across the State, Country and world!
- **Continuation at MNBSHS in 2026** - If you know that your student is not returning for for 2026, please email the school to let us know where your child is moving to. All library books/resources must be returned to the Resource Centre prior to the student's last day and pro rata fees must be up to date.
- Please use enrolments@macknorthbeachsshs.eq.edu.au to communicate this.



'Striving for Excellence'

Mackay Northern Beaches SHS

STUDENT LEADERSHIP 2026

NAME	POSITION	STAFF
Wren Forbes	Academic Captain	
Nate Ralph	Academic Vice-Captain	
Reziel Tebble	Arts Captain	
Lily Sayer	Arts Vice-Captain	
Zara Richardson	Sports Captain	Brad Smith
Jasmine Smith-Elsmore	Sports Vice-Captain	
Hamard Cook	Cultural Captain	Char Hakaraia
Hazel Dahlitz	Junior School - Academic	
Ellie Penn	Junior School - Academic	
Penny Berkett	Junior School – Arts	
Millie Mounsey	Junior School – Arts	
Jamaine Davis	Junior School – Sports	Brad Smith
Will Fisher	Junior School - Sports	
Layla Morris	Crocs House Captain	Montanah Best
Rohan Young	Crocs House Captain	
Cooper Crawford	Dingoes House Captain	Chris Humphries
Layla Zammit	Dingoes House Captain	
Dakota Edge-Williams	Kangaroos House Captain	Justin Gane
Zehn McKay	Kangaroos House Captain	
Nick Humbles	Sharks House Captain	Jesse Hopkins
Isabelle Jenkins	Sharks House Captain	

• CALENDAR

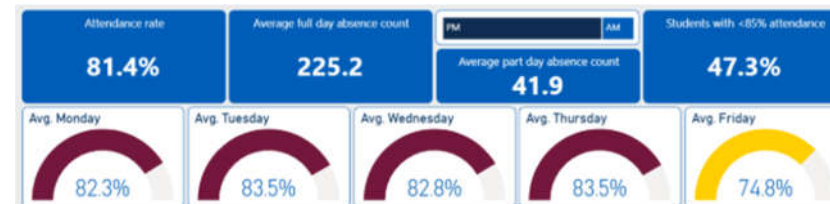
WK 9 01 – 05 December	01 Yr 7&8 parade @ hall Yr 10/11 Reports to buddies by 3 p.m. Stingers Strength 3-4 p.m. HPT – Middle Leaders	02 SAMs 2 Student Council 1 st break Yr 6-7 Transition Day CC Transition Day Yr 10/11 Reports to HODs 11 a.m.	03 Parade – L. Adamson 2026 Student Leaders Day @ NB Bowls Club	04 PBL 7.30-8.15 a.m. Yr 9 parade P4 @ hall Homework club Yr 10/11 Reports to DPs & Reporting Closes	05 Yr 9 Semi-Formal House Parade IM social night Yr 10/11 Reports emailed home by 11 a.m.
WK 10 08 - 12 December	08 Star performers Parade – Rewards Day Yr 7&8 parade @ hall Yr 7-9 Reports to buddies by 3 p.m.	09 Staff Lagoon & Movie Day Student Council 1 st break Yr 7-9 Reports to HODs by 11 a.m.	10	11 Yr 9 parade P4 @ hall P&C 4.15 p.m. Yr 7-9 Reports to DPs & Reporting closes	12 House Parade Staff lunch Yr 7-9 Reports emailed home by 11 a.m.

Attendance

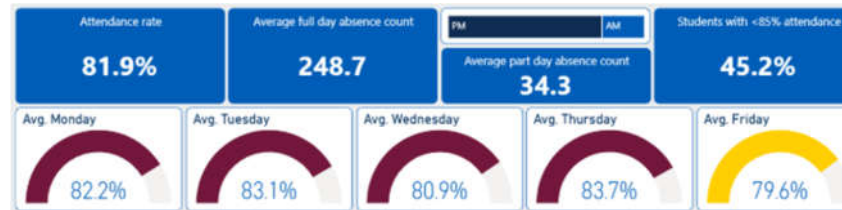
Overall School



Semester 1



Semester 2



Balance Sheet Summary Report

Mackay Northern Beaches State High School - (7873)

Period 202511 as at
21-Nov-2025 4:40 PM

Account Group	Account	Account Description	Amount
ASSETS			
	100001	Cash Float	180.00
	101201	General Bank Account	1,263,497.23
	104001	Receivables - Students	106,946.42
	104002	Receivables - Other	20,126.24
	109001	GST Input Credit Control	11,254.77
	109003	GST Clearing	18,217.95
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-615.00
	115016	Citibank Balance Sheet Clearing account	3,946.28
	162001	Plant & Equipment	2,291,638.62
	172001	Plant & Equipment - Accum Depr	-2,291,638.62
			<u>1,423,553.89</u>
LIABILITIES			
	200001	Payables	-49,260.63
	200005	Citibank Control Account	-19,502.91
	205501	GST - Revenue Control	-223.72
			<u>-68,987.26</u>
		Net Assets/(Liabilities)	<u>1,354,566.63</u>
EQUITY			
	340001	Accumulated Surplus/Deficit	-1,376,093.28
	400000-599999	SURPLUS/DEFICIT FOR YEAR	21,526.65
			<u>-1,354,566.63</u>

Budget Overview Report

Mackay Northern Beaches State High School - (7873)

Report Date: 21-Nov-2025 4:39 PM

Budget Quarter 4

Period: 202511 | Cost Centre: % | Cost Centre Manager: %

User: Burrows, Sian (787300082361)

	Year to Date				Annual			Original Budget
	Actual	Budget	Variance	Comment	Budget	Variance	Comment	
Opening Balance	-1,377,232	-1,377,232	0		-1,377,232	0		-1,377,232
Revenue	-2,077,943	-2,116,849	-38,906	Under Budget	-2,116,849	-38,906	Under Budget	-1,912,488
Expense	2,399,300	2,803,983	404,683	Under Budget	2,803,983	404,683	Under Budget	2,867,371
Global Trading Activities	-130,014	0	130,014	In Surplus	0	130,014	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	-12,208	0	12,208	In Surplus	0	12,208	In Surplus	0
Balance of Operating Funds	-1,198,227	-690,098	508,130		-690,098	-508,130		-422,349
Provision	0	690,098	690,098		690,098	690,098		422,349
Balance of Funds Available	-1,198,227	0	1,198,227		0	1,198,227		0
<i>Memofigure: System Cost Centres (Not included in above totals)</i>	-156	0	156		0	156		0

School Financial Snapshot

Mackay Northern Beaches State High School (7873)

Period 202511 (Nov 2025)

as at 21-November-2025 04:39 PM

What We Own

Cash Holdings		
General Bank Account	1,263,497.23	
Other Cash Holdings	180.00	
Subtotal of Cash Holdings		1,263,677.23
What Others Owe Us		
Parents	106,946.42	
Others	48,983.96	
Subtotal of What Others Owe Us		155,930.38
Total of What We Own		1,419,607.61
ADJUSTED FOR		
What We Owe Others		
Payables	-68,987.26	
Funds Held in Trust	0.00	
Total of What We Owe Others		-68,987.26
Net Ownership* (We own more than we owe)		<u>1,350,620.35</u>
ADJUSTED FOR		
What We Are Committed to Spend		157,321.72
Funds We Hold for Others		
Global Trading Activities	-150,734.20	
Representative Sports	-130.53	
Other Activities	-12,208.41	
Total Funds Held for Other Bodies		-163,073.14
Amounts Held for Future Projects		
Bank Reserve Provision	100,000.00	
Plant & Equipment Provision	250,000.00	
Future Projects Provision	340,098.00	
Total Provisions		690,098.00
Actual Financial Position of the School/Available Funds		<u>340,127.49</u>

Reconciliation to Balance Sheet Summary Report

Net Ownership*	1,350,620.35
ADJUSTED FOR	
Items Awaiting Reconciliation	
Salary Recovery	0.00
Corporate Card	3,946.28
Total Items Awaiting Reconciliation	<u>3,946.28</u>
Net Assets/(Liabilities) as per Balance Sheet Summary Report	<u>1,354,566.63</u>

Appendix D – Ancilliary (if Required)

Appendix E – Ancilliary (if Required)

Appendix F - Ancilliary (if Required)

Appendix G - Ancilliary (if Required)