



MNBSHS P&C GENERAL MEETING

9 June 2022 Minutes

Date: 9 June 2022 Time: 4:15pm-5:30pm Location: GL3 and online	
AGENDA ITEM	
Opening and welcome	Meeting opened at 4:15 pm .
Apologies	Nil
Confirmation of the minutes of the previous general meeting	Minutes distributed to members prior to meeting. Small amendment to minutes – containers for change item, Rachel Kowald should be Rachel Richards. This has now been amended.
MOTION	That the minutes be confirmed as a true and correct record of the meeting held 11 May 2022. Moved: Skye Barron Seconded: Troy Twomey Carried
Business arising from the minutes of the previous general meeting	<ol style="list-style-type: none"> 1. Troy to follow up re. coles online card - Still pending 2. P&C to invoice the school re. myshout vouchers - Being actioned 3. Skye to speak to Rachel Richards re. containers for change - To be actioned 4. Amy to reset P&C survey - Completed 5. Sian to promote survey - Completed
Correspondence	<ul style="list-style-type: none"> • Emails actioned and filed
MOTION	That the inwards correspondence be received and outwards be endorsed. Moved: Troy Twomey Seconded: Trent Sehl Carried
Treasurer's report	<ul style="list-style-type: none"> • Report provided to members (See Appendix A). • Trent has done his MYOB training – but looking to engage CMS to do booking. • Skye Barron offered to assist with bookkeeping and will assist next Sunday. • Looking to close the Term Deposit – may need two signatures.
MOTION	That the treasurer's report be accepted and payments as listed be endorsed. Moved: Skye Barron Seconded: Sian Burrows Carried
Canteen report	<ul style="list-style-type: none"> • Report provided to members (see Appendix B). • \$51,382.70 takings for the month of May • Would like to advertise for casual staff - for the next two weeks, they are one person down while a staff member is on leave. • Frances Deguara the convenor from Catherine McAulley assisted while staff were away due to COVID – would like to pay her for her time. • Cohen Goodson (student) also helped out several times. <p>ACTION Trent to look into signing up Frances as casual employee so she can be paid for her time.</p> <p>ACTION Troy to attend the canteen and investigate what is involved to remove the pasta cooker</p> <p>ACTION Skye to find out more info about quotes/delivery timeframes etc for replacement of the dishwasher.</p>

	<p>MOTION that pre-approval be gained for the purpose of purchasing an industrial strength dishwasher, so it can be actioned when needed. Moved: Troy Twomey Seconded: Skye Barron - Carried</p>
MOTION	<p>That the canteen report be accepted as tabled. Moved: Joely Whiting Seconded: Sian Burrows Carried</p>
Principal's report	<ul style="list-style-type: none"> • Report provided to members (see Appendix C). • Acting Maths HOD can now be confirmed as Mr Joseph Giddings.
MOTION	<p>That the Principals report be accepted as tabled. Moved: Troy Twomey Seconded: Rachel Kowald Carried</p>
Motions on notice	Nil
General Business	<p><u>Adam Richard</u> <u>Fittest Stinger</u></p> <ul style="list-style-type: none"> • 2021 was the first year of this event. It went reasonably well – but some students were feeling self-conscious about having other students watching. • Proposing to take the students off-site to local Mackay sport facilities. • Wants to offer free lunch to students. And cool prizes for students. • CQU will benefit and get to interact with students also. Vertical jump and acceleration and reaction time events. • CrossFit provides opportunities for 25 meter prowler sled press and deadball over the shoulder and bike. • Ninja Hub opened a year ago. They offer obstacle course and rock wall climb. • Park activity will be a kick run and catch. • Date – Tuesday or Thursday Week 6 Term 3 • Asking the P&C for money to put towards this event. \$1021. <p>MOTION That the P&C support the event and provide \$1021. Moved: Skye Barron Seconded: Trent Sehl – Carried</p> <p><u>Staff vs Student Lunch Time Sports</u></p> <ul style="list-style-type: none"> • 15 games x 2 referees per game x \$10 tuck shop voucher per referee = \$300. <p>MOTION That canteen funds be used to produce canteen vouchers for referees. Moved: Troy Twomey Seconded: Skye Barron – Carried.</p> <p><u>Portable shade update</u></p> <ul style="list-style-type: none"> • The school has been successful in securing another shade structure which will be received soon. <p><u>Sian Burrows</u> <u>Senior school flexible timetables</u></p> <ul style="list-style-type: none"> • Looking at possibilities to accommodate current staffing situation. • Other school run flexible learning models where students have flexible time. This will reduce mega merge time, as teachers are freed up to be able to deliver classes. • Next step, once P&C approve of concept is to then speak to staff and students about the change. • This would then would go to the LCC for approval. <p>MOTION That the flexible timetable initiative be supported by the P&C. Moved: Troy Twomey Seconded: Rachel Kowald – Carried.</p>

	<p><u>Marcia Prior</u> <u>Musical</u></p> <ul style="list-style-type: none"> • Rehearsals have been happening since Term 1. • P&C paid for the licence for the musical. Promotional material has to be sent to the owners of the rights. • Looking to run two night-time performances. Looking to provide refreshments for the intermission. • Seeking support for the event, and seeking approx. \$2000 for 150-200 cans of beer and 3-6 bottles of wine each night. Canapés beforehand. <p>MOTION That the P&C support the event and provide insurance for the sale of alcohol. Moved: Troy Twomey Seconded: Joely Witing – Carried.</p> <p>MOTION That the P&C provide a \$2000 float to be returned to the P&C following the event. Moved: Troy Twomey Seconded: Trent Sehl – Carried.</p> <p><u>Other Business</u> <u>Washer Dryer</u></p> <ul style="list-style-type: none"> • Discussion regarding the use of a washer and dryer for the apron and tea towels etc from the canteen. <p>ACTION Skye to speak with Gale Watson and see if there is opportunity to use the hospitality department’s washer and dryer.</p> <p><u>Project Update</u></p> <ul style="list-style-type: none"> • Basketball court roof - \$25,000 now to be confirmed following rise in costs • Basketball hoop - \$5750 – is currently on order. Due for delivery in a couple of weeks, and will then require installation.
Applications for membership and recording of new members	Adam Richard – Accepted Marcia Prior – Accepted
Date of the next meeting	Week 5, Term 3 – to be confirmed around School Musical
Close	Meeting closed at 5:34pm.

Actions:

1. Trent to look into signing up Frances as casual employee so she can be paid for her time.
2. Troy to attend the canteen and investigate what is involved to remove the pasta cooker
3. Skye to find out more info about quotes/delivery timeframes etc for replacement of the dishwasher.
4. Skye to speak with Gale Watson and see if there is opportunity to use the hospitality department’s washer and dryer.

CONFIRMATION OF MINUTES

Chair name: _____

Signature: _____

Date: _____

Appendix A - Treasurers Report

MACKAY NORTHERN BEACHES STATE HIGH SCHOOL PARENTS & CITIZENS ASSOCIATION

Treasurer's Report

For the Period 01 May 2022 – 31 May 2022

MYOB Training went well but it is still hard transitioning from the way finance is run in schools and I am struggling a little. As it has been approved at past meetings, I would like to put forward that we engage CMS to do our bookkeeping. I confident to input daily takings but paying invoices is challenging. They come at a cost of \$88.00/hour and I believe that it would be less than 4 hours/month if they are entering them.

I need to get to the bank to see how I go about closing the term deposit. It might need 2 signatures.

I have asked CMS to check how much we should have in our LSL account and also if we could know how much to transfer to it every pay period.

**MACKAY NORTHERN BEACHES STATE HIGH SCHOOL
PARENTS & CITIZENS ASSOCIATION**

Treasurer's Report

For the Period of 01 May 2022 - 31 May 2022

Statement of Receipts and Payments

	MAY
INCOME	
Cash Sales	\$ 17,159.40
EFTPOS	\$ 34,223.30
Container Exchange	\$ 32.30
TOTAL RECEIPTS	<u>\$ 51,415.00</u>
Less EXPENDITURE	
Bank Fees	\$ 287.94
Canteen Wages	\$ 11,205.71
Superannuation	\$ 645.62
ATO	\$ -
Canteen Expenses	
Campbells	\$ 14,350.28
King of Meats	\$ 470.97
Northern Beaches Bakehouse	\$ 335.49
Coles	\$ -
Coles Online	\$ 3,466.53
Vegies Unlimited	\$ 2,077.97
Australia Post	\$ -
Superior Food Group	\$ 4,273.99
P & C's QLD	\$ -
Lactalis Australia	\$ 5,463.05
Mackay Northern Beaches SHS	\$ 956.59
Essential Equipment & Sales	\$ 509.23
Community Management Solutions	\$ 479.20
TOTAL PAYMENTS	<u>\$ 44,522.57</u>
Surplus/(Deficit)	<u>\$ 6,892.43</u>

BANK RECONCILIATION

General Bank Account at 1 May 2022	<u>\$ 25,449.95</u>
Long Service Account at 11 May 2022	<u>\$ 10,078.56</u>
Term Deposit at 1 May 2022	<u>\$ 78,614.20</u>
Opening Cash Book Balance at 01 May 2022	<u>\$ 114,142.71</u>
Add Receipts	\$ 51,415.00
Less Payments	\$ 44,522.57
Closing Cash Book Balance 30 April 2022	<u>\$ 121,035.14</u>
Bank Statement Balance at 30 April 2022	<u>\$ 25,449.95</u>
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
Balance at 30 April 2022	<u>\$ 121,035.14</u>
General Bank Account at 31 May 2022	<u>\$ 32,342.38</u>
Long Service Account at 31 May 2022	<u>\$ 10,078.56</u>
Term Deposit at 31 May 2022	<u>\$ 78,614.20</u>

I move that this report be accepted.

Seconded:

Balance sheet report

31 May 2022

	Total
1-0000 Assets	
1-0005 Account 1 - Canteen	32,342.38
1-0010 Account 2 - LSL	10,078.56
1-0025 Term Deposit	78,614.20
1-0055 Cash on Hand	472.00
1-0325 Furniture and Fittings	
1-0330 Furniture and Fittings	3,109.00
1-0335 Accum. PU depreciation 5	(2,133.00)
Total Furniture and Fittings	976.00
1-5000 Trade Debtors	(2,341.63)
Total Assets	120,141.51
2-0000 Liabilities	
2-2000 PAYG Withheld Payable	1,226.00
2-2010 Superannuation Liability	1,340.39
2-4000 GST Paid	(65.46)
2-6000 ABN Withholdings Payable	64.00
Total Liabilities	2,564.93
Net Assets	117,576.58
3-0000 Equity	
3-8000 Retained Earnings	189,484.64
3-9000 Current Year Earnings	(71,908.06)
Total Equity	117,576.58

Appendix B - Canteen Report

Canteen Report June 2022

Takings for the month of May = \$51 382.70

YTD \$169 062.10

We have traded for 73 days and our daily average is \$2315.92

We have had a few staff members out due to covid over the last few weeks making things very hard on staff. Joely, Sian and Jean all worked their collective backsides off to do the job of five people last week. We really need to advertise for more staff and see what is out there. Can we please have an add drawn up as a matter of urgency. We have another staff member out for the last two weeks of term and again we will be short staffed as we have no replacement.

Our Airconditioning unit has been playing up. This is due to the fact that students keep turning it off at the wall even though Bob has secured the cage to the wall. It hasn't been cleaned or serviced since its install and we would like to arrange for that to happen to continue to keep it working. Through school or do we need to sort independently?

We did have catering last week for fanfare but we had to cancel due to our staffing numbers.

Joely and I cooked snags for the year 6 into 7 transition night on Tuesday and handed out garlic bread and cookies. They were a big hit. Lots of positive feedback.

We are wanting to sell our pasta cooker that we purchased through a grant and then never used. Its just sitting there collecting dust. We would need an electrician to come and undo it as it was wired in.

Frances Deguara the canteen convenor from Catherine McAully came in to help last week when we were very short staffed. She did 11.5 hours for us and was fantastic. I'd like P&C to consider paying her for her time.

Also Cohen from year 11 has been helping in the canteen over the last week and has been a great asset. We would like to give Cohen a canteen voucher and some chocolates for his much needed hard work to say thank you!

Appendix C - Principal's Report



'Striving for Excellence'

Mackay Northern Beaches SHS

PRINCIPAL'S REPORT
PARENTS' & CITIZENS' ASSOCIATION
 Thursday 9th June 2022

SCHOOL MANAGEMENT

Staffing (Semester 2):

- XXXXX – acting Maths HOD (TBC)
- Steve Merchant – Middle School HOD
- Maddie Larkin – relocating to Brisbane
- Bennett Nicol – joining fulltime English/Humanities
- Damon Woodbridge – Year 7 Coordinator
- Steve Pugh – Additional P/T Junior Secondary HOD
- Continued lack of supply teachers making class coverage a challenge

Facilities

- S Block infill; H and D Block refurbishment – continues to be delayed by the department
- MPC roof – had to go to tender again due to rising costs

GENERAL INFORMATION

- Semester 1 Reporting
 - ✓ Reports sent out Thursday Week 1, Term 3 to maximise learning time and reporting time
 - ✓ Parent teacher Interviews, during Term 3
- Tour de Cure – Friday July 15th
- Year 7 Canberra Trip – Week 1 next term – organisation continues
- 100 days to go celebrations for Year 12's – last Wednesday - a great new initiative as a memory for the seniors
- State of Origin (Year 12 Formal) Fund Raising day was yesterday
- Staff Car Wash (Year 12 Formal) fundraiser
- Staffing challenges impacting on extra-curricular clubs running
- High School Musical practice and prep continuing – Week 5, next term
- First HPV race this weekend at Palmyra Raceway – watch Facebook for results and Facebook update
- Shooting Stars High Achievers Celebration – yesterday - Students that have received all As and Bs or 4.75 for Behaviour and Effort
- Hosted Instrumental Music District Fanfare event and potentially Regional Final.
- Transition Evening (6-7;10-11) a success on Tuesday night

CALENDAR

WK 9 13 – 17 June	13	14 HOD led Star level meeting Readers Cup 7/8	15 House Parade– Masters Optin confirmation upload of required student samples Stingers Strength 3-4 p.m. Yr 11 & 12 Drama - The Scene Project. All day	16 SHOW HOLIDAY	17 Yr 12 Mocktail
	MEC Automotive Work Placement Wk 8 and/or Wk 9 / MEC Engineering Yr 12 Work Placement Wk 9 and/or Wk 10				
WK 10 20 – 24 June	20 Yr 12 AQP boating IM Fanfare Mackay-regional NR proformas to HoCs by 9:00 a.m. Cumberland track & field	21 QA 2-hour staff meeting Student Council 1 st break Yr 12 AQP boating	22 Parade – JIS/SS star performers Yr 12 AQP boating Final update of student samples for Applied QA review mtgs Stingers Strength 3-4 p.m.	23 Wellbeing day NR pro formas to Yr level DP 9 a.m. Yr 12 AQP boating	24
	20 th – 24 th June Year 10 work experience / MEC Engineering Yr 12 Work Placement Wk 9 and/or Wk 10				

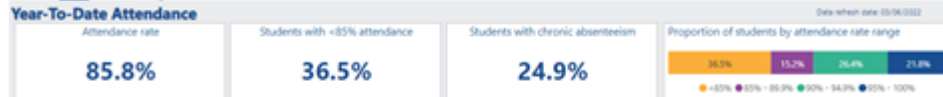
• P&C Meeting – Thursday 11th August

Date	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WK 1 11 – 15 July	11 Scholarship applications open Reports to buddies by 3 p.m. JCU Experience Yr 12	12 Reports to HODs 9 a.m. Applied (Est.) quality assurance mtgs JCU Experience Yr 12	13 Parade – Reports to Yr level OP	14 Reports emailed home 11 a.m.	15 QCIA verification submissions to QCAA
Year 7 Humanities Camp 11-17 July					
WK 2 18 – 22 July	18	19 QCAA Confirmation decisions	20 Parade – Readers Cup 9/10	21 Homework Club	22 Unit 1 results to J Sharam
NAIDOC week 18-22 July					
WK3 25 – 29 July	25 Entry opens for Units 1&2 for App & Gen subjects 2023	26	27 Parade – QCIA verification mtg	28 Homework Club	29 CC 1/2 day transition – into Year 10/11
WK 4 01 – 05 Aug	01	02	03 Parade – Mackay Careers Expo	04 Homework club	05 Final date to submit assessment instruments Endorsement application
Year 8 Camp Seaforth Pines 1-5 August					
WK 5 08 - 12 Aug	08 P&C 7 p.m. Do it in A Dress registration	09	10 Parade – High School Musical – tech run all day	11 Homework club High School Musical	12
High School Musical – tech run 10 & 11 Aug all day High School Musical 12 & 13 Aug					

Attendance Summaries and Comparison

Whole School Attendance – 84.1% (Secondary across CQ = 82.5%; Across State = 84%)

Year 7 – 85.8% ; CQ = 85.3%



YEAR 8 – 85.9% ; CQ = 81.7%



YEAR 9 – 84.2% ; CQ = 81%



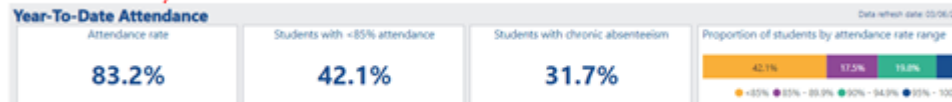
Year 10 – 81.6% ; CQ = 79.6%



Year 11 – 83.5% ; CQ = 83.1%



Year 12 – 83.2% ; 85.4%



Balance Sheet Summary Report

Mackay Northern Beaches State High School - (7873)

Period 202206 as at
05-Jun-2022 8:01 AM

Account Group	Account	Account Description	Amount
ASSETS			
	100001	Cash Float	180.00
	101201	General Bank Account	1,213,678.45
	104001	Receivables - Students	155,444.57
	104002	Receivables - Other	24,568.82
	109001	GST Input Credit Control	436.14
	109003	GST Clearing	5,464.63
	115005	Disputed Items - Corporate Card	161.12
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-840.00
	122101	Salary Advances	1,707.56
	162001	Plant & Equipment	1,957,856.11
	172001	Plant & Equipment - Accum Depr	-1,957,856.11
			<u>1,400,801.29</u>
LIABILITIES			
	200001	Payables	-355.25
	200002	Credit Card Advance Control Account (Staff)	7,597.11
	200003	CBA/MCC Control Account (MCC)	-29,456.57
	205501	GST - Revenue Control	-5.00
			<u>-22,219.71</u>
		Net Assets/(Liabilities)	<u>1,378,581.58</u>
EQUITY			
	340001	Accumulated Surplus/Deficit	-1,011,203.24
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-367,378.34
			<u>-1,378,581.58</u>

Budget Overview Report

Mackay Northern Beaches State High School - (7873)

Report Date: 05-Jun-2022 8:01 AM

Budget Quarter 2

Period: 202206 | 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	-1,240,981	-1,262,480	-21,499	Under Budget	-1,927,240	-686,259	Under Budget	-1,796,937
Expense	1,034,815	1,525,192	490,377	Under Budget	2,534,008	1,499,193	Under Budget	2,403,705
Global Trading Activities	-188,588	0	188,588	In Surplus	0	188,588	In Surplus	0
Representative Sports	-434	0	434	In Surplus	0	434	In Surplus	0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	-11,211	0	11,211	In Surplus	0	11,211	In Surplus	0
Balance of Operating Funds	-1,417,625	-748,515	669,111		-404,459	1,013,167		-404,459
Provision	0	0	0		404,459	404,459		404,459
Balance of Funds Available	-1,417,625	-748,515	669,110		0	1,417,625		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 202206 (Jun 2022)
as at 5-Jun-2022 08:01 AM

What we own		\$1,213,858.45
What others owe us		
Parents	\$155,444.57	
Others	\$31,498.27	\$186,942.84
Sub total of what we own		<u>\$1,400,801.29</u>
LESS		
What we owe others		\$29,816.82
What we are committed to spend		-\$39,020.23
What funds we hold for other bodies		\$200,233.29
(E.g. Student Council, Regional Office and Sports Boards)		
Sub total of what we owe		<u>\$191,029.88</u>
We own more than we owe		<u>\$1,209,771.41</u>
Cost price of school assets		\$1,957,856.11
Amounts held by the school in the current year for asset replacement and future projects		\$404,459.00