



Mackay Northern Beaches SHS P&C  
 Minutes June 10 2019

**Attendees: Skye Barron, Sian Burrows, Donna Frost, Tammy Kinnersley, Amanda martin, Nerida Massing, Roberta McGeachin, Bronwyn Overall, Scott Siddell**

**Apologies: Julieanne Krause**

P&C Exec still meeting behind the scenes – minutes attached.

**Business arising from previous meeting?** Yes/No (delete irrelevant one)

If Yes....

<b>Item</b>	<b>Follow up discussion</b>
Financial Request	No motion – no money. Planner for events – we have enough info from this so when requests coming through - we are not having to make a decision on the spot.
Yr 12 Year book proposal	Sirach & Dane have not come back with a values
Yr 12 PAC resources	Sirach & Dane have not come back with a list – Bronwyn to discuss more in general business.

**Accept previous minutes – Tammy K Seconder – Nerida Massing**

**Correspondence: Tammy Kinnersly**

→ Term deposit of \$25000 into the \$50000 – into one - 26 Aug maturity day interest \$160.28

**Accept Correspondence – Skye Barron Seconder – Leighanne Preston**

**Treasurer’s Report:**

**Leighanne Preston** (Full

report attached to minutes)

Total in bank = \$33 567.78

Container refund – Amanda M to follow up with her friend at Netball to find out who picks up their bin for free.

<b>Mackay Northern Beaches State High School P &amp; C Association                  Profit &amp; Loss                  1 May 2019</b>			
<b>Ordinary Income/Expense</b>			
	<b>Income</b>		
	Canteen Takings		29,591.40
	Donations – Container refund		183.20
	<b>Total Income</b>		<b>29,774.60</b>
<b>Gross Profit</b>			<b>29,774.60</b>
	<b>Expense</b>		
	Delivery costs		55.00
	Fees and permits		427.95
	Payroll Expenses		9,058.06
	Subscriptions		220.00
	Supplies		
	Canteen Food & Beverages	13,408.01	
	<b>Total Supplies</b>		<b>13,408.01</b>
	<b>Total Expenses</b>		<b>23,169.02</b>
<b>Net Ordinary Income</b>			<b>6,605.58</b>
<b>Net Income</b>			<b>6,605.58</b>



<b>Treasurers Report May 2019</b>		
Meeting:09/06/2019		
<b>Bank Balance as at 01 May 2019</b>		<b>\$33,568.73</b>
<b>Payments</b>		
<b>Canteen Food &amp; Beverages</b>		
Bakery Nth Beaches	-528.46	
Big Bear Supermarket	-146.39	
Campbells	-3,105.07	
Coles Online	-935.23	
Coles	-20.20	
King of Meats	-147.00	
Parmalat	-336.08	
Russell Electrical	-198.00	
Suncrest		
Merchant Fees	-427.95	
Wages	-7,701.36	-13,017.28
<b>Other Expenses</b>		
ATO	-932.00	
Transfer to LSL	-2,000.00	
Transfer to Fund Raising Account	-1,127.49	
		-4,059.49
<b>Total Expenses Paid</b>		<b>-17,605.23</b>
<b>Deposits</b>		
Container Fund Scheme	183.20	
Catering Takings	29,591.40	29,774.60
<b>Bank Balance as at 29 March 2019</b>		<b>\$45,738.10</b>
<b>Fundraising Account</b>		<b>1,128.56</b>
<b>Long Service Leave</b>		<b>5,250.00</b>
<b>Term Deposit</b>		<b>76,985.38</b>
<b>Total at Bank</b>		<b>\$129,102.04</b>

**Accept Treasurer's Report – Skye Barron Seconder – Scott Siddell**

**Principal's Report** (Full report attached to minutes)

**PARENTS' & CITIZENS' ASSOCIATION - Monday 10<sup>th</sup> June 2019**

## **SCHOOL MANAGEMENT**

### **Staffing:**

Emma Kelly – Maternity Leave

Karen Owens – end of contract/family responsibilities

Anthony Puddicombe – MEC Manager

Steve Merchant – Leave Term 3

Andy Baker – Maternity at Week 5

Keshia Tynan – Maternity at Week 7



Eliza Smith – Science, Geography  
 Monica Franco – Maths, Science  
 Kerry Glennister – Maths, Science, Robotics  
 Aleisha Ware – returns  
 Nik Richards – HOD Technology/Innovations  
 Ashlea Bonnell – Humanities Coordinator  
 Jaki Pianti – HOD e-Learning, VET  
 Dan Fraser – Year 8 Coordinator, Term 3

### Facilities

- PAC – technology essentially completed; “soft” use
- Waiting on outcome of grants – SSS (MPC roof); Gambling Grant (Canteen); Safer Schools (CCTV)

### School Planning & Accountability

#### GENERAL

- Student/School success - Sport – rep teams, rugby league, netball, BMA Fun Run, Rotary Young Chef, Reader’s Cup Team
- HPV Update – came 3<sup>rd</sup> in their category. In 4-5 weeks have pulled it together. Parent support is great! Looking at extra input from different curriculum areas
- AIP Implementation Update – Ang Collins here today – she is happy with our projects. Andrea Curd is working for the region UDL – we are a pilot school for this. It is complimentary to what we are already working on with our students. We also have 4 PLCs working across our AIP. Data at the end of reporting with assist us to move in the right direction.
- Year 12 Exam Block, starts Friday; QCE Practice Week 10 Mon and Tues; ongoing assessment all year levels
- Reporting – report cards emailed home on last Friday. If parents need a hard copy either print off or come to the office and we will do it for you.
- Class Data Analysis – Weeks 1-3 Sem 2
- New QCE - Many cluster days; Writing assessment for endorsement in August. Lot of work happening – how to study, retain information etc
- Cert 1 Construction update Students working on steps to Block L as part of their certificate.
- NAPLAN – online next year. SS & SB of to PD for how it works eg can happen on a 9 day f/n – will keep you posted.
- Northern Stars Arts Showcase – Sept 6<sup>th</sup>
- School Spirit – State of Origin free dress days; Harajuku Day (21/06); We have good take up on these events, creates good comradery amongst staff and students.
- Z Club initiatives - continually raising funds for
- Container scheme – 1 or 2 helping out; ring and they pick up; cage was full but not overflowing – lid could still be closed; 5 weeks to fill one bin; collect 1.5 bins last week; kids are good at getting at getting it right. Momentum happening with the program. Hoping to get bottles in from home soon.

#### CALENDAR



<b>WK 8</b> 10 Jun – 14 Jun	10 ICT PLC 1 <sup>st</sup> lunch P&C mtg 7 p.m.  MEC Yr 11&12	11 SAM 2 – car wash TA mtg @ RC 2:30 p.m. Japan trip parent mtg. 5 - 6p.m. D1.24	12 Parade - CC Cert III Fitness – CQU MEC Yr 11&12	13 Homework club	14 P4 Social Justice Year 12 Exam block PE cluster – all day PCYC (7-9) P4 P4 CQU Yr 7 – EFGH P4 Smashed Project Yr 9 UQ Science visit	6-8 TBC
	Secondary Timetabling for New & Aspiring Teachers 13-14 June					
<b>WK 9</b> 17 Jun – 21 Jun	17 MEC Yr 11&12	18	19 Parade - Wellbeing	20 <b>SHOW HOLIDAY</b>	21 PCYC (7-9) P4 Harajuku Day – free dress Reports to buddies P4 CQU Yr 7 – EFGH Japanese cluster – all day @ MNBSHS	Japan Trip 29 <sup>th</sup> June – 10 <sup>th</sup> July
	Year 12 Exam block 17 <sup>th</sup> – 19 <sup>th</sup> June					
<b>WK 10</b> 24 Jun – 28 Jun	24 MEC Yr 11&12 Reports to HoDs QCS practise	25 STAFF TA mtg @ RC 2:30 p.m. QCS practise Cupcake sale – house colours (Formal)	26 Parade - Wellbeing Pre Athletics Carnival - Junior P1 & P3 - Senior P2 & P4 Star Performer rewards 7-12 Close reporting 9 a.m. Cert III Fitness - CQU	27 Homework club Print reports Athletics catch up	28 Athletics Carnival – all day Cupcake sale – house colours (Formal) Email reports home P4 Social Justice	

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
<b>WK 1</b> 15 Jul – 19 Jul	15 MEC Yr 11&12	16 STAFF Whitsunday Voices Dinner@ MECC	17 Parade - Whitsunday Voices teacher PD 4 p.m. @ WAS	18 Netball Vicki Wilson cup	19 Whitsunday Voices PCYC (7-9) P4	Rock Pop Mime
JCU trip 15 <sup>th</sup> and 16 <sup>th</sup> July					Year 7 Sydney & Canberra trip 15 <sup>th</sup> July – 21 <sup>st</sup> July	
<b>WK 2</b> 22 Jul – 26 Jul	22 ICT PLC 1 <sup>st</sup> lunch MD secondary track & field  MEC Yr 11&12 P&C mtg 7 p.m.	23 SAM 1 – car wash MD secondary track & field TA mtg @ RC 2:30 p.m.	24 Parade - RPM all day practise	25 Homework Club	26 P4 Social Justice PARTY program – all day Biology Cluster – all day PCYC (7-9) P4	
					Pat Hipwell 25 <sup>th</sup> – 26 <sup>th</sup> July	

### Attendance Summaries and Comparison

Whole School Year to date – **89.9%**

Period	Dates	From	29/01/2019	To	10/06/2019	Year Level	All Year Levels	Student Group	All	Reset
Page 1 of 1										
School Name	Attendance Rate	Proportion of Students at Attendance Category (%)				Attendance Category				
	%	< 85%	85% < 90%	90% < 95%	95% - 100%					
Mackay Northern Beaches State High Sc	89.8	22.2	11.0	20.5	46.3					

Year 7 – **91.6%**

Period	Dates	From	29/01/2019	To	10/06/2019	Year Level	Year 7	Student Group	All	Reset
Page 1 of 1										
School Name	Attendance Rate	Proportion of Students at Attendance Category (%)				Attendance Category				
	%	< 85%	85% < 90%	90% < 95%	95% - 100%					
Mackay Northern Beaches State High Sc	91.6	17.8	11.0	21.5	49.7					

YEAR 8 – **91.7%**

Period	Dates	From	29/01/2019	To	10/06/2019	Year Level	Year 8	Student Group	All	Reset
Page 1 of 1										
School Name	Attendance Rate	Proportion of Students at Attendance Category (%)				Attendance Category				
	%	< 85%	85% < 90%	90% < 95%	95% - 100%					
Mackay Northern Beaches State High Sc	91.7	18.1	10.8	21.1	50.0					



**YEAR 9 – 86.9%**

Period <input type="text" value="Dates"/> From <input type="text" value="29/01/2019"/> To <input type="text" value="10/06/2019"/> Year Level <input type="text" value="Year 9"/> Student Group <input type="text" value="All"/> <input type="button" value="Reset"/>						
Page 1 of 1						
School Name	Attendance Rate	Proportion of Students at Attendance Category (%)				Attendance Category
	%	< 85%	85% < 90%	90% < 95%	95% - 100%	
Mackay Northern Beaches State High School	86.9	29.6	12.1	20.6	37.7	<span style="color:red">■</span> <span style="color:yellow">■</span> <span style="color:green">■</span> <span style="color:blue">■</span>

**Year 10 - 88.5%**

Period <input type="text" value="Dates"/> From <input type="text" value="29/01/2019"/> To <input type="text" value="10/06/2019"/> Year Level <input type="text" value="Year 10"/> Student Group <input type="text" value="All"/> <input type="button" value="Reset"/>						
Page 1 of 1						
School Name	Attendance Rate	Proportion of Students at Attendance Category (%)				Attendance Category
	%	< 85%	85% < 90%	90% < 95%	95% - 100%	
Mackay Northern Beaches State High School	88.5	22.8	12.9	21.8	42.6	<span style="color:red">■</span> <span style="color:yellow">■</span> <span style="color:green">■</span> <span style="color:blue">■</span>

**Year 11 – 89.3%**

Period <input type="text" value="Dates"/> From <input type="text" value="29/01/2019"/> To <input type="text" value="10/06/2019"/> Year Level <input type="text" value="Year 11"/> Student Group <input type="text" value="All"/> <input type="button" value="Reset"/>						
Page 1 of 1						
School Name	Attendance Rate	Proportion of Students at Attendance Category (%)				Attendance Category
	%	< 85%	85% < 90%	90% < 95%	95% - 100%	
Mackay Northern Beaches State High School	89.3	26.9	7.5	15.7	50.0	<span style="color:red">■</span> <span style="color:yellow">■</span> <span style="color:green">■</span> <span style="color:blue">■</span>

**Year 12 – 92.4%**

Period <input type="text" value="Dates"/> From <input type="text" value="29/01/2019"/> To <input type="text" value="10/06/2019"/> Year Level <input type="text" value="Year 12"/> Student Group <input type="text" value="All"/> <input type="button" value="Reset"/>						
Page 1 of 1						
School Name	Attendance Rate	Proportion of Students at Attendance Category (%)				Attendance Category
	%	< 85%	85% < 90%	90% < 95%	95% - 100%	
Mackay Northern Beaches State High School	92.4	15.8	10.5	21.1	52.6	<span style="color:red">■</span> <span style="color:yellow">■</span> <span style="color:green">■</span> <span style="color:blue">■</span>

**Accept Principal’s Report – Scott Siddell Seconder – Donna Frost**

**Errol’s Canteen Report:**

**Canteen Subcommittee Report - 7th June, 2019 12pm**

**Present** – Skye, Amanda Martin, Bronwyn Overall, Nerida Massing, Donna Frost, Joely Whiting

**Apologies** - Sian Burrows

**Income**

Update on Income

72 days trading \$93,000

Daily average \$1300

Queried expenses and Budget

Expenses include Coles, Campbells, Palmalat and Big Bear.

Roughly the same month by month.

Nerida suggested that we may need to look at expenses and alternative suppliers to shop around for pricing.

Will look into further. **Bron to follow up with Skye and Leighanne over next few weeks.**

**Breaka Milk**

Now not coming in 300ml. Only 500ml available. 500 ml not school approved. Can we approve, all in favour to agree however needs to be approved at the P & C meeting. **Skye to bring to P & C on Monday 10th June.**

**HPV** – Sausages for BBQ currently \$150 outstanding, Skye has followed up several times with no response.

Bron to follow up with Sian. Need to put something in place for future situations.

**Canteen Closed Tuesday 11th June**



It was decided to close the canteen on Tuesday 11<sup>th</sup> due to personal leave for staff members. It was discussed if it was worthwhile opening for second break, but decided to close for the day. This will be a learning curve for future situations should this occur again.

The student council and graduation committee will be holding a sausage sizzle and selling drinks.

Staff members will be taking leave without pay. Ang bereavement leave.

Wages – Amanda asked to look into their holiday pay and leave loading for Christmas Holidays as heavily taxed. **Bron to liase with Leighanne and advise.**

### **Risk Management**

New signs have been put in place in the canteen area. **Follow up with Michael Worth** to have an extra teacher for 20mins at first break 11.10 to 11.30am on playground duty at the canteen area.

Roster is going ok and Relief staff are ok at this time.

Lunch breaks 12 to 12-45pm are still trying to be balanced at this point, however will be working on additional volunteers to help with this.

**Grants** – Grant has now been finalised and submitted for \$27,000 for Canteen equipment as per quote supplied. **Skye to follow up 2 other quotes** to be ready for grant when approved. Possibly will hear in next 3mths.

**Volunteers** Need to push for more Volunteers to come and serve, prep or just help out and stand in queues. 1 or 2 or more hours any time. **Bron to work with Skye over the next month to increase our volunteer help.**

Current Volunteers Paula McKelvey, Angela Zammit, Ally Turner

Monday - quietest day chicken curry

Tuesday - Nachos

Wednesday – Lasagne and Sushi

Friday – Roasts and Vegies going well

Hospitality – Wed & Fri Sell Coffee and Hot Chocolate. Hospitality use up Red Food days with their cakes and slices.

**QAST** - Canteen Networking Meeting was well received. 8 Convenors attended. They are looking at having their own regional meetings for networking purposes and sharing of ideas, equipment, suppliers and general operating ideas to improve processes in the Canteen.

Convenors loved the girls recipe card wall.

### **Meeting closed 1.00pm**

Takings to date \$100 717.90 that's after 77 days of trading.

This past week we took \$6965.20. Our daily average is \$1308.02

Takings for the month of May was \$29591.40 Expenses were \$13218.52 plus wages.

Iced coffee milk in 320 ml are no longer being made. Our supplier would like to know if we will be selling the 500ml ice break. They are not school approved. I've spoken to QAST they have said they are RED and don't fit the criteria. Thing is, so are our Lipton iced tea. Do we sell them?

Canteen is supplying sausages, bread, onion, soft drinks, chocolates, napkins and sauce. At the cost of \$423.80 if they sell all they will make \$1111.20 profit. That's if the snags and drinks at \$2.50 and the chocolates for \$2 each. Amanda Has emailed Dedan, P&C and Cheryl the prices and projected profit.

**Accept Canteen Report – Bronwyn Overall Seconder – Leighanne Preston**



## General Business

Presenter:	Topic:	Time:	Action: <i>(who is to do what as a result of this presentation)</i>
Bronwyn	Drone Sponsorship	10 mins	<p>Need 4 drones to run the program. Kids don't know yet. Getting Joe M trained up. ATM subject selection book with program it. Don't want to buy them too early. 15 kids per class. Identified Eagle Eye Drones – come on board as a sponsor and business for students to work with. Aim – Council; Surf Club; School; P&amp;C Does the P&amp;C want to purchase a drone? Type of drone want to buy is a good start. <b>Motion:</b> For P&amp;C to support the sponsorship of a drone for the program based on a discussion that the current price is approx. \$1500. Dollar value of sponsorship to be decided on submission of quote presented on 14/10/19. All in favour! Motion accepted – unanimous.</p>
Tammy	Krispy Kreme fundraiser?	15 mins	<p>Hand out forms on 2<sup>nd</sup> week of Term 3. Money back by 09 Aug. Proposed 28 Aug arrive. Promo – FB/email. Letterhead from school to KK to approve that date.</p>
Bronwyn	Funding Assistance Application Process	10 mins	<p>From shared around. Complete the form – present to P&amp;C. Max \$250/student or up to \$1500 for a team. Put it out see if it covers all basis. We can look at it come back with any questions or recommendations.</p>
Sian	Staff email		Letting staff know what the P&C are providing to us.
Bronwyn	Grants		<p>Arrow Energy; Mackay Sugar (due Sept), Bendigo Bank. What do we want to apply for? School internal drop box. Do up form for feedback from staff/students to give us idea. Bring to the table at P&amp;C so we can prioritise what we can fund as a P&amp;C. Next year apply for more grants. What P&amp;C items seen</p>
Bronwyn	Resources for PAC		<p>Microwave, sandwich maker (2); tea towels; <b>Motion:</b> P&amp;C to purchase approx. \$200 of goodies for their use. All in favour! Motion accepted – unanimous.</p>
Amanda	BBQ		<p>4 burner at Bunning \$300; Propose <b>Motion:</b> P&amp;C to purchase a stainless steel BBQ – quotes to come. All in favour! Motion accepted – unanimous.</p>
Bronwyn	Roadshow		Nerida & Bronwyn attended, very informative, we are on track, we are doing quite well as a P&C. Annual operation, community engagement.



### ***Actions from Meeting.....***

<b><i>Action</i></b>	<b><i>Actioned By?</i></b>
Container refund – Amanda M to follow up with her friend at Netball to find out who picks up their bin for free. How do they collate items (bag/bin)	Amanda Martin
Donna – 1 hockey player; Skye - team sport; Tammy - national academic; Nerrida – kid wants to go on an excursion; Leighanne – optiminds; Bronwyn – swimming state titles.	Return forms to Sian
Bronwyn to forward a shopping list to student equipment to use in the PAC.	Donna
Front of school grounds needs weeding – small working bee, during the holidays. Last week end – Sun 14 July 8:30am.	Working Bee
Quotes for SS BBQ?	Amanda, Skye
Drop box to be done	Bronwyn
Promo – FB/email to school and on school letterhead to KK approving date.	Tammy

### ***New members for acceptance?***

#### ***Next meeting***

22 June, 2019

***Meeting Closed:-8:41pm***