



Mackay Northern Beaches SHS P&C
Minutes of Meeting
September 9th, 2019

Attendees: Sian Burrows, Skye Barron, Amanda Martin, Bronwyn Overall, Nerida Massing, Tracey Hocking, Cheryl Haupt, Karen Crompton, Chappy Linda, Leighanne Preston, Julieanne Krause, Tammy Kinnersly

Apologies: Donna Frost

Business arising from previous meeting? Yes

If Yes....

Item	Follow up discussion
Invoices for catering – were these done?	Leighanne advised that these are all sent out as required

**Accept Previous Minutes – Skye Baron
Secunder – Tammy Kinnersly**

Correspondence: Tammy Kinnersly

- Queensland Alliance for Mental Health - Letter of confirmation re. successful application for \$2,500 grant ("Time Out Tai Chi").
- Scholarships for Year 10's going into Year 11&12 for Indigenous at need students, also one for Year 11s going into Year 12. One off \$1,000 payments for students to go towards educational expenses. P&C can put forth application on their behalf. Must demonstrate positive attitude to school education, participate in school life, etc. Tracey H. to look at criteria and review candidates.
- P&C Qld
- Elkay cold water drink taps brochure
- CIVIQ Lockers brochure

**Accept Correspondence – Amanda Martin
Secunder – Nerida Massing**

Treasurer's Report: Leighanne Preston (Full report attached to minutes)

Total in bank = \$144,____

In main account = \$61,597

Mackay Northern Beaches State High School P & C Association Profit & Loss 31 August 2019		
Ordinary Income/Expense		
	Income	
	Canteen Takings	33,480.65
	Donations – Container refund	225.30
	Fundraising Income	<u>4,824.20</u>
	Total Income	<u>38,530.15</u>
Gross Profit		38,530.15
	Expense	
	Donations – BBQ	1,362.73
	Fees and permits	581.76
	Fundraising	3,411.82
	Workers Compensation	540.16
	Meeting Expenses	181.82
	Payroll Expenses	12,707.59
	Printing and stationery	99.09
	Stamp duty	29.71
	Supplies	
	Canteen equipment	397.00
	Canteen Food & Beverages	13,989.69
	Total Supplies	<u>14,386.69</u>
	Total Expenses	<u>33,301.37</u>
Net Ordinary Income		<u>5,228.78</u>
Net Income		<u>5,228.78</u>

Paid for BBQ.

Container Fund Scheme - \$225 received. Have recouped half value of outlay on bins.

Car raffle - \$480

Krispy Kremes - still to finalise fundraising income, \$900 so far. Anticipating total profit of approx. \$1,800.

**Accept Treasurer's Report – Skye Baron
Secunder – Julieanne Krause**

Principal's Report (Full report attached to minutes)

PRINCIPAL'S REPORT
PARENTS' & CITIZENS' ASSOCIATION
Monday 9th September 2019

SCHOOL MANAGEMENT

Staffing:

- Continue to work on staffing for 2020. Current enrolments are 939. 2020 anticipate 1050.
- Curriculum HOD- Maths (Permanent); A/Arts HOD (2020)
- Careers Fair Advantages – Tracey attended again this year
- Term 4 – return of Steve Merchant; Lucy Dunning (leave); applicant from WA (Maths/Sci)
- Teachers transfers – September 19th

Financial

- Overview attached.

Facilities

- **Noisy Air-Conditioning System** – Banging sounds coming from the AC system. Replacement of valves over the holidays as already happening. Affecting a couple of classrooms. Managing by moving classrooms as needed.
- **PAC defects** – Defect work ongoing and larger works being done over the holidays (floor replacement).
- **Chewing Gum** – A concern remains

A step back 12 months ago...the PAC development



GENERAL

- **Northern Stars** – 450 attendees; great showcase of the Arts; review meeting this week for refinement and improvement in 2020.
- **QCS** – 27 students; last one ever; thanks to Dedan Daniel
- **New Year 11 assessment** development - update and future plans for storing electronically
- **SetPlans successful** – Over 90% of Yr 10's have completed SetPlans and subject selections for 2020
- **New subjects 2020** – Cert II Creative Industries; Cert III in Aviation (Remote Pilot – Visual Line of Sight)
- **Year 9 & 10 subject selections** completed; building of timetable will commence shortly
- **Extra tutoring for students** – acknowledgement of extra work being put in by teachers
- **Report Cards** emailed home - last Thursday of term (19th)

- **Transition Year 6 into 7** – Jess Strang’s work with Bucasia and Eimeo SS students continues – visits, Q&A sessions
- **Formal Fundraiser Bake Sale** – raising money (\$560) for those who need financial support to be able to attend. Needing about another \$300 – to do another fundraiser.
- **Year 12 Formal** – Saturday October 12th, Clarion Hotel. All welcome!
- **Year 12 Mock Interviews; Year 11/12 MEC work experience** – Week 10
- **Senior Students First Aid - Student free Day (Oct 21st);** All Childcare students must attend; Year 10-12 students invited to participate
- **“Time Out for Tai Chi” Grant** – successful! For us in Week 1, Term 4
- **Communication Protocols** now in place
- **Uniform Update** - Greatly improved and thanks to parents for support of our vision to set high standards of dress and appearance; A continued focus; Changes to uniform pricing. MNBSHS uniform items remain some of the most economical of school uniforms in Mackay.
- **Optiminds** – Three teams eligible to travel to Brisbane for the finals (October 12&13)
- **HPE Colour Run** – Wednesday 18th Sept (Week 10); Please encourage your students to sign up
- **School Opinion Survey** – good participation by parents, staff and students. Smooth process led by Scott (DP)

CALENDAR

WK 9 09 Sep – 13 Se	09 P&C mtg 7 p.m. MEC Yr 11&12	10 ICAS - Writing CC students half day transition Education Perfect 3:30-4:30	11 Parade – R Kowald Y8 P3 'Unfiltered' performance @ PAC	12 Homework Club ICAS – Spelling	13 Open Girls touch	Maryborough 14 th /13 th HPE-V
	Year 12 exam block 9 th – 13 th September					
WK 10 16 Sep – 20 Sep	16 MEC Yr 11&12 Reports to buddies Business Cluster @ Pioneer SHS all day	17 STAFF ICAS – English TA mtg @ RC 2:30 p.m. Verification to HoDs by 9am All Yr 12 RACQ P3&4 Reports to HoDs	18 HPE colour fun run P4 Star Performers Parade 7-9 10-12 certificates on Yr level parade Cert 3 Fitness @ CQU Yr 12 RSA/RSG all day	19 ICAS – Mathematics. Verification due to DP by 9am Reporting Closes 9 a.m.	20 P4 Social Justice Verification packages delivered to QCAA by 10am.	Opti-MINDS 11 th - 13 th
	Year 12 mock interviews 16 th , 18 th & 19 th / Year 11 and Year 12 MEC work placement 16 th September – 20 th September					

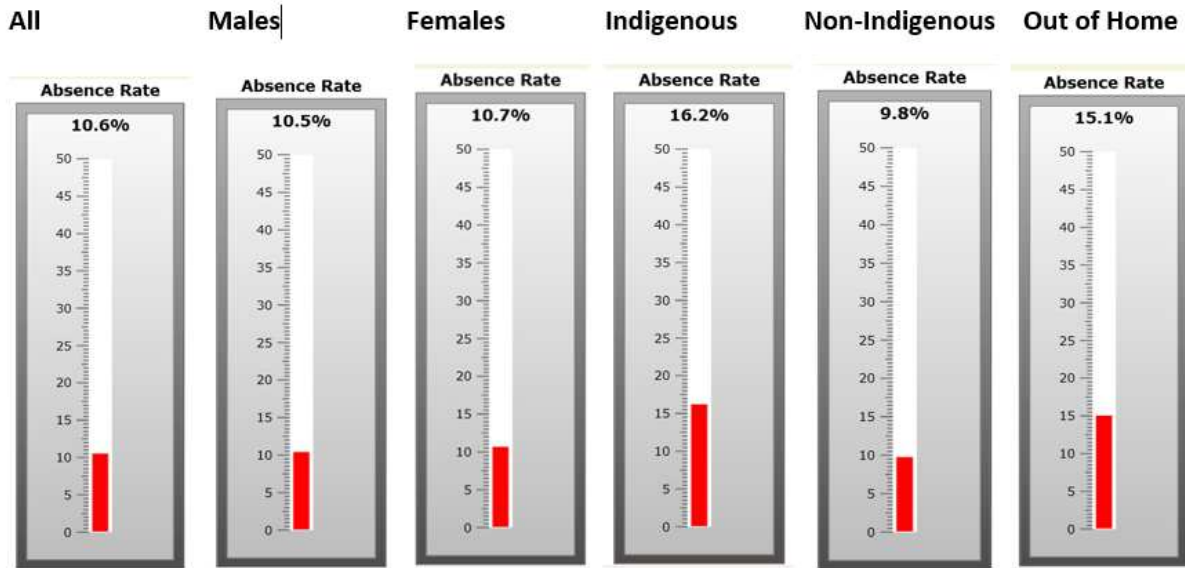
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
WK 1 07 Oct – 11 Oct	07 QUEEN'S BIRTHDAY	08 STAFF Do it in a dress promotion	09 Parade – J Pianta	10	11 Yr 12 Formal Saturday 12 th	Opti-MINDS 11 th - 13 th Eisteddfod/
Year 11 Camp / Queensland Mental Health Week 5/10 – 13/10						

ATTENDANCE

Whole School = Term 3 – 90.3%, Term 2 = 87.9%, Term 1 = 90.1%

	Term 3, 2019	Term 3, 2018
Year 7	90.7%	-
Year 8	91.3%	90%
Year 9	88.2%	85.1%
Year 10	89.5%	85.9%
Year 11	91.1%	85.2%
Year 12	92.2%	89.1%

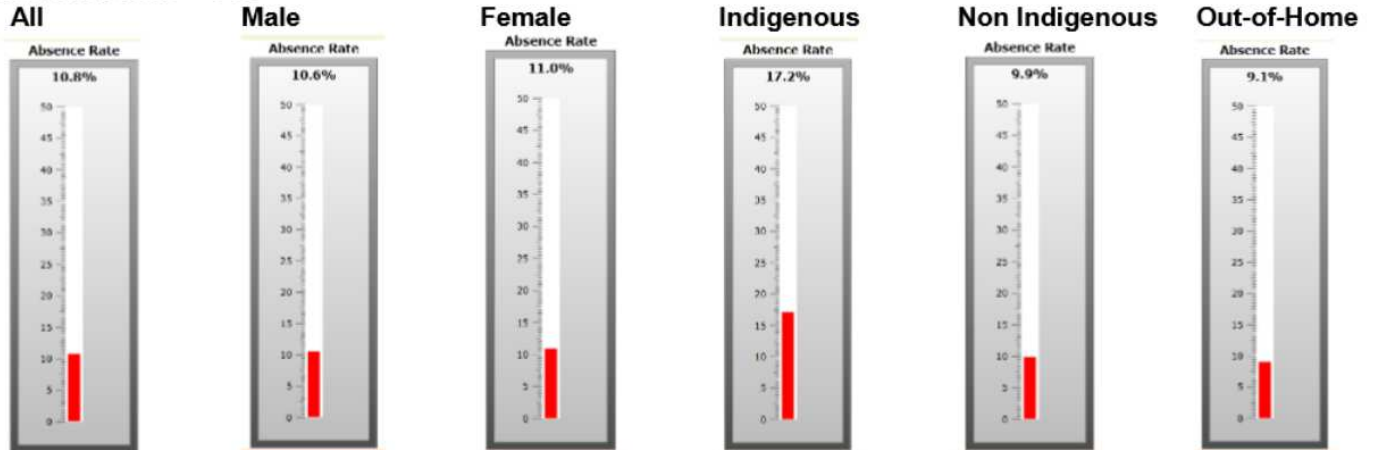
Absent Rate 2019 – YTD



Improved across the board in 2019, except for Out of Home students. Have more of these students this year than in previous years.

2018

Absence Rate - YTD



MNBSHS P&C Meeting Minutes, September 2019

Budget Overview Report

Mackay Northern Beaches State High School - 7873
 Report Date: 09-Sep-2019 7:33 AM
 Budget Quarter 3
 Period: 201909 | Cost Centre: % | Cost Centre Manager: %
 User: Burrows, Sian (787300082361)

	Year to Date				Annual			Original Budget
	Actual	Budget	Variance	Comment	Budget	Variance	Comment	
Opening Balance	-1,135,996	-1,135,996	0		-1,135,996	0		-1,135,996
Revenue	-1,783,750	-1,789,694	-5,944	Under Budget	-1,961,651	-177,901	Under Budget	-1,874,919
Expense	1,552,068	2,076,681	524,613	Under Budget	2,529,586	977,518	Under Budget	2,772,854
Global Trading Activities	-66,329	0	66,329	In Surplus	0	66,329	In Surplus	0
Representative Sports	-2,258	0	2,258	In Surplus	0	2,258	In Surplus	0
Administered Cluster Funds	0	0	0		0	0		0
Non-Curricula Activities	-15,570	0	15,570	In Surplus	0	15,570	In Surplus	0
Balance of Operating Funds	-1,451,836	-849,009	602,827		-568,061	-883,775		-238,061
Provisions	0	0	0		568,061	568,061		238,061
Balance of Funds Available	-1,451,836	-849,009	602,827		0	1,451,836		0
<i>Memo figure: 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 201909 as at
 09-Sep-2019 07:35:39 AM

Account Group	Account	Account description	Amount
ASSETS	100001	Cash Float	180.00
	101201	General Bank Account	1,426,599.92
	104001	Receivables - Students	70,498.74
	104002	Receivables - Other	3,331.94
	109001	GST Input Credit Control	812.03
	109003	GST Clearing	9,806.98
	115001	Suspense Account	-936.00
	115007	IM Discrepancy (DO NOT USE)	-0.02
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-189.50
	162001	Plant & Equipment	1,907,643.55
	172001	Plant & Equipment - Accum Depr	-1,907,643.55
			<u>1,510,104.09</u>
LIABILITIES	200001	Payables	-21,784.12
	200002	Credit Card Advance Control Account (Staff)	5,108.75
	200003	CBA/MCC Control Account (MCC)	-31,805.52
	200004	Credit Card Posting Variance (Staff)	72.66
	205501	GST - Revenue Control	23.67
	216801	Security Deposits	-965.00
			<u>-49,349.56</u>
		Net Assets/(Liabilities)	<u>1,460,754.53</u>
EQUITY	340001	Accumulated Surplus/Deficit	-1,135,774.16
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-324,980.37
			<u>-1,460,754.53</u>

School Financial Snapshot

Mackay Northern Beaches State High School (7873)

Period 201909 (Sep 2019)
as at 9-Sep-2019 07:33 AM

What we own		\$1,426,779.92
What others owe us		
Parents	\$70,498.74	
Others	\$12,825.43	\$83,324.17
Sub total of what we own		<u>\$1,510,104.09</u>
LESS		
What we owe others		\$54,530.97
What we are committed to spend		\$9,141.00
What funds we hold for other bodies		\$84,156.83
(E.g. Student Council, Regional Office and Sports Boards)		
Sub total of what we owe		<u>\$147,828.80</u>
We own more than we owe		<u>\$1,362,275.29</u>
Cost price of school assets		\$1,907,643.55
Amounts held by the school in the current year for asset replacement and future projects		\$568,061.00

***Accept Principal's Report – Leighanne Preston
Seconder – Chappie Linda***

Erroll's Canteen Report: September 2019

Takings for August: \$34,672.45

Note: There was \$1,326.80 not deposited until September as had too much coin to add to express deposit bag and could not line up at end of month due to both Amanda and I having to catch a flight.

Expenses: \$14,525.16

Year to date \$178,835.65

Daily average \$1,375.66

No sub-committee meeting this month.

Lost six freezers worth of stock on 26th August due to steam getting into extension cord that runs new microwave! Lost a total of \$1,116 of stock. This also shorted out our hot water system and during the Friday, we lost all hot water. Amanda's husband is a plumber he has said it is illegal to have the hot water on the same circuit as anything else. It should have its own circuit breaker. Donna has asked me to remind her of this when she returns from holidays.

Lost fridge full of milk 2nd September after a shelf fell out and a milk was wedging the door open. All stock ruined. Total of \$165 worth of stock.

Lights in our fridge have been out for some time. When Graham was here, he said he could get some. However not sure what has happened there.

The door on junior fridge is not closing properly. At present, we have wedged cardboard under the front to make sure the door closes. Need to have someone look at it. Possibly replace seals. Just a general maintenance check on it. We own this fridge.

Our Eftpos sales are increasing. At times they are higher than the cash sales. We currently have three Eftpos terminals. Perhaps we could look at getting another one. May possibly be able to get another one free of monthly fees.

Ash Fergus has returned the float of \$150 we lent him for the Northern Star Showcase held last Friday. We have added it into Fridays takings again ready to bank.

Currently bartering with companies as contracts up for renewal (Suncrest and Campbells).

Skye

Skye queried how many Year 11's going on camp? Tracey H advised that there would be approx. 93 students going.

***Accept Canteen Report – Tammy Kinnersly
Seconded – Sian Burrows***

General Business

Presenter:	Topic:	Time:	Action: <i>(who is to do what as a result of this presentation)</i>
1. Bronwyn	Conference Wrap Up	10 mins	A lot of information given at conference - Bronwyn to filter this through to P&C as she goes through it. Big one was importance of strategic plan – clear direction for future. To create budget for 2020 so can plan for where funds will be going. Fitness initiative for Junior school - Bronwyn to look into possible plans and grants to implement.
2. Tracey (on behalf of Dane & Sirach)	Year 12 Formal Financial Support Follow up	10 mins	Spreadsheet provided showing breakdown of all costs and fundraising to date. Raised nearly \$3,000 so far to go towards subsidising cost of tickets per student. P&C \$500 donation to Yearbook. Motion moved (Amanda Martin): Donate amount to cover the photo-booth \$850 and parent drinks \$800 – total of \$1,650. Motion supported unanimously by all present. Motion passed: Nerida Massing, Seconded: Brownyn Overall.
3. Brownyn	Grant applications		Applying for various grants. School community grant for YSC hours. Another for baby grand piano. Gaming Benefits Grant – still waiting to hear if successful. Brownyn creating spreadsheet so can see grant as they come up next year.
4. Tammy	Fundraising update		Term 4 raffle for computer, to be drawn at NOS. Do we still want to do this? No – would have needed to have tickets printed by now. Xmas raffle – What would we look at raffling? Laptop or tablet. Perhaps approach Harvey Norman for donation of item/s. Brownyn to send letter asking for donation. Julieanne to assist with selection of item.
5. Linda	Brekkie Club		Thank you to P&C for donation of \$300 – has made a difference. Letter to Woolworths as having difficulty getting \$20 donation from them. Food donations coming in well. Muesli – getting donated muesli with nuts so have to communicate that cannot have this. Requests from parents – once per term only. Would like to start breakfast on Thursday mornings as well. Fridge – items not secure and kids helping themselves. Also, need bigger fridge. Tables needed, but needs some protection from heat from toaster. Youth group volunteers have been coming in. Try to link up with kids as role models.
6. Julieanne	Optiminds		11 students, 2 teachers and 1 parent to travel to Brisbane for State finals (end of 1 st week in T4). Better pricing on flights this year, but registration has increased. P&C financial support of \$750 All in agreement. Motion moved: Tammy Kinnersly, Supported: Nerida Massing

Actions from Meeting...

Action	Actioned By?
Additional Eftpos terminal for canteen	Brownyn / Leighanne
Scholarships for Year 10's / Year 11's – review of information and select students.	Tracey H
Pick up of BBQ from Harvey Norman	Cheryl to organise Bob & Pete

New members for acceptance? No

Next meeting: 14 October 2019

Meeting Closed: 8:30pm