



MNBSHS P&C GENERAL MEETING

12 October 2023 Minutes

Date: 12 October 2023		Time: 4:15pm		Location: L1.1	
AGENDA ITEM					
Opening and welcome		Meeting opened at 4:15pm			
Apologies		Tammy Kinnersly, Anne-Maree Nolan, Uvette Johns			
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 10 August 2023. Moved: Amy Hobson Seconded: Troy Twomey Carried			
Business arising from the minutes of the previous general meeting		<ul style="list-style-type: none"> • Exec nominations • New members • Actions – SCOC, Marsh Advantage • Out of session request for fundraising for Pedal Prix at BCF 			
Correspondence		<ul style="list-style-type: none"> • Emails actioned and filed • Bank statements • Parent Talk magazine • Outgoing – the SRS for 2024 will be discussed at the next P&C meeting. 			
MOTION		That the inwards correspondence be received and outwards be endorsed. Moved: Amy Hobson Seconded: Andrea Curd Carried			
Treasurer's report		<ul style="list-style-type: none"> • Report provided to members (See Appendix A). • Square in an online payment tool the P&C has bought. • Payments can be made by 'tapping' their cards, and these payments can then be transferred into the P&C account. • Question: is it possible to see a profit and loss separate from the rest of the expenses for P&C? To be taken on notice. 			
MOTION		That the treasurer's report be accepted and payments as listed be endorsed. Moved: Trent Sehl Seconded: Rachel Kowald Carried			
Canteen report		<ul style="list-style-type: none"> • Report provided to members (See Appendix B). • Cold rooms and fridges have been an issue. • New food items started lately • Some issues with cash register – thinking of investigating cost of buying new one and have a spare that can stay in the PAC 			
MOTION		That the canteen report be accepted as tabled. Moved: Skye Barron Seconded: Ray Mohandas 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: Sian Burrows Seconded: Troy Twomey Carried			

Motions on notice	Nil
General Business	<p><u>Justin Gane</u> <u>BMA Donation</u></p> <ul style="list-style-type: none"> - Initially applied for \$10,000, approved for \$6,000 - BMA have approved this under the proviso that it be used to purchase the trailer which costs \$13,000 - Therefore, need \$7,000 to complete this purchase - Looking to keep applying for grants which are available in the community. - Discussion around sustainability of the program - Can look at having a school allocated budget in 2024 <p>Motion: That the P&C sponsor the purchase of the trailer to the value of \$7000, with \$3,500 to be retained as sponsorship for 12 months, and \$3,500 to be paid back to the P&C as fundraising is completed. Moved: Justin Gane Seconded: Trent Sehl Carried</p> <p><u>Steve Merchant</u> <u>Request for funding – Year 10 Reef Trip</u></p> <ul style="list-style-type: none"> - \$3,000 towards buses to get to Airlie Beach, students will then contribute approx. \$111 for the boat trip. Will be approx. 100 students. - Culminating event for Year 10 <p>Motion: That the P&C sponsor the Year 10 Reef Trip up to the value of \$3000. Moved: Steve Merchant Seconded: Ray Mohandas Carried</p> <p><u>Steve Merchant</u> <u>Request for funding – Year 9 Semi Formal</u></p> <ul style="list-style-type: none"> - Culminating event for Year 9 - \$1000 for food and a photo booth - Cost will be \$20 per students to help with decorations etc <p>Motion: That the P&C sponsor the Year 9 Semi Formal to the value of \$1000. Moved: Steve Merchant Seconded: Sian Burrows Carried</p> <p><u>Amy Hobson</u> <u>Request for funding – Year 12 graduation gift</u></p> <ul style="list-style-type: none"> - Flowers and chocolates are provided at graduation <p>Motion: That the P&C sponsor the Year 12 graduation gift up to the value of \$900. Moved: Sian Burrows Seconded: Amy Hobson Carried</p> <p><u>Trent Sehl</u> <u>Krispy Kreme fundraiser</u></p> <ul style="list-style-type: none"> - \$2,784 profit - \$1,734 has already been given to the school <p>Motion: That the P&C donate \$1,050 to go towards the formal following the Krispy Kreme fundraiser. Moved: Trent Sehl Seconded: Troy Twomey Carried</p> <p><u>Troy Twomey</u> <u>HPV fundraiser finalisation</u></p> <p>Motion: That the P&C donate \$413.81 to the HPV program, in response to fundraising at BCF. Moved: Troy Twomey Seconded: Skye Barron Carried</p>

Other General Business	<p><u>Amy Hobson</u> <u>Incoming sponsorship offers – night of stars</u></p> <p>Motion: That the P&C accept the incoming sponsorship offers for the night of stars. Moved: Amy Hobson Seconded: Skye Barron Carried</p> <p><u>Troy Twomey</u> <u>SRS</u></p> <ul style="list-style-type: none"> - Expended around 80% of the SRS funds for 2023 - There shouldn't be a need to increase SRS funding in 2024. <p><u>Skye Barron</u> <u>Last day of the year catering</u></p> <ul style="list-style-type: none"> - In previous years, staff have done this – they are not at the school any more - Catering companies are quite expensive - Looking to put out a survey to all staff about what we would like to do for this last day lunch - We think it can be done for approx. \$20 a head
Applications for membership and recording of new members	Steve Merchant, Jackie Phillips, Justin Gane Accepted
Date of the next meeting	9 November 2023
Close	Meeting closed at 5:28pm

Actions:

1.
2.
3.
4.
5.

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 August 2023 - 30 September 2023

Statement of Receipts and Payments

INCOME	AUGUST	SEPTEMBER
Cash Sales	\$ 12,515.20	\$ 4,520.80
EFTPOS	\$ 43,710.90	\$ 16,288.20
Container Exchange	\$ 45.10	\$ -
Krispy Kreme	\$ 6,954.00	
TOTAL RECEIPTS	\$ 63,225.20	\$ 20,809.00
Less EXPENDITURE		
Bank Fees	\$ 823.25	\$ 387.37
Canteen Wages	\$ 12,231.44	\$ 9,203.28
Superannuation	\$ 1,952.53	\$ 1,835.00
Canteen Expenses		
Bidfood		3779.31
Campbells	\$ 10,884.89	\$ 5,804.11
Coles(WEX Australia)	\$ 588.72	\$ 269.00
Coles Online	\$ 2,153.14	\$ 1,363.77
Community Management Solutions	\$ 373.70	\$ 175.60
King of Meats	\$ 429.84	
Lactalis Australia	\$ 4,488.58	\$ 2,724.44
MNBSHS - Fittest Stinger		\$ 1,000.00
MNBSHS - Colour Run		\$ 1,100.00
MNBSHS - Year 12 Formal Sausage Siz		\$ 1,302.25
MNBSHS - JNR/SNR Dux Award		\$ 886.90
MNBSHS - Donation Krispy Kreme		\$ 1,734.00
MNBSHS - Bain Marie Bulbs		\$ 212.46
MNBSHS - Canteen Stationery		\$ 429.18
Krispy Kreme	\$ 6,830.00	
Northern Beaches Bakehouse	\$ 524.69	\$ 751.11
Superior Food Group	\$ 1,754.35	\$ 1,024.40
Vegies Unlimited	\$ 784.01	\$ 300.03
Workcover		\$ 2,451.01
TOTAL PAYMENTS	\$ 43,819.14	\$ 36,733.22
Surplus/(Deficit)	\$ 19,406.06	-\$ 15,924.22

BANK RECONCILIATION

Opening Cash Book Balance at 01 August 2023	<u>\$ 145,237.71</u>
Add Receipts	\$ 84,034.20
Less Payments	\$ 80,552.36
Closing Cash Book Balance 30 September 2023	<u>\$ 148,719.55</u>
Bank Statement Balance at 30 September 2023	<u>\$ 148,719.55</u>
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
Balance at 30 September 2023	<u>\$ 148,719.55</u>
Difference	\$ 0.00
Long Service Account at 31 July 2023	<u>\$ 10,078.56</u>

Appendix B - Canteen Report

October Canteen report 2023

Takings September = \$20 809

YTD = \$340 919

Daily average takings \$2384.05

- Had a few fridge issues. Our coldroom had a bit of a meltdown. And we were without it for a few weeks but all sorted and fixed now.
- One of our fridges is also struggling to stay below 10 degrees a technician is coming to look at it this week. We have returned the fridge to the PAC which we borrowed. And we still have the fridge from the hall.
- A few new menu items happening, chicken souvlaki wrap, roasted veg wrap and chicken fried rice.
- Been asked to do catering for 31 people on the 25th and 26th October. I don't have too much detail as yet. According to Jo S school is paying for it, not sure which department. Or if there is a budget.
- One of our cash registers is playing up. It won't close without being shut with some force. We may need to look at if Whitsunday office supplies services them.
- We have increased some prices this term. Started charging for the sauce for a pie. We worked out the expenses versus last year and at the end of sept we had only spent \$600 more on stock. This really surprised me and I thought it would have been a lot more than that considering the price rises.
- Tuesday night Joely and I worked at the night of champions and made \$103 in drinks sales. Quite a few parents asked for alcohol. I suggested they join the P&C.
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Appendix C - Principal's Report

PRINCIPAL'S REPORT

PARENTS' & CITIZENS' ASSOCIATION

Thursday 12th October 2023



SCHOOL MANAGEMENT

2024 staffing is continuing – approx. enrolment = 1100

Staffing

Cassidy Muggleton – PTT then Beginning teacher in 2024 (Science/Maths)

Corey Smith – PTT then Beginning Teacher in 2024 (Science Maths)

2024 staff – Renee Benson (CC), Naomi Bryan (Math, Eng), Kurt Bryant (CC, Eng, Hum), Sean Campbell (Tech, Hum), Claire Daniel Richter (Science); Brad Smith (Maths);

Transfer Out – Keshia Tynan, Kim Bolton, Tom Roney, Grace Clive

Classified Positions – Appointments to be confirmed at next P&C Meeting – Arts HOD; Maths HOD; Acting Science HOD (behind Nic Vanderlinde); Acting MS DP (behind Uvette Johns); Acting Humanities HOD (extra school-funded HOD)

Specialist Year level HODs	Curriculum HODS
Yr 7 Trent Schilf - Transition	Keren Scott - ENG
Yr 8 Lis Pegoraro - Pedagogy	Nik Richards - TECH/STEM
Yr 9 Joe Wilson - PBL	Rachel Kowald - HPE
Yr 10 Steven Merchant – SET and Careers	(VACANCY) - MATH/STEM
Yr 11 Jaki Pianta - VET	(VACANCY) - ARTS
Yr 12 Sus Morrow – Senior School QCAA	(ACTING) - SCI/STEM
Ruth Salecich-Brown HOSES	

Facilities

- Go for Gold application is in – linked to the 2032 Olympics – funds to upgrade sporting facilities for school and community use – enclosing S, E and W sides of multipurpose courts.
- General (rust removal) work - looking at front fence and cage at the end of G Block

School Planning & Accountability

- **2024 AIP** – will fall out of 3rd year of our **4 years strategic plan** developed out of a review of key data sets across the school. The 2024 Budget will complement the AIP. Draft presented at next staff meeting
- **2024 Timetable development** – block structure set; staffing of the timetable occurring, including the new staff
- **2024 Student Free Days** - Thurs 18th and Fri 19th from 8am - 4pm (7.5 hrs/day) (15 hours over 2 days + 10 hours to complete throughout the year)
- **Uniform** – back to school ordering in readiness for 2023.
- **Library Resource return** – start to be returned as Year 12's complete external exams

GENERAL

- **Year 11 and 12 are flexing Per 4 Wednesday for Term 4.**
- **Year 11 Camp** - Sus Morrow and her team oversaw another successful Year 11 camp. This camp in particular brings out the personalities in our Year 11 students and undercovers some wonderful leadership talent and brings about personal growth in the students. Staff involved with covering the teachers and classes who were on Year 11 camp helped emphasise a true whole school team effort.
- **Year 12 Formal** – last Saturday at the Paxton. Feedback from the photographer – *“the best group she has worked with in 21 years. Polite and respectful to her team and towards each other as a group”*
- **Night of Champions** – Tuesday just gone – another successful evening with a refined format.
- **Year 12 External Exams** – start Week 4 and include tutorials and coffee catch ups with Mel during the time
- **(Year 11) Students Coaching Students Program – Growth Coaching International - Year 11 - Term 4 - Wednesdays Period 4 (1:35pm - 4:00pm);** Group size 10 - 15 students each group; Applications open for Year 11 9th October and are due Monday 16th October
- **Senior Leadership Application process (Year 11 into Year 12)** happening over the next few weeks and announced at Night of Stars (Nov 14th, Week 7)
- **Junior Leadership Application process (Year 8 into 9)** also happening over the coming weeks and announced at Night of Stars (Nov 14th, Week 7)
- **Instrumental Music Captains** - coming in line with general leadership position timelines from 2024
- **2024 QMEA programs** - Ambassador Program and GIRLS Mentoring Program applications now open (links in my parent newsletter)
- **World Teachers’ Day Breakfast** – October 27th; **Qld Tuckshop Day** – November 3rd
- **Night of Stars** – One event this year on Nov 14th;
- **Senior Graduation** – night event (Nov 16th); Friday morning (Nov 17th)
- **Mental health Week** activities this week – Headspace display, sporting activities, dress up day (Halloween) tomorrow
- **Pedal Prix (Springsure)** – this weekend. Final race – obvious attempts to raise funds dually noted
- **Mackay Orchestra and Bands (MOB)** – this weekend
- (Teacher) **Lanna Mack’s solo art exhibition ‘Teacher Being’** – 19-30 October (10am-4pm); Opening Night 20th October (6pm - 8pm); CQ University, Gallery 31, Wood St Mackay; **Overview:** Teacher Being aims to initiate conversations with teachers, students, parents and the community about our highlights and issues; our strengths and self-doubts; our pride and disappointments; our sinking or swimming – all within the context of the current turbulence in education

CALENDAR

Week 15: 10 th Oct - 16 th Oct					
10 th Oct - 10 th MK 2	<ul style="list-style-type: none"> Class changes to reporting @ 10:30 Class changes to reporting @ 10:30 Class changes to reporting @ 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30
13 th Oct - 13 th MK 2	<ul style="list-style-type: none"> Class changes to reporting @ 10:30 Class changes to reporting @ 10:30 Class changes to reporting @ 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30
14 th Oct - 14 th MK 4	<ul style="list-style-type: none"> Class changes to reporting @ 10:30 Class changes to reporting @ 10:30 Class changes to reporting @ 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30
16 th Oct - 16 th MK 3	<ul style="list-style-type: none"> Class changes to reporting @ 10:30 Class changes to reporting @ 10:30 Class changes to reporting @ 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30 	<ul style="list-style-type: none"> 10:30 10:30 10:30

Attendance Update

Year-To-Date Attendance

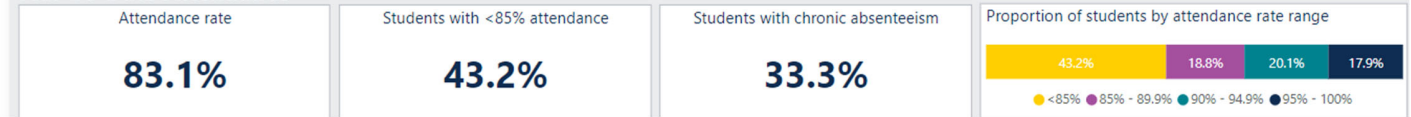
Data refresh date: 01/10/2023



Junior Sector

Year-To-Date Attendance

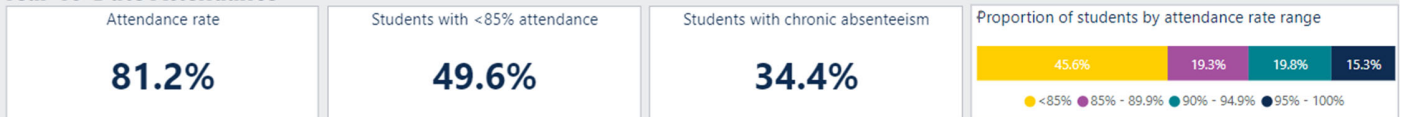
Data refresh date: 01/10/2023



Middle Sector

Year-To-Date Attendance

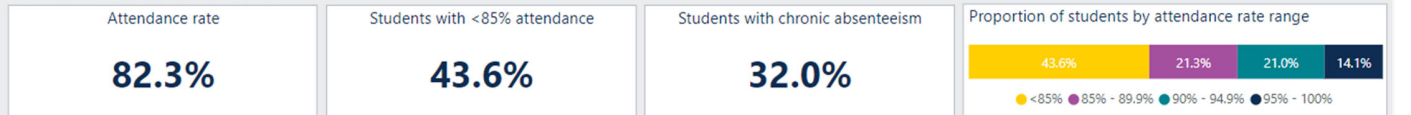
Data refresh date: 01/10/2023



Senior Sector

Year-To-Date Attendance

Data refresh date: 01/10/2023



Budget Overview Report

Mackay Northern Beaches State High School - (7873)

Report Date: 08-Oct-2023 7:36 AM

Budget Quarter 4

Period: 202310 | Cost Centre: % | Cost Centre Manager: %

User: Burrows, Sian (787300082361)

	Year to Date				Annual			Original Budget
	Actual	Budget	Variance	Comment	Budget	Variance	Comment	
Opening Balance	-1,324,834	-1,324,834	0		-1,324,834	0		-1,324,834
Revenue	-3,070,962	-3,172,345	-101,383	Under Budget	-3,172,345	-101,383	Under Budget	-2,290,274
Expense	2,859,372	4,061,905	1,202,533	Under Budget	4,061,905	1,202,533	Under Budget	3,115,108
Global Trading Activities	-122,196	0	122,196	In Surplus	0	122,196	In Surplus	0
Representative Sports	-71	0	71	In Surplus	0	71	In Surplus	0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	-15,557	0	15,557	In Surplus	0	15,557	In Surplus	0
Balance of Operating Funds	-1,674,249	-435,274	1,238,974		-435,274	-1,238,974		-500,000
Provision	0	435,274	435,274		435,274	435,274		500,000
Balance of Funds Available	-1,674,249	0	1,674,249		0	1,674,249		0
<i>Memofigure: 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 202310 as at

08-Oct-2023 7:36 AM

Account Group	Account	Account Description	Amount
ASSETS			
	100001	Cash Float	180.00
	101201	General Bank Account	1,743,767.12
	104001	Receivables - Students	52,733.98
	104002	Receivables - Other	22,179.58
	109001	GST Input Credit Control	4,292.85
	109003	GST Clearing	10,683.36
	115001	Suspense Account	-100.00
	115015	Credit Card Balance Sheet Account Staff	16,369.21
	162001	Plant & Equipment	2,143,980.63
	172001	Plant & Equipment - Accum Depr	-2,143,980.63
			<u>1,850,106.10</u>
LIABILITIES			
	200003	CBA/MCC Control Account (MCC)	-17,775.94
	205501	GST - Revenue Control	-16.36
	216801	Security Deposits	-800.00
			<u>-18,592.30</u>
		Net Assets/(Liabilities)	<u>1,831,513.80</u>
EQUITY			
	340001	Accumulated Surplus/Deficit	-1,325,007.70
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-506,506.10
			<u>-1,831,513.80</u>

School Financial Snapshot

Mackay Northern Beaches State High School (7873)

Period 202310 (Oct 2023)
as at 8-Oct-2023 07:36 AM

What we own		\$1,743,947.12
What others owe us		
Parents	\$52,733.98	
Others	\$37,055.79	\$89,789.77
Sub total of what we own		<u>\$1,833,736.89</u>
LESS		
What we owe others		\$18,592.30
What we are committed to spend		\$157,091.60
What funds we hold for other bodies		\$159,096.08
(E.g. Student Council, Regional Office and Sports Boards)		
Sub total of what we owe		<u>\$334,779.98</u>
We own more than we owe		<u>\$1,498,956.91</u>
Cost price of school assets		\$2,143,980.63
Amounts held by the school in the current year for asset replacement and future projects		\$435,274.00