



MNBSHS P&C GENERAL MEETING

12 May 2022 Minutes

Date: 12 May 2022 Time: 4:15pm-5:30pm Location: GL3 and online	
AGENDA ITEM	
Opening and welcome	Meeting opened at 4:19pm .
Apologies	Sally Munns, Rachel Kowald, Rosanne Houley
Confirmation of the minutes of the previous general meeting	Minutes distributed to members prior to meeting. No amendments to minutes.
MOTION	That the minutes be confirmed as a true and correct record of the meeting held 21 March 2022. Moved: Skye Barron Seconded: Uvette Johns Carried
Business arising from the minutes of the previous general meeting	Nil
Correspondence	<ul style="list-style-type: none"> • Emails actioned and filed • Bank statements – provided to treasurer • Sales information – Cadbury (fundraising boxes) and Felton (school furniture) • Community Management Solutions – information for P&C executive
MOTION	That the inwards correspondence be received and outwards be endorsed. Moved: Skye Barron Seconded: Uvette Johns Carried
Treasurer's report	<ul style="list-style-type: none"> • Report provided to members (See Appendix A). • Report for the last two months. Profit and loss will be finalised once MYOB can confirm current issues. • Term deposit earning 0.007% interest, so proposal to move the term deposit back into the working account discussed. <p>MOTION that the term deposit be moved into the main back account. Moved: Trent Sehl – Carried</p> <ul style="list-style-type: none"> • There were some initial issues with the Bank that needed to be sorted following the handover to the new executive. These have now been sorted. • All accounts are being paid on invoice, rather than waiting for statements.
MOTION	That the treasurer's report be accepted and payments as listed be endorsed. Moved: Trent Sehl Seconded: Skye Barron Carried
Canteen report	<ul style="list-style-type: none"> • Report provided to members (see Appendix B). • YTD in April \$110,903.80 • Canteen assistance raising funds for student council at Athletics Carnival. <p>MOTION that the takings (\$1839.70) from Athletics Carnival (less expenses) be transferred to the school. Moved: Skye Barron – Carried</p> <ul style="list-style-type: none"> • Will be changes to NAB express deposit slips. Information provided through correspondence from NAB – handed to Treasurer.

	<ul style="list-style-type: none"> Tammy Kinnersly is still a card holder for Coles online – ACTION to be followed up by Troy Twomey. Woolworths seems to be a better system, rather than continuing to use Coles. Skye will get this up and running over the next couple of weeks. Staff member taking week 9 and 10 off work. Canteen has been searching for someone. Alternative is that the express window could be shut, or senior students could come in and help out. An extension of hours of those who currently work, could also be a possibility. Joely and Skye did CPR refresher. Wellbeing – \$155 in My Shout vouchers. ACTION P&C to invoice the school. QAST – won't be renewing membership
MOTION	That the canteen report be accepted as tabled. Moved: Joely Whiting Seconded: Skye Barron Carried
Principal's report	<ul style="list-style-type: none"> Report provided to members (see Appendix C).
MOTION	That the Principals report be accepted as tabled. Moved: Joely Whiting Seconded: Trent Sehl Carried
Motions on notice	Nil
General Business	<p><u>Keshia Tynan</u> <u>Junior Star Rewards afternoon</u> Every semester, rewards day runs (gold or silver star levels can attend). Celebrating high level students who have consistently achieved over the semester. In the past has been movies and chips etc. Seeking support from P&C to support this initiative in the amount of \$1000. Currently getting quotes. This money would cover cost of bus and students would pay for entry into the rec centre. Based on 200 kids.</p> <p>MOTION that \$1500 would be donated from the P&C towards this excursion. Moved: Troy Twomey Second: Trent Sehl - Carried</p> <p><u>Shout Outs</u> Shared background and data around the shout outs program. Request to continue with what has been done already - \$50 per year level (\$10 a fortnight) x 6 year levels over 3 terms = \$900</p> <p>MOTION that the P&C support the shout out program with \$900. Moved: Troy Twomey - Carried</p> <p><u>Skye Barron</u> <u>Containers for change</u> Late last year, executive decided to continue doing containers for change. The teacher is no longer doing this. The cage is full and needs emptied. A lot of containers are sold each week through the canteen. Has been suggested to Damon Woodbridge to support the HPV team fundraising. ACTION Skye to speak with Rachel Richards and will bring back decisions to P&C next time</p> <p><u>Amy Hobson</u> <u>Advertising for vacant executive positions</u> Proposing to run the survey again, promote the vacant executive positions. ACTION Amy to reset the survey ACTION Sian to promote to community through school Principal's briefing</p>

	<p>Sian Burrows <u>Transition Evening</u> Possibility of adding free samples into the program for the evening.</p> <p>MOTION that if it can included, the canteen will provide samples at the school's Transition Evening event. Moved: Troy Twomey Seconded: Trent Sehl - Carried</p>
	<p>Troy Twomey <u>P&C Projects</u> Basketball roof - \$25,000 Basketball hoop - \$5,750</p>
Applications for membership and recording of new members	Nil
Date of the next meeting	Week 8 – date and time TBC dependent on results from survey
Close	Meeting closed at 5:23pm .

Actions:

1. Troy Twomey to follow up with Tammy re. Coles online card holder
2. P&C to invoice the school for My Shout vouchers
3. Skye to speak with Rachel Richards regarding containers for change
4. Amy to reset P&C general meeting time survey
5. Sian to promote survey in Principal's brief

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 March 2022 – 20 April 2022

- It has been a full on month, trying to learn a new system and get the correct processes implemented with the bank and suppliers.
- Streamlining processes from the Tuckshop to the Treasurer. This enables us to pay invoices more often (usually every fortnight when I process pays).
- Signed up to do MYOB Training next week for 2 hours.
- We would like to close the Term Deposit. The interest is so minimal and it takes 30 days to withdraw it. It is just tying up the funds.
- We did have issues with the bank reverting back to a \$5000/day limit but that has now been rectified and it is now \$20000.00.
- Profit and Loss doesn't match the actual bank account but I will be sorting that out with my training next week. I think it is a problem with some of the transactions not matching up in the correct months compared to the bank account.

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

Treasurer's Report

For the Period of 01 March 2022 - 30 April 2022

Statement of Receipts and Payments

	MARCH	APRIL
INCOME		
Cash Sales	\$ 18,757.40	\$ 7,125.50
EFTPOS	\$ 37,387.80	\$ 13,154.90
Container Exchange		\$ 36.00
TOTAL RECEIPTS	\$ 56,145.20	\$ 20,316.40
Less EXPENDITURE		
Bank Fees	\$ 439.42	\$ 695.65
Canteen Wages	\$ 11,034.91	\$ 5,406.49
Superannuation	\$ 1,226.49	\$ 1,324.86
ATO	\$ -	\$ 2,378.00
Canteen Expenses		
Campbells	\$ 22,269.44	\$ -
King of Meats	\$ 169.58	\$ 84.00
Northern Beaches Bakehouse	\$ 409.28	\$ 575.12
Coles Online	\$ 751.84	\$ -
Vegies Unlimited	\$ 910.29	\$ -
Australia Post	\$ 216.00	\$ -
Superior Food Group	\$ 444.13	\$ 720.09
P & C's QLD	\$ 2,713.12	\$ -
Lactalis Australia	\$ 3,064.95	\$ -
Mackay Northern Beaches SHS	\$ 92,357.78	\$ -
Bain Marie	\$ 500.00	\$ -
WEX Australia	\$ 67.80	\$ -
Essential Equipment & Sales	\$ -	\$ 2,384.00
TOTAL PAYMENTS	\$ 136,575.03	\$ 13,568.21
Surplus/(Deficit)	-\$ 80,429.83	\$ 6,748.19

BANK RECONCILIATION

Opening Cash Book Balance at 01 March 2022	<u>\$ 99,131.59</u>
Add Receipts	\$ 76,461.60
Less Payments	\$ 150,143.24
Closing Cash Book Balance 30 April 2022	<u>\$ 25,449.95</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>\$ 25,449.95</u>
Long Service Account at 30 April 2022	<u>\$ 10,078.56</u>
Term Deposit at 30 April 2022	<u>\$ 78,614.20</u>

Appendix B - Canteen Report

Canteen Report May 10.05.22

- Takings for April \$20 280.40
- Expenses for April \$12 464.47
- Our year to date at the end of April was \$110 903.80
- We traded for 49 days in term one and our daily average was \$2 263.34 per day.
- Last Friday we helped Student council raise funds at the athletics carnival. For the day they raised \$1839.70 and I would like to move a motion that we transfer that money to school for them to use.
- We have blown through a few light bulbs for our Baine Maries. I'd like to order more as we are currently out.
- Our NAB express deposit slips are changing how that operates. Trent and Amy are investigating that.
- We are having a few supply issues again with a few suppliers.
- I had a meeting with Woolies at Work to change to them instead of using coles online for a supplier today. Woolies only requires 24hours notice to deliver as opposed to 4-5 days for coles and they don't have the strict 10-15 limit per item that coles do. Also they have a set price all year.
- We have a staff member who needs to take some leave at the end of this term. We are looking for an alternative otherwise we won't be able to run our express window during that time. We may be able to extend everyone's hours slightly if we can't get a replacement.
- Joely and I have completed our CPR refresher this last Tuesday.
- We have \$155 in My Shout vouchers we need to invoice the school wellbeing for.
- QAST has advised us that their membership price is rising this year. Our membership is due next month. Personally I don't think its worth it as we don't really use them. It will rise to \$320 per year.

Appendix C - Principal's Report



'Striving for Excellence'

Mackay Northern Beaches SHS

PRINCIPAL'S REPORT
PARENTS' & CITIZENS' ASSOCIATION
Thursday 12th May 2021

SCHOOL MANAGEMENT

Staffing:

Chris Ballingal – new permanent Facilities Officer

Angela Edwards – returning to NSW to be closer to her family

GENERAL

- **Anzac Day participation** – strong participation in the city and Bucasia events again this year
- **Futsal Success** – Successful running of local school's comp; MNBSHS teams' achievements – Whitsunday Schools Titles:- U19 Girls Champions; U14 girls – Runner Up; U13 & U16 Boys – Runners Up.
- **NAPLAN** – started this week until May 29th
- **Year 7 Sydney/Canberr (HASS) trips** – planning continues (Week 1, Term 3)
- **Year 8 Seaforth Camp** – boys and girls trip
- **Swimming, Cross Country and Track & Field Interhouse carnivals** now complete. Adam Richard (sports co) – exceptional job, well done
- **Student Council fund raiser** – BBQ and sausage sizzle at Track & Field Carnival - \$1800 donated to the Year 12 Formal
- **District and CQ sport reps** – encourage students to tell Mr Richard how they went; the associated sports bodies don't notify us
- **Noosa Film Festival** – thanks to Marcia Prior and Lanna Mack for coordinating this unique day for the select group of Year 10 Media students
- **Senior Schooling** – formal – ongoing fundraisers (staff Car Wash; State of Origin gold coin donation). Money put through Student Council
- **Facilities**
Tender for multipurpose court cover out again as quotes in excess of funds set aside + govt funding
- **Parent Teacher Interviews** – Tuesday May 17th, 3pm-7pm, Hall. Booking sheet attached to last Sunday's parent newsletter
- **MAS National Career Advice Program** – May 9th – 13th - Year 10 – 12 students. Provides support with resume writing, discussing pathways, interview skills etc
- **School Sport Teams** – Netball, Football (Soccer), AFL getting organised to play in State Wide competitions
- **Year 12 100 Days Celebration** – June 1st
- **Open Night for Year 6 into 7 and Year 11 into 12** – Wednesday of Week 8. Watch social media, text messages and parent newsletters for details as they roll out.

CALENDAR

WK 5 16 – 20 May	16 CIA Phase 3 for Ess. English & Ess. Maths Endorsement for 2023 completion QCAA confirmation decisions	17 ECP (8am-6pm) Parent-Teacher Interviews 3-7 p.m.	18 Parade - HPE QMEA Trade for a Day @ Pioneer SHS Stingers Strength 3-4 p.m.	19 Homework club.	20
	10 th – 20 th May NAPLAN / MEC Engineering 11 Work Placement Wk 4 and/or Wk 5				
WK 6 23 – 27 May	23 Reporting open for checking of class rolls 9 a.m.	24 SAM 1 Student Council 1 st break	25 Parade – Eng Cert III Fitness 11 & 12 CQU Bill Turner Cup (Boys) Magpies Stingers Strength 3-4 p.m.	26 Homework club Yr 11 REC Cape Hillsborough orienteering	27 Yr 9 Science excursion Applied QA mtgs - register teachers
	10 th – 29 th May NAPLAN / Reconciliation Wk 27 th May – 3 rd June				
WK 7 30 May – 3 June	30 Class roll changes to reporting DP by 9 p.m. Reports open for data entry at 3 p.m.	31 SAM 2 IM Fanfare Mackay - local	01 Parade – JS Yr 12 100 days Stingers Strength 3-4 p.m. ClickView training 3 p.m.	02 Homework club Yr 11 AQP excursion P 3&4	03 Mabo Day
	Reconciliation Wk 27 th May – 3 rd June				
WK 8 06 – 10 June	06	07 Sector Student Council 1 st break	08 Parade- CC Open Night #1 5-7 p.m. State of Origin Yr 12 fundraiser Stingers Strength 3-4 p.m.	09 Homework club P&C 4.15 p.m. @ GL block	10 Behaviour and Effort data due by 9 a.m. Opt-in confirmation provisional marks due
	MEC Automotive Work Placement Wk 8 and/or Wk 9				

11&12& HPE/Mackay/SHS

Attendance

Overall – CQ



Overall - School



Year 7



YEAR 8



YEAR 9



YEAR 10



YEAR 11



YEAR 12



Daily Attendance



Financial Reports

Budget Overview Report

Mackay Northern Beaches State High School - (7873)

Report Date: 07-May-2022 2:25 PM

Budget Quarter 2

Period: 202205 | 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	-1,061,654	-1,131,162	-69,508	Under Budget	-1,796,937	-735,283	Under Budget	-1,796,937
Expense	875,686	1,394,889	519,203	Under Budget	2,403,705	1,528,019	Under Budget	2,403,705
Global Trading Activities	-175,830	0	175,830	In Surplus	0	175,830	In Surplus	0
Representative Sports	-404	0	404	In Surplus	0	404	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	-1,384,639	-747,500	637,140		-404,459	980,181		-404,459
Provision	0	0	0		404,459	404,459		404,459
Balance of Funds Available	-1,384,639	-747,500	637,139		0	1,384,639		0
Memofigure: System Cost Centres (Not included in above totals)	0	0	0		0	0		0

Balance Sheet Summary Report

Mackay Northern Beaches State High School - (7873)

Period 202205 as at
07-May-2022 2:24 PM

Account Group	Account	Account Description	Amount
ASSETS			
	100001	Cash Float	180.00
	101201	General Bank Account	1,100,607.38
	104001	Receivables - Students	236,300.64
	104002	Receivables - Other	23,781.98
	109001	GST Input Credit Control	2,258.78
	109003	GST Clearing	5,236.01
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-25.00
	122101	Salary Advances	-12,853.35
	162001	Plant & Equipment	1,957,198.61
	172001	Plant & Equipment - Accum Depr	-1,957,198.61
			<u>1,355,486.44</u>
LIABILITIES			
	200002	Credit Card Advance Control Account (Staff)	11,539.46
	200003	CBA/MCC Control Account (MCC)	-26,336.64
	200004	Credit Card Posting Variance (Staff)	13.66
	205501	GST - Revenue Control	-1,012.84
			<u>-15,796.36</u>
		Net Assets/(Liabilities)	<u>1,339,690.08</u>
EQUITY			
	340001	Accumulated Surplus/Deficit	-1,011,203.24
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-328,486.84
			<u>-1,339,690.08</u>

School Financial Snapshot

Mackay Northern Beaches State High School (7873)

Period 202205 (May 2022)
as at 7-May-2022 02:31 PM

What we own		\$1,100,787.38
What others owe us		
Parents	\$236,300.64	
Others	\$18,398.42	\$254,699.06
Sub total of what we own		\$1,355,486.44
LESS		
What we owe others		\$27,349.48
What we are committed to spend		-\$44,925.79
What funds we hold for other bodies (E.g. Student Council, Regional Office and Sports Boards)		\$189,794.02
Sub total of what we owe		\$172,217.71
We own more than we owe		<u>\$1,183,268.73</u>
Cost price of school assets		\$1,957,198.61
Amounts held by the school in the current year for asset replacement and future projects		\$404,459.00