



# MNBSHS P&C GENERAL MEETING

## 13 October 2022 Minutes

Date: 13 October 2022		Time: 4:15pm-5:30pm	Location: GL3 and online
<b>AGENDA ITEM</b>			
Opening and welcome	Meeting opened at <b>4:15pm</b> .		
Apologies	Nil		
Confirmation of the minutes of the previous general meeting	Minutes distributed to members prior to meeting.		
<b>MOTION</b>	That the minutes be confirmed as a true and correct record of the meeting held 18 August 2022. <b>Moved:</b> Trent Sehl <b>Seconded:</b> Sian Burrows <b>Carried</b>		
Business arising from the minutes of the previous general meeting			
Correspondence	<ul style="list-style-type: none"> <li>• Emails actioned and filed</li> <li>• Bank statements</li> </ul>		
<b>MOTION</b>	That the inwards correspondence be received and outwards be endorsed. <b>Moved:</b> Amy Hobson <b>Seconded:</b> Trent Sehl <b>Carried</b>		
Treasurer's report	<ul style="list-style-type: none"> <li>• Report provided to members (See <b>Appendix A</b>).</li> <li>• August is a deficit, but includes money given back to the school in P&amp;C support.</li> <li>• Made \$9383.40 since June</li> </ul> <p><b>MOTION</b> that the treasurer's laptop be replaced – quotes to be brought to the next P&amp;C meeting. <b>Moved:</b> Trent Sehl    <b>Seconded:</b> Skye Barron    <b>Carried</b></p>		
<b>MOTION</b>	That the treasurer's report be accepted and payments as listed be endorsed. <b>Moved:</b> Sian Burrows <b>Seconded:</b> Troy Twomey <b>Carried</b>		
Canteen report	<ul style="list-style-type: none"> <li>• Report provided to members (see <b>Appendix B</b>).</li> <li>• \$2300 a day average</li> <li>• Discussion around express orders and how they're working</li> <li>• Quotes are coming for a free-standing warmer-approx. \$6000 – other option is to borrow warmer from hospitality</li> </ul>		
<b>MOTION</b>	That the canteen report be accepted as tabled. <b>Moved:</b> Skye Barron <b>Seconded:</b> Rachel Kowald <b>Carried</b>		
Principal's report	<ul style="list-style-type: none"> <li>• Report provided to members (see <b>Appendix C</b>).</li> </ul>		
<b>MOTION</b>	That the Principal's report be accepted as tabled. <b>Moved:</b> Sian Burrows <b>Seconded:</b> Troy Twomey <b>Carried</b>		
Motions on notice	Nil		
General Business	<p><b>Melissa Millen</b> <u>Year 11 Jersey Design</u></p> <ul style="list-style-type: none"> <li>• Four options available</li> </ul>		

	<ul style="list-style-type: none"> <li>Top two have been decided by students</li> </ul> <p><b>MOTION</b> that the P&amp;C support whichever design (between Option 1 and 3) is best liked by students.  <b>Moved:</b> Skye Barron    <b>Seconded:</b> Trent Sehl    <b>Carried</b></p>
	<p><b>Steve Merchant</b>  <u>Reef trip</u></p> <ul style="list-style-type: none"> <li>Year 10 reef trip is the only camp-type event for Year 10</li> <li>\$2700 was contributed by P&amp;C in 2021 bringing the cost for each student to \$120</li> <li>Requesting that P&amp;C match this for 2022</li> </ul> <p><b>MOTION</b> that the P&amp;C contribute \$3000 for the reef trip.  <b>Moved:</b> Trent Sehl    <b>Seconded:</b> Rachel Kowald    <b>Carried</b></p> <p><u>Year 9 Semi-formal</u></p> <ul style="list-style-type: none"> <li>To be held in the PAC</li> <li>\$995 for photo booth</li> <li>Requesting P&amp;C match this in 2022+ \$500 to cover food, decorations, glow sticks and games</li> <li>\$20 per ticket for students = 180 students eligible</li> </ul> <p><b>MOTION</b> that the P&amp;C contribute up to \$1500 to support the semi-formal.  <b>Moved:</b> Trent Sehl    <b>Seconded:</b> Troy Twomey    <b>Carried</b></p> <p><u>Year 7-9 Alternate Program</u></p> <ul style="list-style-type: none"> <li>Thursday 8 December alternate day to lagoon and movies</li> <li>Seeking \$1000 for buses and cinema tickets</li> </ul> <p><b>MOTION</b> that the P&amp;C contribute \$1000 to support the alternate day.  <b>Moved:</b> Rachel Kowald    <b>Seconded:</b> Trent Sehl    <b>Carried</b></p> <p><b>Rachel Kowald</b>  <u>Post pads</u></p> <ul style="list-style-type: none"> <li>Multipurpose court pads a getting old and requirement replacement</li> <li>\$1750 to replace the 4 post pads</li> <li>Important that they are removed from the posts each school holidays to preserve them</li> </ul> <p><b>MOTION</b> that the P&amp;C cover half the cost of replacement to the value of \$875.  <b>Moved:</b> Troy Twomey    <b>Seconded:</b> Joely Whiting    <b>Carried</b></p> <p><u>Colour Run update</u></p> <ul style="list-style-type: none"> <li>\$1075 which is a \$75 profit</li> <li>May be more money in the strong room from this event</li> </ul> <p><b>Troy Twomey</b>  <u>Student resource scheme</u></p> <ul style="list-style-type: none"> <li>At the next meeting we will be discussing the SRS in 2022, any changes that are needed and discussing for 2023</li> </ul>

	<p><b>Other Business</b></p> <p><u>P&amp;C lent HPV approx. \$16,000</u></p> <ul style="list-style-type: none"> <li>• Intention was to seek sponsorship and repaid to P&amp;C</li> <li>• Discussed other sponsorship options</li> </ul> <p><b>ACTION:</b> Troy to discuss repayment of loan with Damon Woodbridge</p> <p><u>HPV thankyou gift for Donaldson family</u></p> <ul style="list-style-type: none"> <li>• Donaldson family have provided a lot of support for the HPV team</li> <li>• At the Night of Champions 11 October, they were presented with a small gift.</li> <li>• Discussion of who will pay for this – this can not be paid for by P&amp;C</li> </ul> <p>Alcohol for Night of Champions</p> <ul style="list-style-type: none"> <li>• Adam Richards purchased the alcohol for the night.</li> <li>• More information to be sought with the intention that P&amp;C reimburse him.</li> </ul> <p><b>MOTION</b> that the P&amp;C reimburse Adam Richard to the amount provided by receipts.  <b>Moved:</b> Troy Twomey      <b>Seconded:</b> Skye Barron      <b>Carried</b></p> <p><b>ACTION:</b> Left over alcohol to be stored in the canteen</p>
Applications for membership and recording of new members	Steven Merchant – provided with membership form. Membership accepted.
Date of the next meeting	10 November
Close	Meeting closed at <b>5:40pm</b> .

Actions:

1. Troy to discuss repayment of loan to HPV with Damon Woodbridge.
2. Left over alcohol from Night of Champions to be stored in the canteen.
3.
4.

**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 2022 - 30 September 2022

Statement of Receipts and Payments

	AUGUST	SEPTEMBER
<b>INCOME</b>		
Cash Sales	\$ 15,755.80	\$ 5,524.10
EFTPOS	\$ 43,163.50	\$ 15,617.90
Term Deposit Maturing		\$ 78,658.58
<b>TOTAL RECEIPTS</b>	<b>\$ 58,919.30</b>	<b>\$ 99,800.58</b>
<b>Less EXPENDITURE</b>		
Bank Fees	\$ -	\$ 1,139.49
Canteen Wages	\$ 17,537.96	\$ 8,813.92
Superannuation	\$ 660.26	\$ 3,301.78
ATO	\$ 2,550.00	
Workcover		\$ 1,085.21
<b>Canteen Expenses</b>		
Campbells	\$ 15,951.54	\$ 5,590.54
Coles	\$ 318.11	\$ 91.90
Coles Online	\$ 3,218.86	\$ 1,438.15
DGL Accountants	\$ 640.20	
Community Management Solutions		\$ 200.20
King of Meats	\$ 411.60	\$ 96.00
Lactalis Australia	\$ 6,091.39	\$ 3,317.75
Mackay Northern Beaches SHS	\$ 7,690.84	
Northern Beaches Bakehouse	\$ 434.40	\$ 623.61
Sebastian Padget	\$ 500.00	
Superior Food Group	\$ 5,066.14	\$ 784.91
Vegies Unlimited	\$ 1,669.84	\$ 218.17
Woolworths at Work	\$ 281.68	
Skye Reimbursement	\$ 253.00	
<b>TOTAL PAYMENTS</b>	<b>\$ 63,275.82</b>	<b>\$ 26,701.63</b>
<b>Surplus/(Deficit)</b>	<b>-\$ 4,356.52</b>	<b>\$ 73,098.95</b>

## BANK RECONCILIATION

Opening Cash Book Balance at 01 August 2022	<u>\$ 51,641.93</u>
Add Receipts	\$ 158,719.88
Less Payments	\$ 89,977.45
<b>Closing Cash Book Balance 30 September 2022</b>	<b><u>\$ 120,384.36</u></b>
Bank Statement Balance at 30 September 2022	<u>\$ 120,384.26</u>
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
<b>Balance at 30 September 2022</b>	<b><u>\$ 120,384.36</u></b>
<b>Long Service Account at 30 September 2022</b>	<b><u>\$ 10,078.56</u></b>
<b>Term Deposit at 30 September 2022</b>	<b><u>\$ -</u></b>

# Appendix B - Canteen Report

Canteen Report October 2022

September takings	\$21 142
September expenses	\$7 222.36

- Takings were down by \$2 000 compared to last sept.
- YTD sales \$312 333.30 daily average is sitting around \$2 300 per day.
- Few changes in the canteen. We moved the bench around and have borrowed hospitalities hot cupboard. Which is essentially a giant pie warmer. Trying to encourage more ordering before school.
- If this works out we may need to purchase a warmer like the one we are currently borrowing. These are around \$7000.
- We have been advertising on facebook and parent briefing for this but need another way to get to the students. Students tell us they don't use facebook.
- We've had quotes done for opening up the other window on the senior side to make it like an express window as well. We may look at eftpos only sales next year from that window. Or certain foods only. We need more service points.
- Few more price rises about to come into effect in the next week or so.

# Appendix C - Principal's Report



'Striving for Excellence'

## Mackay Northern Beaches SHS

**PRINCIPAL'S REPORT**  
**PARENTS' & CITIZENS' ASSOCIATION**  
*Monday 11<sup>th</sup> October 2021*

### SCHOOL MANAGEMENT

**2023 staffing is continuing – approx. enrolment = 1100**

#### Staffing

**Uvette Johns** has now returned (0.8) for Week 1-6 (Wednesday off) then FT from Weeks 7-10

**Term 4 MS DP (0.2)** – Steve Merchant (Wednesday, Weeks 1-6)

**Term 4 MS HOD (0.2)** – Louise Adamson (Wednesday, Week 1-6)

**Term 4 JS HOD** – Steve Pugh (Weeks 1 - 4) – (Trent on paternity leave)

**Returning staff** – Tom Roney and John Westacott

#### 2023 Transfers

**Outgoing** – Peter Smith – Proserpine State High School; Norita Lal – Stretton State College; Katie Bowerman – Eimeo SS; Sonali Mukherjee - Brisbane; Brianna Buxton – location not confirmed; Nic Vanderlinde – maternity; Alex Ponting – maternity; Becki Haines – maternity; Erin Bargenquast – Bunderberg; Daniel Fraser – SA Soccer program; Jamie Harvey – Moranbah SHS; Bennet Nichol – Brisbane; Eliza Smith – Cooktown SS; Aleisha Ware – LSL; Ruth Lyon – retirement;

**Incoming** - John Joyce (ITD/Maths); Katelyn Bygrave (ENg/Hum); Justin Gane (Drama/Humanities); Keang Ly (Hospitality); Loren Pearson (Maths); Kiersten Hart (Eng, Hum, Hospo); Heath Hart (HPE/Maths); Candice Lade (Hospitality – Term 2); Montana Best (HPE/Humanities); Simone Muirhead (Drama/Humanities) Leonie Thomson (CC)

**2023, Acting Sci HOD** – selection and recruitment currently occurring

#### Facilities

- Planning continuing for roof over Multipurpose courts – getting closer now with actual quotes being finalised
- S, Q, H and D Block refurbishment planning and building set to commence shortly and across until end of Term 1;
- General (rust removal) work being finalised for across the school

#### School Planning & Accountability

- **2023 AIP** – will fall out of **4 years strategic plan** developed out of School Review last year and key data sets across the school. The 2023 Budget will complement the AIP as will the 2023 I4S development. Will occur over the coming weeks
- 2023 student planners – currently feedback being sort
- 2023 Timetable development – block structure set; staffing of the timetable occurring, including the new staff
- **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 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 uncovers 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 External Exams** – start Week 4 and include tutorials and coffee catch ups with Mel during the time
- **Year 8 Cape Hillsborough excursion** – coming up on Friday of Week 4
- **Senior Leadership Application process (Year 11 into year 12)** happening over the next few weeks and announced on Graduation Day
- **Junior Leadership Application process (year 8 into 9)** also happening over the coming weeks and announced at the last Star Performer parade
- **Year 12 Formal** – this Saturday October 5<sup>th</sup> @ Mantra (Marina). 5pm arrivals
- **Transition Year 6 into 7** – Meeting with Year 6 teachers was this week, and Year 6 spend the day in Week 9; CC transition days continue; In addition looking to bring Year 6 classes into the school on Week 8 -10 Wednesday for the day, for classes
- **World Teachers' Day Breakfast** – October 28<sup>th</sup>; **Canteen Day** – November 4<sup>th</sup>
- **Night of Champion** – this Tuesday just gone. A successful evening
- **Night of Stars** - This will be split into a **Junior Day of Stars** – and our **Senior Night of Stars** – both events will commence at 6pm. Senior (Yr 10-12) Night of Stars – Wednesday 19<sup>th</sup> October; Junior (year 7-9) Night of Stars – Wednesday November 30<sup>th</sup>
- **Stingers Touch and Football Trials (for 2023 classes)** – occurring over these first couple of weeks of term
- **Formula Students** – students raced the car they made last Friday. No technical issues so very much a success

## CALENDAR

<b>WK 3</b> 17 – 21 Oct	17	18 Year 6 into 7 touch trials 4-5 p.m.	19 Parade – Yr 9 sexual health P2 Night of Stars - Senior	20 Homework club CC 1/2 day transition – OPW & canteen 12.30-1.30 & 1-2	21 Senior Captain nominations close
<b>WK 4</b> 24 - 28 Oct	24 Submissions for 2023 completion Endorsement open Jnr captain nominations open	25	26 Parade – Music Feast P1 Bronco Devopment Team visit	27 Homework club 2023 Enrolment interviews 3-6.30 p.m. @ PAC	28 World Teachers' Day Yr 8 Science – Cape Hillsborough AARA applications for alternative format papers
Year 12 External assessment 24 October – 15 November					
<b>WK 5</b> 31 Oct – 4 Nov	31 Jnr captain nominations close	01 QMEA Heavy Hydraulics Y7	02 Parade – Final date to amend data via student management for exiting 2022 students  Jnr captain interviews	03 Homework club	04 Tuckshop Day
Year 12 External assessment 24 October – 15 November					
<b>WK 6</b> 7 – 11 Nov	07	08	09 Parade –  Cert III Fitness 11 CQU	10 Homework club P&C 4.15 p.m. @ GL block	11 Remembrance Day 11 a.m.



# Attendance Update

## Year-To-Date Attendance

Data refresh date: 09/10/2022

Attendance rate

**83.9%**

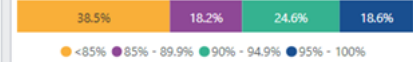
Students with <85% attendance

**38.5%**

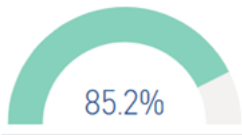
Students with chronic absenteeism

**27.5%**

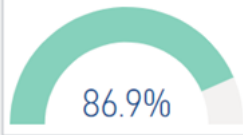
Proportion of students by attendance rate range



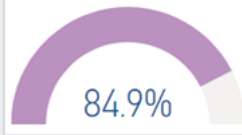
Avg. Monday



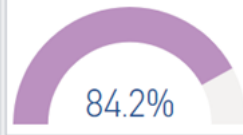
Avg. Tuesday



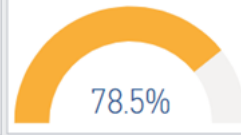
Avg. Wednesday



Avg. Thursday



Avg. Friday



## Budget Overview Report

Mackay Northern Beaches State High School - (7873)

Report Date: 11-Oct-2022 5:50 AM

Budget Quarter 4

Period: 202210 | 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	-1,855,058	-1,984,804	-129,746	Under Budget	-1,984,804	-129,746	Under Budget	-1,796,937
Expense	1,598,227	2,591,572	993,345	Under Budget	2,591,572	993,345	Under Budget	2,403,705
Global Trading Activities	-121,836	0	121,836	In Surplus	0	121,836	In Surplus	0
Representative Sports	-350	0	350	In Surplus	0	350	In Surplus	0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	-30,309	0	30,309	In Surplus	0	30,309	In Surplus	0
<b>Balance of Operating Funds</b>	<b>-1,420,552</b>	<b>-404,459</b>	<b>1,016,094</b>		<b>-404,459</b>	<b>1,016,094</b>		<b>-404,459</b>
Provision	0	404,459	404,459		404,459	404,459		404,459
<b>Balance of Funds Available</b>	<b>-1,420,552</b>	<b>0</b>	<b>1,420,552</b>		<b>0</b>	<b>1,420,552</b>		<b>0</b>
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 202210 as at  
11-Oct-2022 5:50 AM

<i>Account Group</i>	<i>Account</i>	<i>Account Description</i>	<i>Amount</i>
<b>ASSETS</b>			
	100001	Cash Float	180.00
	101201	General Bank Account	1,283,372.41
	104001	Receivables - Students	45,251.17
	104002	Receivables - Other	17,908.83
	109001	GST Input Credit Control	2,977.47
	109003	GST Clearing	9,896.64
	115005	Disputed Items - Corporate Card	99.00
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-9.00
	162001	Plant & Equipment	2,007,229.07
	172001	Plant & Equipment - Accum Depr	-2,007,229.07
			<u>1,359,676.52</u>
<b>LIABILITIES</b>			
	200001	Payables	-175.00
	200002	Credit Card Advance Control Account (Staff)	8,954.12
	200003	CBA/MCC Control Account (MCC)	-3,934.69
	205501	GST - Revenue Control	-677.31
			<u>4,167.12</u>
		Net Assets/(Liabilities)	<u>1,363,843.64</u>
<b>EQUITY</b>			
	340001	Accumulated Surplus/Deficit	-1,011,203.24
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-352,640.40
			<u>-1,363,843.64</u>

## School Financial Snapshot

Mackay Northern Beaches State High School (7873)

Period 202210 (Oct 2022)  
as at 11-Oct-2022 05:51 AM

<b>What we own</b>		<b>\$1,283,552.41</b>
<b>What others owe us</b>		
Parents	\$45,251.17	
Others	\$30,872.94	<b>\$76,124.11</b>
<b>Sub total of what we own</b>		<b><u>\$1,359,676.52</u></b>
LESS		
<b>What we owe others</b>		<b>\$4,787.00</b>
<b>What we are committed to spend</b>		<b>-\$56,685.15</b>
<b>What funds we hold for other bodies</b>		<b>\$172,646.31</b>
(E.g. Student Council, Regional Office and Sports Boards)		
<b>Sub total of what we owe</b>		<b><u>\$120,748.16</u></b>
<b>We own more than we owe</b>		<b><u>\$1,238,928.36</u></b>
Cost price of school assets		\$2,007,229.07
Amounts held by the school in the current year for asset replacement and future projects		\$404,459.00