



MNBSHS P&C GENERAL MEETING

15 November 2023 Minutes

| Date: 15 November 2023 | | Time: 4:15pm | | Location: L1.1 | |
|---|--|--|--|----------------|--|
| AGENDA ITEM | | | | | |
| Opening and welcome | | Meeting opened at 4:15pm | | | |
| Apologies | | Rachel Kowald | | | |
| 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 12 October 2023. Moved: Justin Gane Seconded: Skye Barron Carried | | | |
| Business arising from the minutes of the previous general meeting | | <ul style="list-style-type: none"> • Exec nominations • New members | | | |
| Correspondence | | <ul style="list-style-type: none"> • Emails actioned and filed • Bank statements | | | |
| MOTION | | That the inwards correspondence be received and outwards be endorsed. Moved: Skye Barron Seconded: Justin Gane Carried | | | |
| Treasurer's report | | <ul style="list-style-type: none"> • Report provided to members (See Appendix A). • Great month for the canteen | | | |
| MOTION | | That the treasurer's report be accepted and payments as listed be endorsed. Moved: Trent Sehl Seconded: Tammy Kinnerly Carried | | | |
| Canteen report | | <ul style="list-style-type: none"> • Report provided to members (See Appendix B). • This week just overtook how much was taken by the canteen last year • Cob loaves were a hit today | | | |
| MOTION | | That the canteen report be accepted as tabled. Moved: Skye Barron Seconded: Joely Whiting 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: Amy Hobson Seconded: Justin Gane Carried | | | |
| Motions on notice | | Nil | | | |
| General Business | | <p>Justine Gane <u>Pedal Prix requests to fundraise</u></p> <ul style="list-style-type: none"> - BBQ fundraising – Meatco Greenfields are providing the meat, and BBQ and Pedal Prix bring the bread, one weekend before the end of the year - Car wash fundraiser – would like to start on Monday afternoons from 2:45-4:15pm to target staff working at school, next 3 afternoons - Online raffle – to either provide a cash prize or will get sponsors for prizes, will run through to Easter | | | |

Motion: That the P&C support the three fundraising activities above.

Moved: Troy Twomey **Seconded:** Skye Barron **Carried**

Further discussion:

- Concern for safety of students practising pedal prix
- To come up with a strategy to manage the risks to students during this time

Cat Clarke

Challenge Games 2024

- Wanting to take CC students up to Townsville to compete in the games
- Lightly competitive, but mostly a fun experience
- Range of sports for students including novelty events
- 3 days, 2 nights, 24th and 25th July 2024 at Sports Reserve in Townsville
- Accommodation possibility could be the Big 4 holiday parks
- This would be from approximately 30 students and 3 teachers + 3 teacher aides = approx. 4 villas
- There are also grants that can be applied for
- Costs:
 - o \$10 registration fee per student
 - o 2-3 nights accommodation
 - o Food costs
 - o Other activities possibly (Billabong Reptile Park)
 - o Team Shirts
 - o Bus

Looking for approval to take the students on the trip

Looking for permission to fundraise

As well as a \$1500 donation to support the trip – will come back to the P&C about this later down the track.

Motion: That the P&C support the proposal to undertake this trip with permission to fundraise.

Moved: Troy Twomey **Seconded:** Justin Gane **Carried**

Troy Twomey

SRS

- In 2024 there are no intentions to change the SRS from what occurred in 2023
- In 2023 – 100% of the SRS budget was used
 - o Approximately 50% funded federally and 50% parent funded
- Process now is that if approved by P&C all of the SRS information will be provided to parents for consideration

Motion: That the P&C support the 2024 SRS budget proposal.

Moved: Troy Twomey **Seconded:** Anne-Maree Nolan **Carried**

| | |
|--|--|
| Other General Business | Record of donations provided = \$32,747.56 Proposed that this could be celebrated by promoting on the school's social media. |
| | Annual P&C dinner to be the next event. |
| Applications for membership and recording of new members | Kellie Elzer Motion: That the P&C endorse the new members. Moved: Trent Sehl Seconded: Tammy Kinnersly Carried |
| Date of the next meeting | TBC – invites to the dinner will be sent out soon. |
| Close | Meeting closed at 5:04pm |

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 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 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

| | | Year 12 Year 11 Year 10 Year 9 | | | |
|---|--|--|--|---|---|
| Nov 08 - 10 MK 2 | Class changes to reporting @ EHS 23 24 25 26 27 28 29 30 31 Class changes to reporting @ EHS 23 24 25 26 27 28 29 30 31 | GHDDLO Middle school Parade - 01 | MHS 3-4 p.m. @COU XX 11 Oct III Fitness MHS XX 10 IDEAL placements 08 | B&C 4-4 p.m. B&G 3-4 p.m. 08 homework club | 10 |
| 03 Nov 30 Oct - MK 2 | Reporting of class notes at reporting open for 23 24 25 30 | 2024 leadership updates @COU Middle school Parade - 31 | MHS meeting 3-4 p.m. 04 11-12 MHS 11K 1-2 | 05 homework club | 03 |
| Oct 30 - 31 MK 4 | Reporting External assessment 23 24 25 26 27 28 29 30 31 | Reporting Middle school Parade - 31 | Boiler Program 31 | 2024 leadership interviews Boiler Program Fitness updates all day 5 11-12 MHS 11K 1-2 30 homework club | 2024 leadership interviews 31 MHS 11K 1-2 Day |
| 11-12 End of Term 4 & EHS 23-24 MHS 11K 1-2 MHS 11K 1-2 MHS 11K 1-2 | | | | | |
| Oct 30 - 31 MK 3 | Reporting External assessment 23 24 25 26 27 28 29 30 31 | Reporting Middle school Parade - 31 | MHS 11K 1-2 28 29 30 31 | 29 30 31 30 homework club | 30 |

Attendance Update

Year-To-Date Attendance

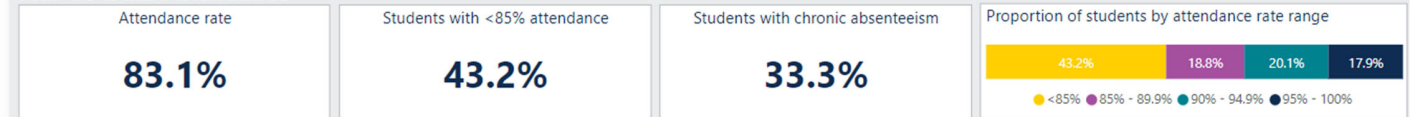
Data refresh date: 01/10/2023



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 |