



# MNBSHS P&C GENERAL MEETING

## 8 June 2023 Minutes

Date: 8 June 2023      Time: 4:15pm      Location: GL1	
<b>AGENDA ITEM</b>	
Opening and welcome	Meeting opened at 4:18pm
Apologies	Tammy Kinnersly, Anne-Maree Nolan
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 17 May 2023. <b>Moved:</b> Amy Hobson <b>Seconded:</b> Uvette Johns <b>Carried</b>
Business arising from the minutes of the previous general meeting	<ul style="list-style-type: none"> <li>• Exec nominations</li> <li>• New members – accept the new members</li> <li>• Actions – from previous minutes - Nil</li> </ul>
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>• 'Container Exchange' to be updated to be Pedal Prix reimbursement.</li> </ul>
<b>MOTION</b>	That the treasurer's report be accepted and payments as listed be endorsed. <b>Moved:</b> Trent Sehl <b>Seconded:</b> Sian Burrows <b>Carried</b>
Canteen report	<ul style="list-style-type: none"> <li>• Report provided to members (See <b>Appendix B</b>).</li> <li>• Shout out vouchers are not consistent – must be able to be verified (signed, dated)</li> </ul> <p><b>Motion:</b> The P&amp;C take the \$2007 which was raised at athletics carnival, and transfer to student council. <b>Skye      Troy      Carried</b></p>
<b>MOTION</b>	That the canteen report be accepted as tabled. <b>Moved:</b> Skye Barron <b>Seconded:</b> Uvette Johns <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> Susann Morrow <b>Carried</b>
Motions on notice	Nil
General Business	<p><b>April Puddicombe</b> CQU Jammin' workshops</p> <ul style="list-style-type: none"> <li>- \$300 for approx.. 40 students</li> <li>- To cover lunch for the event</li> </ul>

	<p><b>Motion</b> – That the P&amp;C provide \$300 for the instrumental students to cover lunch for the CQU Jammin' workshops.  <b>Moved:</b> Troy Twomey      <b>Seconded:</b> Skye Barron      <b>Carried</b></p>
	<p><b><u>Susann Morrow</u></b>  <u>Senior rewards day</u></p> <ul style="list-style-type: none"> <li>- Tuesday of Week 10 ceremony</li> <li>- Friday of Week 10 rewards day</li> <li>- Adrenaline games coming into the school – archery tag</li> <li>- Students will play for their own games</li> <li>- Asking for support of \$500 to order pizzas and soft drinks for lunch</li> <li>- Between 120-150 kids</li> </ul> <p><b>Motion</b> – That the P&amp;C support the senior rewards day food to the value of \$500.  <b>Moved:</b> Susann Morrow      <b>Seconded:</b> Skye Barron      <b>Carried</b></p> <p><u>Year 11 Camp</u></p> <ul style="list-style-type: none"> <li>- Last year's camp video shown to members</li> <li>- Video is used to promote the benefits of the camp</li> <li>- Students are charged for accommodation and food with support from the P&amp;C</li> </ul> <p><b>Motion</b> – That the P&amp;C support the Year 11 camp to the value of \$1500.  <b>Moved:</b> Susann Morrow      <b>Seconded:</b> Trent Sehl      <b>Carried</b></p> <p><u>Student Council Invite</u></p> <ul style="list-style-type: none"> <li>- Student council would like to give back to the P&amp;C</li> <li>- Student council would like to throw an afternoon tea Wednesday of Week 10 in Period 4</li> </ul>
Other General Business	<p><b><u>Troy Twomey</u></b></p> <ul style="list-style-type: none"> <li>- Krispy Kreme drive for senior fundraising was approved in principle.</li> <li>- Have now been tasked with working out how to make this possible.</li> </ul> <p><b>Action</b> – Amy Hobson to feed back to senior team that cash is the only way this can happen.</p> <p><b><u>Uvette Johns</u></b>  <b>Motion</b> – That the P&amp;C support the silver sponsorship package to the value of \$500  <b>Moved:</b> Uvette Johns <b>Seconded:</b> Susann Morrow      <b>Carried</b></p> <p><b>Motion</b> – That the P&amp;C support payment of buses to take students to attend the career expo to the value of \$742.50  <b>Moved:</b> Uvette Johns <b>Seconded:</b> Susann Morrow      <b>Carried</b></p> <p><b><u>Flying Minute</u></b>  <b>Motion</b> – That the P&amp;C support the end of term Star Awards for the junior and middle sector teams to the value of \$2000 to cover movies and the buses.  <b>Moved:</b> Uvette Johns <b>Seconded:</b> Trent Sehl      <b>Carried</b></p>

Applications for membership and recording of new members	Nil
Date of the next meeting	10 August 2023
Close	Meeting closed at <b>5:25pm</b> .

Actions:

1. Amy Hobson to feed back information to senior team regarding Krispy Kreme fundraiser.
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 May 2023 - 31 May 2023

Statement of Receipts and Payments

<b>INCOME</b>	<b>MARCH</b>
Cash Sales	\$ 15,207.50
EFTPOS	\$ 40,477.60
Container Exchange	\$ 8,000.00
<b>TOTAL RECEIPTS</b>	<b><u>\$ 63,685.10</u></b>
<b>Less EXPENDITURE</b>	
Bank Fees	\$ 789.39
Canteen Wages	\$ 11,881.37
Superannuation	\$ 836.27
ATO	
<b>Canteen Expenses</b>	
Campbells	\$ 14,720.53
Coles(WEX Australia)	\$ 633.50
Coles Online	\$ 3,290.68
Community Management Solutions	\$ -
Essential Equipment & Sales	
King of Meats	\$ 598.58
Lactalis Australia	\$ 5,247.57
MNBSHS - T2 PBL Prizes	\$ 200.00
MNBSHS - Shout Outs	\$ 1,200.00
Northern Beaches Bakehouse	\$ 967.99
P&C's Qld	\$ -
Superior Food Group	\$ 6,396.71
Vegies Unlimited	\$ 1,454.79
Skye Reimbursement	
<b>TOTAL PAYMENTS</b>	<b><u>\$ 48,217.38</u></b>
<b>Surplus/(Deficit)</b>	<b><u>\$ 15,467.72</u></b>

## BANK RECONCILIATION

Opening Cash Book Balance at 01 May 2023	<u>\$ 130,755.58</u>
Add Receipts	\$ 63,685.10
Less Payments	\$ 48,217.38
<b>Closing Cash Book Balance 31 May 2023</b>	<u><b>\$ 146,223.30</b></u>
Bank Statement Balance at 31 May 2023	<u>\$ 146,223.30</u>
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
<b>Balance at 31 May 2023</b>	<u><b>\$ 146,223.30</b></u>
<b>Difference</b>	<b>\$ -</b>
<b>Long Service Account at 30 April 2023</b>	<u><b>\$ 10,078.56</b></u>

I move that this report be accepted.

Seconded:

# Appendix B - Canteen Report

## Canteen Report June 2023

May takings = \$55 054.10

May Expenses = \$25 637.71

Daily average at the moment is \$2 402.

Year to date takings \$194 638.40

- Athletics day carnival was a success. Even though there seemed to be less students here. Our takings for the day were \$3048. Jean made over 100 cupcakes that were house colours! The students loved them and they were very popular. We sold out within half an hour of opening. We made 200 burgers and 400 sausages in bread. The profit for the day, excluding wages, was \$2007. I would like to move a motion that p&c transfer that profit to student council.
- We still have 80 bottles of Powerade that we need to sell by mid August.
- Our new Rice Cooker has arrived at the store. Will collect it Wednesday.
- Mel has asked us to order sausages and drinks for her for the bunnings bbq that year 12's are holding. As canteen will be short staffed that week, we need to show Mel how to complete and online deposit form and receipt.
- Transition night
- Still having stock issues. Packaging is in short supply at the moment.
- From the 15.06 to the end of term we will not be opening the express window. We don't have the staff. We will hold food if students still want to order but the window won't be open to collect.

# Appendix C - Principal's Report



## PRINCIPAL'S REPORT

PARENTS' & CITIZENS' ASSOCIATION

Thursday 8<sup>th</sup> June 2023

### SCHOOL MANAGEMENT

#### Staffing (Semester 2):

Acting Humanities HOD (TBC)  
Amie Lockwood – Maths/Science  
Mark Le Berhz – relocating to Brisbane  
Joanna Brock (PTT) – English Maths  
Laura Hall – maternity leave  
Ruth Salecich-Brown – Acting HOSES

#### Facilities

- S Block infill & D refurb – ready for use; H, Q Block refurbishment – close to completion
- MPC roof – International standard



### GENERAL INFORMATION

- **Semester 1 Reporting**
  - ✓ Reports sent out Thursday Week 1, Term 3 to maximise learning time and reporting time
- **Educational Career Planning (ECP) Day** – changed to Aug 3<sup>rd</sup> – Mackay Careers Day
- **DayMaps** – addition house Stinger Points, access to timetable, access to attendance percentage, targeted and timely access to school notices – on laptops
- **Mobile Phone & Truancy** – focus to help maximise learning
- **Year 7 Canberra Trip** – Week 10 – organisation continues
- **100 days to go celebrations** for Year 12's – last Wednesday - a great new initiative as a memory for the seniors



- **Bunnings Sausage Sizzle** (Year 12 Formal) Fund Raiser - June 18
- Reconciliation Week/Sorry Day presentation – on parade last week
- Next **HPV** race - this weekend at Palmyra Raceway – watch Facebook for results and Facebook update
- **Transition Evening** (6-7;10-11) a success on Tuesday night
- **President and Vice President** advertising campaign

## CALENDAR

<b>WK 9</b> <b>12 – 16</b> <b>June</b>	<b>12 Teaching Staff HOD led</b> Behaviour & effort due 9 a.m. RPM 1 <sup>st</sup> lunch @ PAC Feros Care NDIS 1.30 p.m.	<b>13 Parade</b> QCAA publishes required samples for Opt-in confirmation Deadly Choices P2 Opt-in Confirmation samples for IA2 General begins in SM Student Council 2nd lunch	<b>14 CAID 2<sup>nd</sup> lunch</b> Yr 9-10 subject info session Yr 12 Students coaching students P4	<b>15</b> PBL 3-4 p.m.	<b>16 RPM 1<sup>st</sup> lunch @ PAC</b>	<b>18 June Bunnings Sausage sizzle - Formal</b>
	Yr 11 & 12 MEC Automotive work placement 5-9 June and/or 12-16 June					
<b>WK 10</b> <b>19 – 23</b> <b>June</b>	<b>19 Teaching Staff</b> NR to HODs 9 a.m. RPM 1 <sup>st</sup> lunch @ PAC	<b>20 Parade</b> Opt-in Confirmation samples for IA2 General ends in SM Deadly Choices P2 P2 Yr10-12 Star ceremony Student Council 2nd lunch	<b>21 CAID 2<sup>nd</sup> lunch</b> Yr 11 Cert III Fitness @CQU QCAA samples for Opt-in confirmation due Yr 10 MEC subject talk Yr 9 orienteering @ Rowallan Park P1&2 Yr 12 Students coaching students P4	<b>22</b> <b>SHOW HOLIDAY</b> Reports to buddies 9 a.m.	<b>23 RTO Quality Indicator</b> report due in VET application RPM 1 <sup>st</sup> lunch @ PAC  Star rewards P1&2	
	Year 7 Camp 18 <sup>th</sup> – 23 <sup>rd</sup> June					

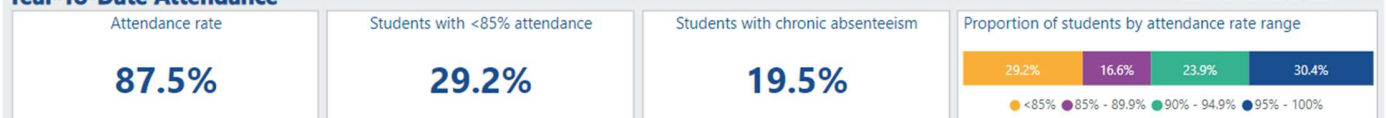
Date	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WK 1</b> <b>10 – 14</b> <b>July</b>	<b>10</b> Yr 12 JCU trip Feros Care NDIS 1.30 p.m. Reports to buddies 3 p.m.	<b>11 Parade</b> HODs confirm reports 3 p.m. Yr 12 JCU trip	<b>12</b> Yr 12 MEC Electro grad	<b>13</b> P&C 4.15 p.m. HODS confirm reports with DP, reporting closes 3 p.m.	<b>14</b> E... SOA... QCI... sub... Rep... p.m. Rock Pop Mime 6.30 p.m. IM workshop @ CQU all day
<b>WK 2</b> <b>17 – 21</b> <b>July</b>	<b>17</b>	<b>18 Parade</b> Release of finalised Opt-in confirmation decisions begin	<b>19</b> Reflection lesson	<b>20</b>	<b>21</b>
<b>WK 3</b> <b>24 – 28</b> <b>July</b>	<b>24</b> Results entry opens for Unit 1 & Unit 2 (Yr11)	<b>25 Parade</b>	<b>26</b> HPT subgroup sessions	<b>27</b> homework club MDSS athletics carnival PBL 3-4 p.m.	<b>28</b> MDSS athletics carnival
<b>WK 4</b> <b>31 July – 04 Aug</b>	<b>31</b> CC transition 9-11 a.m.	<b>01</b>	<b>02</b> Parade Yr 9&10 Readers Cup	<b>03</b> homework club Mackay Careers expo @ MECC ERSS twilight concert (Strings)	<b>04</b>
NAIDOC acknowledgement week / Yr 11 & 12 Automotive MEC work placement 31 July – 4 August					
<b>WK 5</b> <b>07 - 11</b> <b>Aug</b>	<b>07</b> Feros Care NDIS 1.30 p.m.	<b>08</b> IA2/IA3 results in SM to Joanne	<b>09</b> Parade WHS meeting 3-4 p.m.	<b>10</b> homework club P&C 4.15 p.m.	<b>11</b> C... feed... prin... IM C...
Yr 11 Electro-Technology MEC work placement 7-11 August					

## Attendance Summaries and Comparison

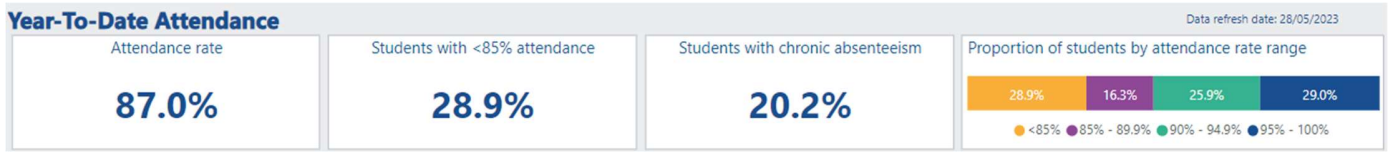
MNBSHS

### Year-To-Date Attendance

Data refresh date: 28/05/2023



CQ



Term 2

Week	7	8	9	10	11	12
T1, W10	89.45	86.14	86.59	85.07	84.62	88.57
T2, W1	89.46 (+.01)	86.34 (+.20)	86.53 (-.06)	85.59 (+.52)	84.62 (-)	88.95 (+.38)
T2, W3	87.49 (-1.97)	85.01 (-1.33)	85.32 (-1.21)	86.06 (+.47)	84.88 (+.26)	88.52 (-.43)
T2, W4	88.15 (+.66)	85.68 (+.67)	85.99 (+.67)	86.40 (+.34)	85.07 (+.19)	89.17 (+.65)
T2, W5	88.45 (+.30)	87.13 (+1.45)	87.06 (+1.07)	87.98 (+1.58)	87.18 (+2.11)	90.20 (+1.03)
T2, W6	89.46 (+1.01)	88.36 (+1.23)	88.24 (+1.18)	88.85 (+.87)	88.69 (+1.51)	91.02 (+.82)
T2, W7	88.10 (-1.36)	85.78 (-2.58)	85.87 (-2.37)	85.08 (-3.77)	84.79 (-3.9)	88.04 (-2.98)

**Budget Overview Report**

Mackay Northern Beaches State High School - (7873)  
 Report Date: 06-Jun-2023 1:45 PM  
 Budget Quarter 2  
 Period: 202306 | 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	-2,202,975	-2,143,240	59,735	Over Budget	-2,899,032	-696,057	Under Budget	-2,290,274
Expense	2,044,044	2,981,174	937,130	Under Budget	3,789,472	1,745,428	Under Budget	3,115,108
Global Trading Activities	-104,875	0	104,875	In Surplus	0	104,875	In Surplus	0
Representative Sports	-762	0	762	In Surplus	0	762	In Surplus	0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	1,354	0	-1,354	In Deficit	0	-1,354	In Deficit	0
<b>Balance of Operating Funds</b>	<b>-1,588,049</b>	<b>-486,900</b>	<b>1,101,148</b>		<b>-434,394</b>	<b>-1,153,654</b>		<b>-500,000</b>
Provision	0	0	0		434,394	434,394		500,000
<b>Balance of Funds Available</b>	<b>-1,588,049</b>	<b>-486,900</b>	<b>1,101,149</b>		<b>0</b>	<b>1,588,049</b>		<b>0</b>
<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 202306 as at  
06-Jun-2023 1:46 PM

<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	1,999,546.81
	104001	Receivables - Students	119,521.14
	104002	Receivables - Other	21,281.36
	109001	GST Input Credit Control	10,306.32
	109003	GST Clearing	25,399.55
	115001	Suspense Account	-100.00
	162001	Plant & Equipment	2,034,387.03
	172001	Plant & Equipment - Accum Depr	-2,034,387.03
			<u>2,176,135.18</u>
<b>LIABILITIES</b>			
	200002	Credit Card Advance Control Account (Staff)	11,302.49
	200003	CBA/MCC Control Account (MCC)	-33,875.98
	216801	Security Deposits	-600.00
			<u>-23,173.49</u>
		Net Assets/(Liabilities)	<u>2,152,961.69</u>
<b>EQUITY</b>			
	340001	Accumulated Surplus/Deficit	-1,325,007.70
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-827,953.99
			<u>-2,152,961.69</u>

## School Financial Snapshot

Mackay Northern Beaches State High School (7873)

Period 202206 (Jun 2022)  
as at 5-Jun-2022 08:01 AM

<b>What we own</b>		<b>\$1,213,858.45</b>
<b>What others owe us</b>		
Parents	\$155,444.57	
Others	\$31,498.27	<b>\$186,942.84</b>
<b>Sub total of what we own</b>		<b><u>\$1,400,801.29</u></b>
LESS		
<b>What we owe others</b>		<b>\$29,816.82</b>
<b>What we are committed to spend</b>		<b>-\$39,020.23</b>
<b>What funds we hold for other bodies</b>		<b>\$200,233.29</b>
(E.g. Student Council, Regional Office and Sports Boards)		
<b>Sub total of what we owe</b>		<b><u>\$191,029.88</u></b>
<b>We own more than we owe</b>		<b><u>\$1,209,771.41</u></b>
Cost price of school assets		\$1,957,856.11
Amounts held by the school in the current year for asset replacement and future projects		\$404,459.00