Minutes of the Comet Bay Primary School P & C Meeting

Location: Comet Bay Staff Room

Date: 14th September 2010

Time: 7.00pm

Attendees:
Derek Gross; Joss Smith; Emma Anderson; Rebecca Coventry; Michelle Gill; Sonia O’Sullivan; Robyn Allomes; Amanda Bradford; Robyn Hart; Elise Jahn; Natasha Clear; Kate Burton; John Graham; Shiralee Harvey; Matt Osborne

Apologies;
Sara Belmont-Kleingeld; Suzanne Finnegan; Michelle Chambers

1. Open & Welcome

Official open and welcome to all new and current members by P & C President – Kate Burton. Kate thanked everyone for their support in her absence and a special mention to John & Shiralee. Kate advised P&C that Shiralee and Kate would continue to work together as Kate would be due to leave for a short absence in late October for 3 weeks and Shiralee would step in whilst Kate was absent.

All attendees were reminded of that the meeting would be conducted in conjunction with the school’s Tribal Agreement;
- Attentive Listening
- Appreciation/no put-downs
- Mutual respect
- The right to pass

2. Minutes of Previous Meeting

The minutes of the P&C Meeting 27th July 2010 and 17th August 2010 are read and confirmed as true and accurate record and a copy has been placed on school file.

3. Correspondence – Shiralee Harvey

Shiralee advised of the correspondence received and redirected to appropriate people. Shiralee also advised the outgoing and explained the nature each letter.

- Ashley Proctor Thank you Letter
- Bunnings – Port Kennedy Thank you Letter
- Secret Harbour Golf Links – Thank you Letter
- Smithfields Meat – Thankyou Letter
4. Reports

President - Kate Burton

Father’s Day Raffle raised just under $1200.00 and all prizes were donated therefore all money is profit.

Grant has been received for the oven and has been ordered.

SciTech - $660.00 profit was made from the night. All who attended had a great night. It was a good event as there was not a lot of effort for the return that the school received and the community spirit that evolved from the night was a bonus.

Entertainment Books – Sold 15 Books which we received a couple of hundred dollars. John felt that this was not something we should not continue with next year.

Treasurer – Sara Belmont – Kleingeld & Suzanne Finnegan

Sara and Suzanne are both absent; therefore there is no report for tonight’s meeting. Sara has sent along some details that she would like relayed to P&C. See attached report.

Principal’s Report

See attached report

- We current have no chaplain as Ashley has moved to Melbourne to take on a new challenge.
- The school is currently identifying staff for 2011.
- Cross walk attendant has resigned from the Burnside Drive cross walk so we are currently looking for a replacement.
- Athletics Carnival was a huge successful. A lot of fun and enjoyment was had by all children.
- School Photo’s have been completed and a big thank you to Michelle Chamber in assisting with the coordination of the day.
- Planning Day is organised for Tuesday 21st September 2010. It is an opportunity for teachers to brain storm and look at what they would like to achieve as a school for 2011.
- A proposal for Year 7 Graduation has been given to the P&C to consider. In the past the Year 7’s have enjoyed an Graduation assembly in the morning followed by a movie and a luncheon at the Offshore Fishing Club in Mandurah. They have been given a gift, photo & yearbook previously. The P&C have also rewarded a Leadership Award annually.
- Visitors will arrive at our school on Monday 20th September from interstate. This is an opportunity to showcase our school.
- Ch’n will be heading off to Perth to the Indonesian Consulate for an excursion this week.
- Drug awareness education will be delivered to the Year 6-7’s

School Council – Martin Turner

Martin is absent on business but asked that the attached report be read out. See attached report.
**Committee Reports**

**i) Uniform Shop – Michelle Gill**

Leaver’s shirts are in; however we are still waiting on more to arrive as not all the order arrived.

The uniform shop will open for the morning of weeks 4, 5 & 6 to accommodate and assist the Kindy children in being kitted out for school in 2011.

We will need to push the sale of uniforms for next year in term 4. No pre orders will be done.

Michelle made a request for the purchase of size 2 & 4 bottoms for the smaller Kindy ch’n. Cost of each item is $14.95 and 20 of each size ordered.

All approved the purchase of 20 size 2 & 4 small bottoms be purchased.

Cargo pants are moving out of fashion and stock is running down. Michelle would like to see a couple of choices offered for both winter/summer as she feels there is too much to choose from at the moment. Girls are choosing to wear micro fibre shorts.

Volunteers in the uniform are coming along nicely; however if anyone is available to assist on weeks 4, 5 & 6 in the morning please contact Michelle.

Michelle will be meeting with Paul from Oxford to discuss potential orders for 2011.

**ii) Canteen – Jodie Sutcliffe**

In Jodie’s absence Kate delivered report.

Canteen sales are up from last year. Reviews have been completed and a follow up will be done in week 5 of term 4. Still in need of volunteers.

**iii) Safety House – Lynne Robson**

Lynne unable to make meeting tonight asked if a few points could be raised. Safety House day raised $478.00 and was a very successful day. Lynne would like to thank all that assisted on the day.

**vi) Kiss & Drive – Joss Smith**

Lots of new volunteers. Joss suggested that we encourage parents to place name cards in car front windows with their surname to assist volunteers in identifying which car belongs to each child. It was suggested we start with this at beginning of 2011. Having a little trouble with parents crossing the road within the Kiss & Drive area and parents not listening to volunteers when they are asking them to move further down to cross. Matt said he will try and have a staff member assist. More cones needed to assist with assignment of Kiss & Drive area. Also a request for a car spot 1 & 2 to be marked out to assist parents in driving through kiss and drive correctly.

Matt to ask gardener if he is able to do this.
General Business

a) Car Boot Extravaganza - Sunday 19th September 2010. 15 Stalls including a uniform stall, cake stall and white elephant. Still in need of donations for white elephant stall. Rides are booked and parents can purchase these from a table set up in front of the office from either Kate or Rachel morning or afternoon for $15.00. Wristbands purchased on the day will cost $20.00 per child. The more sold the more rides we will be able to have. Currently sold 30 without advertising. Food has been ordered and we will have burgers, egg & bacon rolls and sausage rolls available. The coffee van will also be available with the school receiving % of sales. Pipe Band has offered to come and play on the day at 10.30am. Currently have 16 car boots. Traffic Signs to be covered with pillow case and used for advertising. 2 more volunteers required.

b) Canberra Trip – Booking has been made and notes have gone out to parents. Family will have to pay $100.00 non refundable deposit. School is aiming for 60 students – They will be attending the Anzac Centenary and Matt will be the tour guide. As Year 7’s will only be attending Canberra trip to study Federal Parliament it is planned for the Year 6’s to travel to Perth overnight to study state parliament.

Cost per child will be $1000.00 and a payment plan has been devised to assist parents in paying for trip over the next 6 months. Parents will not be subsidised. Ch’n will leave Perth @ 4.00pm and arrive in Canberra @ 10.00pm and will stay for 1 week duration. Parent helpers are required.

Matt would like to see this trip become a tradition in the school and would like to organise fundraising venture solely for raising funds to assist with costs.

c) Drugs Year 6/7 - It was bought to Matt’s attention that ch’n within our school community have been experimenting with drugs. Matt stressed that all ch’n involved where very good kids and that they had made an error in judgement. As a result one ch’d has been suspended. Matt has made contact with families involved and all have been offered councilling services. A note to all Year 6/7 children has been sent home to make families aware of the facts. If you should hear discussions around the school, please correct idle gossip.

d) Quiz Night - Derek Gross to approach Kleenheat and ask for a major prize. Karen Hutchison to organise tree and scratchies for raffle. $50.00 cheque required.

e) Future P&C – The time has come to try and capacity build the P&C and look for people to take up the positions on next year’s P&C committee.

f) Sport’s Bus - Mr Lewington has asked for the amount $60.00 to pay for the interschool carnival bus.

All approved payment
g) **Exec Member** - There is currently a position on the Exec Committee open. Martin Turner has nominated himself to fulfill this position for the rest of the year. Everyone is welcome to nominate themselves or a person they know would like to be a part of the committee.

**Approved – Martin Turner taking up position on exec committee.**

h) **Audit of P&C Books** - The P&C books under the WACSSO guidelines are required to be audited every 12 months. Due to our books not being done through a program such as MYOB or Quickbooks it is difficult to find someone to audit them. Sara has approached a few accountants and has found someone to audit books manually; however this will cost us between $550.00-$600.00.

Kate will ring around and see what packages are available to use for the future. Kate,Sara,Shiralee & John to meet and discuss future accounting packages.

**Should we not be able to find alternative person to audit can we approve for the $600.00 to be spent on auditing the books for this year.**

**Approved**

i) **Cleaning Supplies** – Throughout the year the P&C have functions. Supplies for the toilets come out of the cleaner’s budget. Shiralee would like to propose that the P&C purchase 1 box of toilet paper and paper towel to give to the cleaners.

**Approved**

j) **Bunnings Sausage Sizzle** – To be held on Saturday 2nd and Saturday 9th October. Volunteers required to assist in shifts of 3-4 hours. Kate will head this event up.

k) **Sunscreen** – Elise advised that not all ch’n had received their notes for sunscreen; however had received a good response. Elise will organize for more note to go out to families.

l) **Cool our School / Air Conditioning** - $16,000 has been allocated to the 4/5 block and 6/7 block has gone out to tender. Price will be $23,000, School Council will pay for $5,000 and P&C to pay $18,000

**All in favor of paying $18,000 for 6/7 Block to be air conditioned**

**Approved**

m) **Grants** – If anyone knows of any businesses offering Grants please make the school and P&C aware as monies still required for SAK & Shelter for Kiss & Drive

n) **Naplan** – Matt is happy with the results received from the Naplan tests held earlier in the year. Still below in some areas. Year 7 students above average in writing. However across the board the gap was closed a little further and this is a positive boost for the staff.

**Meeting Closed 8.50pm**