Minutes of the Comet Bay Primary School P & C Meeting

Location: Comet Bay Staff Room

Date: 17th August 2010

Time: 7.00pm

Attendees:
Sara Belmont-Kleingeld, John Graham, Shiralee Harvey, Julie Beardsworth, Suzanne Finnegan, Michelle Gill, Amanda Bradford, Robyn Hart, Michelle Chambers, Sonia O’Sullivan, Robyn Allomes, Linda Leece, Jocelyn Smith, Natasha Clear, Sarah Smith, Matt Osborne

Apologies;
Kate Burton, Martin Turner, Rachel Lillico, Jodie Sutcliffe

1. Open & Welcome
Official open and welcome to all new and current members by P & C Vice President – John Graham.
John explained that in Kate’s absence that Shiralee would be the P&C’s first point of contact and would be fulfilling the President’s role. John would continue in his role as Vice President.
All attendees were reminded of that the meeting would be conducted in conjunction with the schools 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 are read and confirmed as true and accurate record and a copy has been placed on school file. Minutes not read will be read on next meeting of 14th September 2010.

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.

- Entertainment Books – Left overs to be returned to supplier. John Graham will do this on Thursday 19th August 2010.
- Insurance for upcoming Car Boot – Shiralee has sourced and received the public liability insurance for the car boot. People opting for car boot will be covered by P&C Insurances. Stall holders will need to source their own Public Liability insurance.
- Submission to Council for Car Boot – A submission and application for has been sent off to the council for approval.

4. Reports

**Treasurer Report – Sara Belmont – Kleingeld & Susan Finnegan**

Sara has been away on holiday and started by acknowledging the work Suzanne has done in her absence.

No report was presented due to Sara’s absence but there will be one presented at the next P&C meeting.

Current totals for the following accounts are as follows;

- Canteen - $25567
- P&C – $37331
- Uniform - $8185

**Vice President – John Graham**

- **Sci Tech** – John thanked everyone for their assistance on the night and said that he had learned a lot by his experience. The soup & burgers were a huge success.
- **Entertainment Books** – John said we started with 20 Entertainment books and had sold 15 @$65.00 each. Therefore $13.00 was made from each sale. John will arrange to take books back to supplier this week.

**Principal – Matt Osborne**

See attached report

- Ashley Proctor – Thank you letter to be written on behalf of the P&C.
- Bernie Lord – Thank you letter to be written on behalf of the P&C.

**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 has agreed to take over the coordination of the uniform shop now that Carly has stepped down.

Stocktake was carried out on Monday 16th August 2010. From stocktake it appears we currently have approximately around $70,000 worth of stock in uniform shop. We have a lot of larger sized stock which has been placed on sale and from the recent sale sold approximately $5000.00 worth of stock.
Spartan is no longer supplying the uniform and therefore any stock that they had in storage has now been delivered and is in the uniform shop. We should have enough stock to get us through to Feb/Mar next year. Increase of insurance required to cover stock currently in uniform shop. Sara to investigate and get back to P&C.

Leavers’ shirts appear to be on track and we will receive them soon from Oxford.

Thursday trade will cease until further notice. More volunteers required and notice to be sent out.

Moving forward we will need to source other suppliers and present to P&C.

   ii)   Class Reps – Michelle Chambers

A morning tea was held a couple of weeks ago. Posters are ready to go up; class reps need to grab them from pigeon hole and place in class room window. Michelle will send out a reminder. From the meeting it was decided not to shake the buckets for Cool our School. Buckets will be left in classrooms.

Another morning tea will be held later in the year.

   iii)  Canteen – Jodie Sutcliffe

In Jodie’s absence Shiralee delivered report.

Amanda’s staff appraisal had been conducted and went well with a lot of positive outcomes from meeting with Matt, Jodie and Shiralee. Goals have been set for Amanda to achieve and her next staff appraisal will be held in week 5.

   iv)   Insurance – Sonia O’Sullivan

Sonia has been assisting with insurance claims made from insurance offered to parents behind the scenes.

7 successful claims have been made where $4500 already claimed with 3 underway at the moment.

We have collected $2300 from parents not all reclaimed for the outlay to P&C but well worth it. Suggested that some scenario’s be placed into the newsletter as a reminder to parents to purchase insurance.

   iv)   Safety House – Lynne Robson

Lynne unable to make meeting tonight asked if a few points could be raised. Safety House Show coming to school on Friday 20th August. Children are to dress in yellow along with paying a gold coin donation.

A morning tea is also being held on Friday for Safety House holders along with activities such as Pin the badge on the Safety House during lunch. If anyone could assist that would be greatly appreciated.
vi) **Kiss & Drive – Joss Smith**

Joss said that she was working on September’s roster and that the positive feedback from flyers had worked and that every day was almost filled.

vii) **3for Me – Linda Leece**

Linda said that it is hard to secure people to commit for a date. She asked for suggestions on how to get people to commit. She also said that next time we send out a flyer place boxes so that people can elect where they would like to assist. But she is keen to receive feedback.

**General Business**

a) **Father’s Day Raffle** - Tickets had gone out to families. All prizes were donated and they consisted of a Golf Links 18 holes of Golf from Secret Harbour Golf Club, $50.00 Meat raffle from Smithfields and a Carton of Beer and $50.00 voucher from Bunnings.

b) **Stuck on You** - Elise has organised for flyers to be sent out; however it was suggested that they go out with the booklists for next year and some be placed into the uniform shop.

c) **Sunscreen** - Elise will send out sunscreen flyers. Families will be able to purchase roll on sunscreen for their children’s bags at a cost of $5.00 for a 50ml roll and $6.00 for a 100ml tube. We will raise $2.00 from each purchase.

d) **Duck Competition** - John Suermondt would like to sponsor the Duck for the Rotary duck race next year. Easter long weekend. This year there will be an educational section.

e) **Quiz Night** - Friday 29th October 2010. Steve Green to compare the night and Megan and Sarah from Library to be sidekicks. Cricket club has been booked for 120 people. Will cost $200.00. $10.00 per ticket tables of 8 and 4 tables x 6. Groups are able to bring a plate to share on the night.

Prizes and items need to be sourced for the night for prizes and silent auction. Last year prizes consisted of holiday, guitar and pizza oven. Money tree was also raffled off.

f) **Stephanie Alexander Kitchen** – Nicole Brown and Ros came along and gave the P&C a presentation of the Stephanie Alexander Kitchen. How it works and what direction they would like to head with it. What involvement they would like the P&C to have with kitchen. So far they have received some sponsorship in the way of soil, fertiliser and tools. They are currently working towards getting the kitchen facilities organized so that teachers have a place to go outside of the classroom to encourage children’s passion for learning.

Learning outcomes and the curriculum where discussed as well as what has already been achieved by the children through using the garden to make recipes.

**Meeting Closed 8.45pm**