Minutes of Comet Bay Primary School P&C Meeting  
Tuesday 27th July 2010 - 7.00pm

Attendees:  

Apologies:  
Kate Burton, Matt Osborne, Sarah Smith, Linda Leece, Suzanne Finnigan, Jodie Sutcliffé, Michelle Gill, John John Suermondt, Sara Belmont-Kleingeld

1) Open and Welcome by Chairperson  
   a) Overview of meeting  
      John Graham discussed meeting structure, meeting will be shortened as most of Committee members not present.

   b) Reminder of Tribes Agreement  
      John gave a reminder of our Tribes Agreement

2) Apologies for Absence  
   Apologies noted as above.

3) Confirmation of Minutes of Previous Meeting  
   a) Minutes confirmed from previous meeting

4) Correspondence In/Out  
   a) Business Arising from Correspondence  
      i) Fundraising Literature – received x4, 18 hole golf passes from Secret Harbour Golf Links plus x2 Bunnings gift vouchers at $50 each. Stuck on You fundraising to go ahead.
      ii) Bank Statements
      iii) Insurance
      iv) Superannuation Statement
      v) Thank you letter from Parents re: disco

   b) Outgoing Correspondence  
      i) Fathers Day Raffle Donation Requests
      ii) Disco Thank you Letters.
5) Reports

a) Treasurer Report – Shiralee Harvey

Balances:
Canteen - $30,000
P&C - $25,000
Uniform - $12,000
Graham Watson and wife paid $2.00 for P&C membership.

b) Vice President – John Graham

i) Air Conditioning
Year 4/5 block almost finished, units to go on roof shortly. $16,000-18,000 to be paid from P&C funds. Once finished tender is to go out for Year 6/7 block.

ii) Car Boot Sale
Car boot sale to be advertised as Car Boot Extravaganza, to be predominately car boot sales with some rides and some stalls for businesses. Secret Harbour Residence Association and Rockingham Shire Council to be advised.

iii) 3 For Me
More volunteers urgently needed. Discussions led to Kiss and Drive (see viii)

iv) SciTech
40/50 tickets have been sold ($540 worth). Event is costing us $1000 so more tickets need to be sold urgently. Max 400 tickets. Posters are to be prepared and placed around school and flyer to be sent out. Possibility of opening up to Secret Harbour Primary School or Comet Bay College if not enough tickets being sold in house. Two separate shows will be performed on night (gases and slime). Plus exhibits and night sky display.
Volunteers needed in canteen on the night. Hot food to be provided, suggestions made but final vote was meat on a bun, soup & roll plus juice boxes. Amanda to order extra produce. Food to be served throughout night. Coffee van to also be booked from 5-8pm. 50c from each coffee sold will go to P&C

v) Canteen Oven
Grant has been received for $4,800 for new commercial oven. Thanks to Elise who drew up grant. Money will be received in the next 2/3 weeks. Current oven is for domestic use and is on it’s way out due to problems with gas regulator which has been repaired twice. Oven is to be bought asap and will be reimbursed to P&C once grant money received.

vi) Church
Matt has given permission for Ian Weaver to use our under cover area for 1 month of Sundays whilst their Church is in the process of being built.

vii) Disco
Lisa Coates, Dean of Curriculum Services, Comet Bay College has written letter to thank P&C on success of Disco.

viii) Kiss & Drive
More volunteers needed for Kiss and Drive. Graham Watson is running at the moment but ideally this shouldn’t be left to staff to manage. Roster is to be updated. Two people required AM & PM. Support is urgently needed so willing to accept any help if anyone signs up for 1 day or couple of dates but preferred to keep it on a roster basis for easy management. Idea of class rotation didn’t work. Class reps to spread the word especially to ask parents who currently use the Kiss and Drive system to help out. Shelter for Kiss and Drive is on its way. Thanks to Cassie and Tina for all their help. Class Reps to distribute Kiss and Drive Flyer.
d) **Principal – Matt Osborne**
   See attached report

e) **School Council – Martin Turner**
   Martin was unable to attend last meeting. Robin advised everything is stalled with Early Childhood, still a work in progress.
   Still continuing with Shire in relation to parking.
   Robin is preparing standard schedule to prevent double bookings to the hiring of undercover area.
   Support encouraged to staff nominated for Outstanding Teacher Awards. Please submit any supporting letters to admin.

f) **Committee Reports**
   i) **Library/Book Fair – Tina MacAskill**
      Book fair was a big success $6300 raised. Concern raised that Westbooks prices were high and the range was not as big, however same amount of money was raised as last year even though number of books sold were lower than prior year.
      We are still using Scholastic Books for our book club.
   ii) **Canteen – Jodie Sutcliffe**
      Meeting with Amanda and Robin for review.
      Conference went well. Creative produce displayed and cooking demonstrations were informative. Robin mentioned Flexi schools system (online canteen ordering) would be something to look at for the future. Conference also bought the awareness of sultanas and dried fruit having 5-7 tspns of sugar per small packet. Robin also discussed the possibility of having a chef coming into our Stephanie Alexander Kitchen for cooking demonstrations.
      P&C to donate $100 per term towards plants and seeds for Stephanie Alexander Kitchen
   iii) **Uniform Shop – Carly Turner**
      Uniform shop is trialing additional Thursday morning opening. More volunteers are needed.
      In process of finding a new stockist.
   iv) **Safety House – Lynne Robson**
      Educational Puppet show for Constable Care/Safety House will be held Friday 20th 1.20pm for students up to Year 5.
      Lynne, Tina & Amanda currently on committee, some more help is needed.
      10-12 Safety Houses in area at the moment which is good but could do with some more.

6) **General Business**
   a) **Fathers Day Raffle**
      Tickets are due to go out for 1st Friday in September. Prizes to include Golf Voucher, Bunnings Voucher, Butchers voucher, Carton of Beer?
   b) **Stuck on You (vote)**
      All voted for Stuck on You fundraiser. Easy to run, will be handed out at Uniform Shop and will be included in Kindy packs. 20% commission to P&C, easy to run.
   c) **Sausage Sizzle (Bunnings)**
      Sausage sizzle to be held at Bunnings, Port Kenney on the 2nd and 9th October from 7.30pm until 4.00pm. Volunteers needed. Martin will volunteer for 1 day. 3 to 4 people to be working station at the one time.
   d) **Sunscreen Fundraiser (vote)**
      All voted for Suncreen Fundraiser. Roll on sticks to sell for $5.00 (we buy for $3.00), 100g tubes sell for $6.00 (we buy for $4.00). Easy to run.
   e) **Sponsorship Re: Year to Date**
Rachel mentioned changing sponsorship dates i.e. at the moment we are offering sponsorship for 2010 year Jan-Dec with the same price being asked regardless if business signed up in January or July. Instead we will be offering 365 day sponsorship i.e. if they sign up on 27th July 2010 their sponsorship will expire 26th July 2010.

f) Quiz Night Re: Date
Robin has made all phone calls and confirmed details for quiz night at Larkhill. Date was voted for quiz night to be held Friday 29th October. Raffle tickets to also be sold at learning journey.

g) Family Photo’s/Portrait
Graham mentioned correspondence had come in for Family Photo’s/Portrait Fundraiser for Fathers Day. We get 20% cut from each portfolio sold, will be held on Saturday or Sunday. All voted not in favour as profit from last year was not high and problem of volunteers needed. Too much to take on for not enough profit.

h) P&C Budget Preparation
Martin advised preparation is being made to put in place a P&C Budget to commence at the beginning of the 2011 year. The plan is to allocate the dollar value for the year ahead so money needed for the 2011 is to be raised in the 2010 year. This will bring stability to the budget and sets a level of expectation to the P&C which will enable P&C members to be pro-active in distributing funds.

i) Entertainment Books
Graham advised that 15 books have been sold, leaving 5 books left to be sold. Suggestion made to include 1 book in the Fathers Day Raffle and the remaining 4 to be used for quiz night. All voted not to continue with Entertainment books next year due to poor sales.

i) Submission for Funding of Literature Resources
Funding is needed for $3327 being for literature resources benefiting entire school. P&C has paid $1000 of this and will fund balance pending exec approval as figures for 6/7 airconditioning block need to be checked first.

Close
John thanked everyone for attending tonight’s meeting.

Meeting Closed 8.45pm