Minutes of Comet Bay Primary School P&C Meeting  
Tuesday 8th June 2010 - 7.00pm

Attendees: Sara Belmont-Kleingeld, Rachel Lillicoe, John Graham, Kate Burton, Matt Osborne, Jacquie Cooper, Suzanne Finnegan, Jodie Sutcliffe, Robyn Allomes, Steve Morice, Cassie Addis, Christine Amos-Harris, Renee Harrison, Lynne Robson, John Suerdmont, Sarah Smith, Mr Smith, Sue Cook, Melva Stander, Amanda Bradford, Carly Turner, Joss Smith, Sonia O’Sullivan, Natasha Clear, Elise Jahn.

Apologies:
Shiralee Harvey, Martin Turner, Sarah Robinson, Michelle Chambers, Michelle Gill, Emma Anderson, Caroline Brinded, Linda Leece

1) Open and Welcome by Chairperson
   a) Overview of meeting
      Kate discussed meeting structure

   b) Reminder of Tribes Agreement
      Kate gave a reminder of our Tribes Agreement with particular attention to Attentive Listening. Would like to go through reports uninterrupted due to time factor.

2) Apologies for Absence
   Apologies noted as above. High absence this month due to open night at College.

3) Confirmation of Minutes of Previous Meeting
   a) Minutes confirmed from previous meeting 11/05/2010.

4) Correspondence In/Out - Brief outline given due to Shiralee’s absence
   a) Business Arising from Correspondence
      i) Funding Literature – Stuck on You/Fathers Day
      ii) Bank Statements
      iii) Insurance
      iv) Superannuation Statement

   b) Outgoing Correspondence
      i) Mark Thorpe thank you letter
      ii) Disco Fundraising Letters
      iii) Cool our School Sponsorship letters
      iv) Fundraising thank you letters

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5) Reports

a) Treasurer Report – Sara & Suzanne
Sara stated it was a quiet month with $45,430.35 in the bank and $3000 of outstanding bills coming up. $2000 has been taken for 3 for Me and Kiss and Drive signage. Book Fair has taken $380 for their float. Uniform shop has replaced $1500 from total owing. Canteen expenses this month were $10,291 with sales being $12,708.
Sara did a canteen performance comparison chart on daily sales and year to date comparison from last year. Findings were similar to last year with an exception to Fridays being approx. $100 higher compared to last year. Spending is also the same therefore profit is slightly higher than last year.
Sara advised she will be absent for the next P&C meeting as she will be on holiday in Europe. Uniform shop is well stocked with account balance of $12,317 and $8500 still outstanding to P&C account. Bank has advised that EFTPOS machine account fees will be waived as we are a non profit.

b) President – Kate Burton
i) Class Reps
There are 22 class reps in total. Kate gave a huge thanks to all who’ve volunteered. Renee Harrison has put her hand up to be Head Class Rep so all queries are to be directed to Renee first. Class Reps recently had an afternoon tea to discuss duties and responsibilities. Class Rep Posters are to be placed on each class window shortly with Class Rep contact details and general information.

ii) Cool our School
Buckets have been donated for Cool our School fund. Buckets will be decorated by Class Reps and placed outside each classroom every Tuesday. There will also be a monthly bucket collection outside the schools 3 entrances. Cassie has drawn up a roster to be handed out to class reps. A Cool our School poster has been designed as a reminder plus prizes are to be awarded each term to the class who raises the most money. There is a thermometer gauge on website showing $20,000 target as a visual incentive plus a payment button will also be added with bank account details to be included. Year 4/5 students will be given the job of counting coins with Sonia heading tally.

iii) Sponsorship
Kate gave thanks to Sponsorship Committee – Shiralee, Sarah, Elise and Rachel. Laptop donated by BHP is now in library for P&C use. Spreadsheet has been drawn up listing businesses approached for sponsorship so please refer to spreadsheet before approaching businesses. This is imperative in maintaining community relations and to ensure we do not repeatedly ask same businesses for sponsorship on a regular basis. Sarah and Rachel are the first point of call in updating the spreadsheet via remote login, however spreadsheet can be accessed in library if needed and there is a login guide next to laptop.

iv) Volunteers: Point Peron/Breakfast and Support
Thanks given to school in organizing Point Perron. Support given to each other was great to see. Thanks given to Meg and Jacqui in preparation of 3forMe breakfast.
Kate gave thanks to P&C for working as a team to help our kids. Reminder given to stay positive and to keep lines of communication open as actions may affect other people. Overall proud of efforts and thanks is given.

c) Vice President – John Graham
John reiterated the above points and gave appreciation to Kate for all her efforts as P&C President and holding P&C together.

i) Entertainment Books
Flyer has gone out today advertising Entertainment Book Purchase. Great value if you love to wine and dine, but not for everyone. Orders to be made by 15th June. P&C make $13 from each purchase.

d) **Principal – Matt Osborne**
See attached report

e) **School Council – Martin Turner**

f) **Committee Reports**

i) **Library/Book Fair – Tina MacAskill**
Book fair starts tomorrow running from Wednesday through to Saturday. Roster has been filled. Thanks given to Tina and Library Staff.

ii) **Canteen – Jodie Sutcliffe**
Jodie advised that canteen is working hard and being very proactive in reducing costs whilst keeping standards high.

iii) **Uniform Shop – Carly Turner**
Leavers shirts are in process of being made and will be arriving in 7-8 weeks. Parent letters will go out next week in relation to this. Discussion has been made on finding a new and cheaper uniform supplier. Still have lots of stock available. Zip jackets purchased do not need to be paid until end of the year. Issue of increased insurance to be discussed with Sara. Also being very proactive in moving dead stock.

iv) **Safety House – Lynne Robson**
Lynne advised Grant has been given by City of Rockingham for $500 to be shared between 6 schools in area. Puppet show to be performed 20th August educating children on road/safety house, also ‘Yellow Day’ by means of gold coin donation.

6) **General Business**

a) **Disco**
This year’s Disco has been rescheduled to 18th June due to DJ availability. There will be no Kindy attendance this year which will bring profits down slightly but money is being saved in other areas with donation of sausages by British Sausage company. Kindy students will instead be offered a bouncy castle day or other alternative. Disco theme this year is “Glow in the Dark” with entrance fee being $5.00, Sausage Sizzle $3.00 and all Drinks $2.00. Coffee van will also be in attendance with 50c from each purchase being donated to school. Students are asked not to bring their own toxic type fluoro sticks this year due to high incident risk. Fluoro sticks on sale are battery operated. Also stilettos/heels are not allowed in undercover area due to new flooring. 1st Aid assistants will be present on the night and medical room will be open. There will be a letter coming home soon advising of entrance/exit procedure. Over 50 parents have put their hand up to help on the night and there will be a crèche facility provided in the library for children of volunteers, however Kate is to be advised of numbers. Thanks given to Joss, Michelle, Emma, Shiralee and Robyn in preparation. Roster of allocated times and job descriptions will be given to volunteers tomorrow. Vests and name tags will also be provided.

b) **Scitech Night (vote)**
Scitech provide a fundraising evening with live interactive shows plus also provide free tours of the night sky (tours are limited to 1st 40). This is a school incursion from 5.00pm – 8.00pm coinciding the week before Science Week. Initial outlay is $1000 but entrance fees will recoup
costs. Sponsorship of event will also be sought out. Attendance is 1st come first served so incursion will need to be pre booked. Adult entry is $10 and Child entry is $5. Raffles and Sausage Sizzle will also raise money on the night. Date for incursion is 10th August which will coincide with next P&C meeting. Decided that P&C meeting will be delayed until Tuesday 17th August. Kate will be in U.K., therefore John to chair. All voted in favour of Scitech incursion.

c) Sausage Sizzle (School)
Sausage Sizzle date is made for Friday 2nd July at a cost of $5.00 each. 6 volunteers needed in total, 2 already volunteering therefore 4 volunteers still needed. Lunch times will be accommodated on this day.

d) Sausage Sizzle (Bunnings) (vote)
Bunnings, Port Kennedy have 2 spots available for a Sausage Sizzle on Saturday 2nd and Saturday 9th October. Hoping to increase relationship with British Sausage Company. Volunteers are needed on the day.
All voted in favour of Sausage Sizzle at Bunnings, Port Kennedy.

e) Safety House Day
As discussed above (f)

f) Stuck on You (vote)
Elise advised Stuck on You are offering fundraising opportunity on sticky labels. Looking to include form in Kindy Packs.
All voted in favour of “Stuck on You” fundraising being discussed at an exec.
Elise raised idea of Cookie dough fundraiser also discussed as huge money maker for other schools, and is amber on canteen regs. Steve Morice advised that unfortunately the cookie dough is only amber in Victoria due to less stringent regs, and is red in WA. Therefore fundraiser unfortunately deemed to be outside of school’s healthy eating policy.

g) Canteen Courses (vote)
Jodie advised that by the end of the year the Canteen will need to be “Food Accredited” therefore Amanda and Robin will need to update their food handling skills via a course at Peel Campus at cost of $120 each.
There is also a Traffic Light Training session for Canteen Manager at cost of $10.
Plus the Annual Conference involving Healthy Choice foods and New Ideas is coming up at Perth Convention Centre at a cost of $70 for a 2 person attendance.
All voted in favour of all 3 courses to be attended.

h) Community Volunteer Program
Kate mentioned an organization that will put us in touch with people in the community who want to help in our school with volunteer work. All volunteers will have a Working with Kids Check and registration fee is $30.00. Kate will look into this further to ensure that only suitable volunteers will be provided, i.e. those who want to volunteer in the community not those who have been forced to.

i) Quiz Night (vote)
Date for Quiz night needs to be confirmed so as not to coincide with other events. Possibility of a date in October at Larkhill. Jodie and Robin to work on Quiz Night. P&C not to run own bar due to logistics being too complicated.
All voted in favour of Quiz Night.

j) Boat for Early Years’ Play Area (vote)
Vote given by all in providing a boat for Early Years’ Play Area. This is to be donated for free by Rachel Lillicoe as she is trying to get rid of one and to be discussed further with Matt.

k) Guitar Donation (vote)
Mark Thorpe has kindly donated another signed fully accredited Guitar by winner’s choice of Stevie Nicks, Lincoln Park or Oasis. The Guitar is to be raffled to the whole school with possibility of wider community (gaming licence to be checked). All voted in favour of guitar raffle.

Close
Kate thanked everyone for attending tonight’s meeting.

Meeting Closed 9.10pm