Minutes of the Comet Bay Primary School P & C Meeting

Location: Comet Bay Staff Room
Date: 9th March 2010
Time: 7.00pm

Attendees:
Shereen Jolly, Sara Belmont-Klingeld, Kate Burton, John Graham, Shiralee Harvey, Sarah Robinson, Sarah Muisarais, Lynne Robinson, Julie Beadsworth, Jacquie Cooper, Jodie Sutcliffe, Suzanne Finnegan, Martin Turner, Michelle Gill, Sarah Smith, Tina Macaskill, Matthew Cook, Amanda Bradford, Robyn Hart, Michelle Chambers, Sonia O’Sullivan, Robyn Allomes, Linda Leece, Jocelyn Smith, Bridget Arthur, Derek Gross

Apologies;
Carly Turner, Kymm Lisle, Meghan Gross

1. Open & Welcome

Official open and welcome to all new and current members by P & C President - Kate Burton.
All members were offered a copy of last meetings minutes, Welcome letter prepared by Kate Burton and Volunteer Contribution Form.
Kate gave a brief overview of what her role as the P & C President entailed and how the meeting would be conducted.
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 AGM Meeting held on the 2nd March 2010 be 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.

- Julie Harrison – Literacy Bags $1000.00
- Year 7 School Captains – School Camp &1000.00
- Insurance – Commencement Letter
4. Reports

Treasurer Report – Sara Belmont – Kleingeld & Suzanne Finnegan

Sara indicated that she would be giving the reports for the P&C and Canteen and that Suzanne would be giving the Uniform Shop Report.

Sara indicated that the P&C currently had $16380 in the canteen account and $36300 in the P&C account. So far it had been a quiet start to the year. Reports will be done from meeting to meeting. The Yearbook invoice had been received and that would be our largest outgoing amount until the next meeting. Sara has referred the Yearbook to general business items as Sara had found that there currently is an $870.00 deficit regarding last year’s Yearbook sales.

The Canteen has taken $12,000 so far this term; however food had cost $10,500 and thereof a profit of $1500 had been made. There has also been a minor expense of Laundry Baskets.

Suzanne indicated that we currently have a lot of stock in the uniform shop worth around $30,000 and that we would have to look at increasing the insurance to cover us. The uniform shop currently had $23,008.88 in the account.


President – Kate Burton

- Newsletter & Web Page – Kate spoke about the P&C Welcome Newsletter which had been sent home with the newsletter (W/E 9th March 2010). The P&C had also put together a volunteer contribution form. Members are encouraged to fill out the form to indicate when they would be able to assist the P&C. The P&C website is ready to go live when the school launches their website.
- 3forMe – Is a program that Kate is hoping to initiate into the junior school (Kindy-Year 1) to start off with to gage the response. There will be a letter sent home to parents encouraging them to donate 3 hours of their time a year. Kate asked for a volunteer to assist with getting this project off the ground. Linda Leece volunteered to assist Kate.

Vice President – John Graham

John started with saying how impressed he was with the fantastic turnout for tonight’s meeting and the great participation he had come across in the short amount of time as vice president.

- Happy Walk - John explained that with the Happy Walk being the single highest earner for last year in fundraising around $6500. We should encourage parents to get behind their children and encourage them to sponsor their children and get involved. Information about the Happy Walk has been sent home and Claire Hunt has made some fantastic posters to advertise around the school. The Happy Walk will be held on 19th March 2010.
- Air Conditioning – John felt that the main objective for the P&C this year should be to have air conditioning so that all children can enjoy a cool environment.
John closed with thanking all for their attendance.

**Principal – Matt Osborne**

See attached report

**School Council – Martin Turner**

Not a lot to report since the last meeting due to there not being a meeting. Next School Council Meeting on the 25th March 2010. There is a lack of progress on the school accommodation issue; however Martin will inform once information comes through.

Elections for the school council have gone out to parents in the latest news letter.

As the school has become an independent school there are some training sessions available as there are new responsibilities.

Martin was asked to give an overview of his role on the School Council.

**Committee Reports**

1) **Defence/Anzac Day – Megan Hensler**

Megan began by introducing herself as Defence Liaison for Comet Bay Primary for 2010. In this role Megan would like to encourage all new families to get involved in Comet Bay’s Anzac Day Ceremony as well as the Rockingham March on the foreshore. Megan felt this would create a sense of pride for children involved and would be an opportunity for new families to meet other families within the school community. Megan indicated that generally they ask a person from the RSL to attend, along with a parent whom is a serving member of the defence to attend the school ceremony. Megan would like to ask the P&C for funds to purchase a wreath for both the school ceremony and Rockingham march.

Kate put forth a motion to the P&C members to vote to donate the funds to purchase a wreath. The motion was passed. Megan was asked to source a florist for the cost of the wreath.

Comet Bay’s Anzac Day ceremony will be held on Friday 23rd April 2010.

2) **Library/Book Fair – Megan Hensler & Sarah Muisarais**

Currently school book club and annual school book fairs are run through Scholastic Book Club. Elise has been assisting with book club and this is becoming increasingly difficult to coordinate due to the size of the school.

Westbooks is currently the preferred vendor for the school library and have a great quality and variety of books to offer. Megan and Sarah have approached Westbooks in regards to taking over the handling of the book club and book fair. Westbook will coordinate the running of the book fair and the school will receive 20% of sales in return.
Megan and Sarah would like to handover the coordination of both the book club and book fair to a few people so that they are able to concentrate on their specific jobs within the library. They have recommended that the monthly book club stay with Scholastic and the Book Fair which raises around $6000 be coordinated through Westbooks.

Kate put forth to the P&C Members whether they had any objections to Megan & Sarah’s recommendation. A show of hand indicated that everyone was in favour. Kate also asked for volunteers to assist in the coordination of the book club and book fair. Robyn Allomes, Tina Macaskill and Jocelyn Smith volunteered to assist.

**iii) Canteen – Jodie Sutcliffe**

Jodie reported that Amanda was still finding her feet but was greatly qualified for her role as Canteen Manager. Last speaking with Amanda she is planning to look over menus and routines during the school holidays and make any relevant changes.

The issue of the oven breaking down has been rectified and Mrs Mac has provided a pie warmer.

Martin asked if there was a need to allocate funds for a new oven should the current oven fail again. Kate responded with saying that the P&C were going to obtain an independent advisor to come in and assess the oven issue and advise of the options; however indicated that should it be required that the Exec Committee would meet. Martin asked if there was an Emergency plan? Kate assured that there was: on the day of an emergency various small ovens are available for the canteen use.

Kate put forth a motion that should the canteen require a new oven urgently that the P&C would be able to purchase one without the need for a whole P&C vote regarding model, cost etc. **Show of hands indicated that everyone was in agreement.**

Jodie mentioned that it was vital to have volunteers to assist in the canteen to enable it to run smoothly.

**iv) Uniform Shop – Michelle Gill (Carly Turner absent)**

House shirts have arrived and are in stock. Back orders have been filled and parents will be notified to come and get their items in the next couple of days.

Another order for shirts has been placed. Jumper order should arrive next week. Winter order is due in May.

Asked about a purchase of a cash register, **this has been passed in a previous P&C meeting and will need to go back through minutes to find amount to be spent.**

Leavers’ shirts to be discussed later on, designs are still to be put together but will be available in Term 4.

Stock take will be completed by end of next month. Instead of being done by term it will now be done by month.
v) Safety House – Lynne Robson

Lynne was happy to report that she gained 3 volunteers from the last meeting. All have submitted their Police Clearances and are waiting for them to return. Therefore the checking of house has been pushed back to Term 2. Kate advised that she was happy to become a Safety House.

More volunteers are required as 2 people are required to go along to each Safety House check. There are currently 14 safety house to be checked.

General Business

- **P&C Protocol** - Matt spoke about being a part of the P&C. He said that being a part of the Exec Committee could be a hard and tedious job at times and it was important that fellow members and parents be supportive and non critical. He asked that people be positive and understand that people may at times get tired and disillusioned. Take ownership and responsibility of your task. He asked that the current committee be respectful of the outgoing P&C Committee. Decisions are not made on the spot but may need to be discussed by exec committee but will be bought back to P&C meetings for approval.
  He said that not only does the school look after the education wellbeing of the school community but the social and emotional wellbeing is also an important factor that needs to be supported.

- **New Secretary** - Kate advised that Maeve Kenny had tendered her resignation from the position of Secretary due to work commitments. Due to the upcoming meeting Kate, with consultation from members of the Exec., asked Shiralee Harvey to fulfil the role as Secretary. Kate felt that due to there being no other people volunteering for the role at the previous meeting that this would be a suitable solution. Shiralee Harvey has agreed to take on the role as secretary for 2010. Kate asked if there were anyone wishing to discuss this matter further that she would encourage them to make contact with her after the meeting to discuss.

- **Events Planner** - Kate bought everyone’s attention the events planner and the list of events planned for the year. Kate put forth that we would need to formulate a fundraising committee asap. Apart from the Happy Walk which is already being coordinated by John the next item is the Mother’s Day Raffle. Last meeting Karen Hutchinson volunteered to run the raffle. Michelle indicated that Karen would like some funds to assist with the coordination of the raffle.
  Kate indicated that Martin had drawn up a form as a request form to assist with the coordination of granting money to different areas and so that we would have record of submission. This form would be used for any submissions to the P&C.
Suzanne asked if prizes had been purchased at net price and indicated that Good Guys were open to approach in regards to sourcing prizes. Robyn said that the previous prizes had been purchased from Things and they had given some discount.

Discussion amongst members felt we had run out of time to start with request process this time and that we should move forward and allocate Karen $250.00 to assist with the Mother’s Day Raffle. Motion raised and passed that $250 be given to Mother's Day Raffle.

Kate drew discussion back to the formulation of a fundraising committee. Kate has been contacted by many people who have fundraising ideas and feels that along with a committee, that a policy also needs to be formulated. Kate suggested that the next P&C meeting be allocated as a fundraising brainstorm. Matt and the P&C were open to new ideas and wanted people to feel welcome to voice ideas. Major events are to encourage parents and children to enjoy events together. The joint role of the P&C and fundraising should be to build social and fun activities to encourage social capital, build a sense of community, not just simply a dollar value.

Kate referred back to events calendar and asked if there were any volunteers for someone to arrange the upcoming disco. Kate emphasised that you are not alone and that we are all here to help. Jocelyn Smith volunteered to assist with both discos.

- **Grant Committee** – Matt raised the value of the importance of formulating a Grant Committee. Through grants the school have been able to source some valuable educational and environmental tools. There is about $1600 floating around. John and Kate are happy to help form a grants committee.
- **Tennis Court Hire** – Matt suggested that we hire the courts out over the weekend for $5.00. A volunteer will be needed to look after keys etc. VACANCY OUTSTANDING.
- **Cool Our School** – The teachers assist the P&C with this fundraiser; however a volunteer to assist with taking the money to the bank and coordinating a tracking sheet is required. Asked for any volunteers. Sonia O’Sullivan volunteered to assist.
- **Twilight Carnival** - Matt asked for a volunteer to assist in cooking the BBQ at the Twilight Swimming Carnival to be held on Tuesday 16th March 2010. VACANCY OUTSTANDING.
- **P&C Funds** – Kate raised that she would like to standardise the spending of funds. Kate proposed that should there be an emergency that the exec committee be able to make decision to spend money to the value of $500. Kate said that the P&C wanted to be open and honest about the funds; however sometimes there may be issues that arise between meetings. Lynne asked if $500 would be enough and Kate and John felt that this would tide us over until the next meeting; Martin suggested leaving it at this amount and reviewing it at a later date if necessary. Motion rose to allow exec committee to make decisions and allocate funds of $500 shall an issue arise. Passed.
- **Contact List** – Kate asked for an updated contact list of all P&C members. Attendance sheet passed back around and people asked to place email addresses. Shiralee to construct list
- **WACCSO Training** – Training is imminent and P&C need to make a decision who will attend.
- **Projects around the school** – John felt that whilst the air conditioning of our school should be a priority for the P&C there were other projects that Matt had highlighted to the P&C for assistance in funding. Therefore as much fundraising needed to be done in order to assist with these projects.
Matt would like to see the pavers from around the tree uplifted and Astro Turf placed around the tree. Matt felt that there was too much paving around the school and would like to create areas in the school that the children could sit and enjoy during their breaks throughout the day.

John suggested a Busy Bee to assist with the pulling up of the pavers and laying of the turf. Kate mentioned that there was a parent of a child attending the school that the P&C would approach to see if he would be able to support this project. Once a cost has been sourced it will be bought back to the P&C meeting for a final decision.

Matt would also like assistance in moving the grass from where the new building will take place to other areas around the school.

Martin mentioned that businesses would be able to advertise on the school website if they assisted with the supplying of materials.

- **Sponsorship** – Matt stressed to the P&C how critical it was to have sponsorship from local businesses. It was brought to the P&C attention that the newsletter is now going out in black and white due to no sponsorships. Matt gave examples of sponsorship that could possibly be available from the community. E.g. IGA may sponsor our display board

Kate asked if we were sourcing our parents who have their own businesses and if not is there any way we can do this. Matt said that he was unable to provide this information to the P&C. Claire suggested that maybe we could ask parents to register their businesses. Matt once again stressed the urgency of sourcing new sponsorships.

- **Eftpos Fees** - Suzanne raised the concern that the P&C were incurring costs from the eftpos machine and suggested we pass these cost onto the parents. The girls from the uniform shop felt that this would not be accepted well by the parents and that they feared that parents would not buy the uniforms. There is little mark up placed onto the uniforms and due to having to change suppliers last year the parents had already had considerable increases.

The Eftpos machine is also used throughout the school for disco/quiz night/book fair etc. Martin suggested we incorporate the increase with the next uniform increase.

This issue was raised when the Eftpos machine was first purchased and the last P&C decided that they would not pass on those fees. It was decided to leave the situation as it was with no fees added. Kate suggested that this was something that could be reconsidered at a later date should the school’s eftpos fees become problematic.

**Laptop & Book Keeping package** – Last meeting a motion was passed to purchase a laptop and book keeping program to assist with keeping the records up to date. Sara feels that this is unnecessary as she feels the system that she is currently using is working well. Motion moved to revoke decision made at last meeting. Claire suggested we purchase a hard drive instead to share information. Sara felt this was not necessary.

**Motion passed that the decision to purchase a Laptop and Book keeping products be revoked.** This can always be reviewed again as and when needed.

- **Yearbook** – Sara has investigated the sales of last year’s yearbook. At present we have 116 unsold yearbooks left from the purchase of 300. The Yearbooks were sold at a cost of $25.00ea. Sara feels that break even we will need to reduce the cost of the yearbooks. Kate asked Sara if this would this hinder the sales of this year’s yearbook if we were to do that due to parents expecting to be able to purchase books at a reduced rate at a later date. A suggestion was made to sell this year and last year’s together. Matt suggested to sell at
$20.00. Sara feels this year we should only purchase 200 copies. Robyn bought to Sara’s attention that last year there were only 48 leaving student whereas this year there is 100 leaving students. Sara asked for a volunteer to assist with selling the Yearbooks. Michelle Chambers offered to take on the project. It is clear that there are many issues to consider when creating and ordering this year’s books.

- **P&C Class Reps** – Matt advised that they were still working on this. Kate advised that once the list was finalised there would be a morning tea to welcome the reps and outline how they could help the P&C and also their child’s teacher.

- **Year 7 Sausage Sizzle** – To be held at the Secret Harbour Shopping Centre – Saturday 27th March 2010. Flyer has been sent home to year 7 parents calling for volunteers to assist with the project. Ryan Patrick is approaching the shopping centre for approval and the year 7 teachers are assisting with locating some volunteers.

- **Insurance** - At present only 17% of people have paid. We need to start advertising the benefits of the insurance for parents and their families as they are not aware of the benefits to them. Sarah suggested we use P&C Reps to get the info out to the parents.

- **Crosswalk** – The 2nd crosswalk has now been constructed. Matt asked that parents at this stage not stop at the crossing as children will become complacent when crossing the road and not all parents will stop. Matt advised that the police have been carrying out traffic management around the school.

- **P&C Information for Classrooms** – Claire produced an example of the poster she is putting together to display in the window of the classroom to inform parents of what is going on in the P&C and around the school. A2 size paper with the Exec Committee and event calendar on it. Claire called for any ideas that she could incorporate.

- **Antarctica** – One of the Dad’s has been based in Antarctica and has kindly donated to the library a book. He has asked to be able to take a school shirt with him on his assignment.

- **Support A Reader** – Robyn reminded everyone that there is a Support a Reader morning tea on Wednesday 10th March 2010. Anyone who would like to volunteer was welcome to attend.

- **Matt Cook** – Kate asked Exec Commitee to stay behind briefly after the meeting and have their photo taken for the P&C poster.

Close

Kate thanked everyone for attending tonight’s meeting and for their support.

Meeting Closed at 9.15pm