MINUTES

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<th>Meeting</th>
<th>P&amp;C Open General Meeting</th>
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<tr>
<td>Date/Time</td>
<td>Tuesday 12th April 2011 @ 7pm</td>
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<tr>
<td>Venue</td>
<td>Comet Bay Primary School Staff Room</td>
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<tr>
<td>Attendees</td>
<td>Derek Gross, Amanda Bradford, Deborah De Lange, Joycelyn Smith, Catherine Nichols, Alison Walker, Sue Cook, James Kettlewell, Natasha Clear, Sarah Robinson, Michelle Chambers, Sara Belmont-Kleingeld, Elise Jahn, Rachel Lovelady, Vicky Tuckey, Kate Burton, Suzanne Finnegan, Liz Kent, Steve Morice, Shilpa Bailey, Michelle Kennedy, Monique Hyde, Shami Jagger, Leanne McCutcheon, Sue Yuill, Mark Neri, Vynka Jinman, Lindsay Bickley, Graeme Watson, Matt Osbourne, Jill Turner</td>
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<tr>
<td>Apologies</td>
<td>Alison Dunne, Robyn Allomes, Lynne Robson, Linda Leece, Martin Turner</td>
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1. Meeting Opening

Official open and welcome to all new and current members by P & C President – Leanne McCutcheon.

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. Attending members noted

3. Apologies noted

4. Confirmation of Minutes of Previous Meeting

   a) The minutes of the P&C Open Meeting held on 8th March 2011 were read and confirmed as true and accurate record and a copy has been placed on school file.

5. Correspondence – Sue Yuill

   Sue advised of the correspondence received and redirected to appropriate people.

6. Reports

   a) President – Leanne McCutcheon
**Happy Walk** was a success with all 3 days going well. Tuesday and Wednesday Kindy did their Walks and on Friday the rest of the school did theirs. It was a good turn out and everyone seemed to enjoy the day and have fun. The sponsorship forms are coming in and the draw for the Bike will be on the coming Friday at assembly. Paul Papalia, who donated the bike, will come to make the draw.

Leanne thanked everyone for their help with making the Walk a success.

**Mothers Day Raffle** tickets have now been given to the class room teachers for each eldest child within the school. Tickets are $1 each with 5 tickets being given. A stall will be set up at assembly on Friday to capture a few more sales.

Leanne wished everyone a Happy Easter.

b) **Treasurer – Mark Neri**

Mark reported that not much has altered since the last report. We have $3500 so far in the account.

Bunnings sausage sizzle raised $992, this is to go towards the year 7 camp. First Aid kits have raised $2500, this is also to go towards the year 7 camp.

c) **Principle – Matt Osbourne**

Please see attached report

d) **School Council – Martin Turner**

No report as Martin Turner was an apology for the meeting.

e) **Vice-President – Michelle Kennedy**

Michelle has advised that she is keen to promote the entertainment books and will be getting a link put into the Newsletter and also being also being able to pay for them through the uniform shop online.

She advised that they are no longer going to do the small entertainment books that are presently in the Reception area, but will be concentrating on the large books. The cost of these are $65 with $13 from each book sold going to the P&C fund.

f) **Committee Reports**

i) **Uniform Shop – Lorna Erasmus**

Lorna advised that the House Shirts are due for arrival the early part of next term. A notice will go into the Newsletter when they arrive and she has also requested that the shop opens at another time to help with the distribution of these shirts.

The school jackets will be remaining the same for this year and Lorna is awaiting a sample so that an order can be placed with the new suppliers.
The request for more volunteer was once again raised.

Jill Turner raised the issue of second hand uniform sales. This will be looked at in the future once Lorna has settled into her new role.

Lorna also thanked Michelle Gill for how she has set up the Uniform shop for an uneventful transition.

It was raised about including dresses for the girls into the uniform choice. A discussion on the fact that when the school first opened parents were surveyed and the dress was not a popular option then. Matt Osborne suggested that Lorna should settle into the role of Uniform Manager and later look into the option and possibly a survey in the 3rd Term of parent’s thoughts, but that it would still need to go through the School Council.

ii) Canteen – Position Vacant
Although no Co-ordinator, Amanda Ball the Canteen Manager had sent through a new Daily Specials menu, all items priced at $4.60 which includes a bottle of water.

Sausage sizzle will be held next week and a vegetarian option is available.

iii) Kiss & Drive – Position Vacant
Michelle Chambers has stepped in to keep the Kiss & Drive running until we have a new co-ordinator.

Michelle reports that all is going well at present with Kiss & Drive. The roster is full. Graeme Watson has ordered new cones as some of the old ones have been run over by cars. Signs have been given out now so that the family name can be displayed on the dashboard of cars.

All items for doing Kiss & Drive, cones, high vis jackets and signs are now kept in the new Year 2/3 block. This equipment must be used on all occasions.

There is now a folder in the P&C pigeon hole that will contain any correspondence for volunteers.

iv) Classroom Reps – Position Vacant
No report available

v) Safety House – Lynne Robson
No report as Lynne Robson was an apology for the meeting.

vi) Fundraising – Vynka Jinman

Happy Walk. Vynka thanked everyone for their help and support for this event.
Mothers Day Raffle. Vynka has advised that all tickets have now been handed out to class rooms.

Disco. Christmas in July Disco to be held on 1st July, Vynka advised that this now need to be getting organised.

Steve Morice has requested, due another commitment, that we alter the date of disco to the previous week, 24th June. A discussion took place with issues raised that it is a Christmas in July theme and if moved to June then the theme would be wrong. Also another event is taking place in the school on 24th June and it may detract from that.

Motion moved to keep the date for disco as 1st July. Approved

Steve Morice has said he will send his offsider to do the disco in his place.

7. General Business

i) Leanne has advised that the Co-ordinators for the canteen, Kiss & Drive and Class Rep have all resigned their positions so new co-ordinators are called for.

- Canteen Co-ordinator
  Rachel Lovelady was the only hand raised for this position, so Rachel is now the new Canteen Co-ordinator.

- Kiss & Drive Co-ordinator
  Liz Kent was the only hand raised for this position, so Liz is now the new Kiss & Drive Co-ordinator.

- Class Representative Co-ordinator
  Jill Turner was the only hand raised for this position also, so Jill is now the new Class Rep Co-ordinator.

ii) Matt advised that a person to do the laminating once a week is now required. A volunteer was called for. Natasha Clear has volunteered to do this.

iii) Leanne has requested the need for an Events Committee to be formed. Volunteers are needed for this.
  - All of the Executive, plus Vynka Jinman, to be involved
  - Sharni Jagger and Liz Kent also volunteered.

It has been decided due to the lack of interest at this meeting an advert will be placed in the next newsletter calling for volunteers. Anyone interested in this should contact Vynka Jinman who will co-ordinate this Committee.

- Action: Deborah De Lange to place advert in the next Newsletter available.
iv) Jill Turner has requested the discussion of a Facebook Page for the Comet Bay Primary P&C.

Some of the pointers were:
- Interactive
- Facebook used a lot in Secret Harbour
- Community Building
- Instant feedback

Due to the nature of having a Facebook page and monitoring its use it was decided that a working group should be set up and meet to discuss further. It was felt the group should include the Exec Committee and those volunteering also were Kate Burton, Steve Morice, Sarah Robinson and Lindsay Bickley. The Executive Co-ordinator will be Sue Yuill

➢ Action:  Sue Yuill to arrange to have a Facebook Working Group Meeting.

v) Sue Yuill advised of a letter received from the Peel Metropolitan Crime Prevention & Diversity Unit. It was asking for a letter to be distributed to the nearby residents of the school explaining the use of School Watch and numbers to phone is suspicious behaviour is seen during the holiday. A volunteer was needed to co-ordinate delivery of this letter. Sharni Jagger has volunteered to implement this letter drop with the help of Deborah De Lange, Catherine Nichols, Kate Burton, Amanda Bradford and Lindsay Bickley.

➢ Action:  Sharni Jagger to distribute these letters by 21st April 2011.

8. AOB

Canberra Trip Donation from P&C

Leanne asked if the P&C were still happy to proceed with the $1000 to be given to the Year 7 Camp to Canberra.

*Motion raised that $1000 be given to The Year 7 Canberra Camp Fund.*  Approved

9. Date of Next Meeting:

Tuesday 10th May 2011 at 7pm in the Staff Room