Minutes of the Comet Bay Primary School P & C Meeting

Location: Comet Bay Staff Room

Date: 14th December, 2010

Time: 7.00pm

Attendees:
Michelle Chambers, Joss Smith, Shiralee Harvey, John Graham, Sara Belmont Kliengeld, Kate Burton, Matt Osborne, Emma Anderson, Robin Hart, Graeme Watson, Suzanne Finnegan, Jackie Cooper

Apologies:
Elise Jahn; Tina McCaskill, Derek Gross, Cassie Addiss

1. Open & Welcome

Official open and welcome to all new and current members by P & C President – Kate Burton. 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 9th November 2010 are 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.

4. Reports

President - Kate Burton

Kate summarised the year that the P&C has had and thanked everyone for their efforts and hardwork. The P&C as a whole has raised an excess of $35,000 for the year. We have been lucky enough to have had great donations/sponsorships.

Disco – Went well and a few glow sticks were left over which some of them were sold at the Christmas Carols and raised $460-$470.
**Library Committee** – The Library girls are in need of a library committee to assist with day to day running of library.

**Calendars and Yearbooks** – Sales have gone extremely well. There are still some to give away to year 7’s as part of their graduation package from the school. Sponsorship covered approximately $800 of the cost.

**Volunteers Morning Tea** – Is to be held at 10am Thursday 16th December 2010. It would be nice to see as many people as possible. Matt asked that if anyone had been overlooked could you please ask them to come along.

**Treasurer – Sara Belmont – Kleingeld & Suzanne Finnegan**

See attached report.

**Principal’s Report**

See attached report

**School Council – Martin Turner**

Had a nice dinner to finish off the year. Matt Osborne has been reappointed as a level 6 principal for the period of 5 years and Jacqui Cooper has also been reappointed as Deputy Principal. The year has been a huge learning curve for Steve.

**Committee Reports**

1) **Uniform Shop – Michelle Gill**

Quite a lot of stock left. Bottoms will have to be topped up next year. Hoping that new shirts will arrive before the New Year. Staff shirts will need to be ordered next year. Stocktake completed 14/12/2010.

Uniform shop has now gone online and we are already having a great response to it.

See uniform shop report.

2) **Canteen – Kate Burton**

Canteen review has been completed. Amanda has throughout the year sourced other suppliers not only with better nutritional value for our children but also better prices. The canteen has made an excellent return for 2010.

3) **Safety House – Lynne Robson**

Finished the year with 12 homes. Have recently lost 3 due to people moving. Safety house booklet has gone home on 14/12/2010
vi) **Kiss & Drive – Joss Smith**

We have been lucky to have had some very dedicated volunteers to the kiss and drive this year. It has been extremely difficult due to the building that has been going on within the Kiss & Drive area. Next year this will be completed and a more designated area will be assigned.

**General Business**

a) **Audit of 2010 Books** - Each year the P&C books are required to be audited. Sara requested approval for her to source someone to complete audit. Moving forward a financial package is to be sourced for future to assist with obtaining someone to be treasurer.

b) **2011 Handover** – Old Exec committee to sit down and explain role to new exec to achieve a smooth handover. A runlist for fundraising ventures conducted in 2010 has been put together to assist new committee in 2011. This will be handover once new committee is elected.

c) **Canberra (Megan Hensler)** - Megan is currently putting together a Canberra committee to assist with fundraising ventures to assist with the payment of costs for the trip. The main fundraiser will be a Golf Day to be held in March/April Date yet to be confirmed.

d) **Uniform Shop Position** - Will be advertised in the last school news letter with applications closing on December 22nd. Seek too expensive to advertise position with. There has been 1 applicant so far.

e) **Sponsorship Position** – Currently in discussion with the school as they also require a assistant school officer. Looking at combining the 2 positions into 1.

f) **Book Fair** – The library staff would like to conduct their Annual book fair in late November 2011. Have decided to return to Scholastics as Westbook were a little expensive.

**Approved**

g) **Funding Profile** – Still have enough funds to run with financial plan outlined by Martin Turner in Octobers meeting.

**Meeting Closed 8.35pm**