Minutes of the Comet Bay Primary School P & C Meeting

Location: Comet Bay Staff Room
Date: 8th February 2011
Time: 7.00pm

Attendees:
Sue Yuill; Shilpa Bailey; Derek Gross; Amanda Bradford; Joss Smith; Vicky Tuckey; Graeme Watson; Robyn Hart; Elise Jahn; Nicky Williscroft; Sarah Fentell; Michelle Chambers; Jill Turner; Robyn Allomes; Emma Anderson; Linda Leece; Michelle Gill; Monique Hyde; Kay Purmalis; Belinda Tronbridge; Sue Cook; Jacqui Cooper, Matt Osborne; Sara Belmont-Kleingeld; Kate Burton; Suzanne Finnegan; John Graham; Shiralee Harvey.

Apologies:
Martin Turner; Sonia O’Sullivan

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 14th December 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 hard work. With a new committee good relationships where developed and the P&C as a whole has raised an excess of $70,000 for the year.
Uniform Shop – Michelle Gill is the newly appointed Uniform Shop Manager.

Donations to School – The school has had some substantial donations over the last year which has allowed us to move forward and use the financial plan that was put forward in the previous meetings. Therefore the following cheques will be written:

- $2000.00 – Literacy Program (Including Support A Reader)
- $2000.00 – Numeracy Program
- $2000.00 – Sports Program (Including Ribbons for Sports Carnival)
- $2000.00 – Stephanie Alexander Kitchen
- $1000.00 – Year 7 School Camp
- $1500.00 – Year 7 Graduation ($15.00 per child)
- $13445 – Year 6/7 Air Conditioning

That will leave a buffer of $5500 for the start of the new P&C year.

Treasurer – Sara Belmont – Kleingeld & Suzanne Finnegan

See attached report.

Principal’s Report

See attached report

School Council – Martin Turner

Martin Turner absent from meeting. Robyn Allomones reported there had not been a meeting at this stage.

Matt Osborne informed P&C that the early childhood development was still going ahead; however the completion date looks to be around Sep/Oct. Therefore the 2011 Kindy children will stay at Comet Bay and the new Kindy for 2012 will start off at the new facility.

The new focus for the council this year should be the Golden Bay School. Currently there is no commitment from the government. The area has a new development and those children will be in the boundary for Comet Bay Primary School.

Committee Reports

i) Uniform Shop – Michelle Gill

The shop has been flat out the last couple of weeks. Online ordering has taken off and working well. Everyone has been kitted out with all their uniform requirements for the start of the new year.

Currently stocks are low for the small sized shirts and we are waiting on orders for those as well as house shirts which hopefully arrive in the next week or so.

ii) Canteen – Kate Burton

Amanda’s contract renewed for 2011. Amanda will be required to source her own volunteers. New menus have gone out and new specials look good.
iii) Safety House – Lynne Robson

Finished the year with 12 homes. No changes. Lyn gave a brief outline to what is involved in being a safety house.

vi) Kiss & Drive – Joss Smith

Well utilized by parents. With the New Year we are looking for new volunteers. Joss Smith will be stepping down as coordinator so that she is able to concentrate on other things.

General Business

A. Happy Walk – Paul Papalia has sent a letter offering a bike to the school to raffle off. Proposed date is 18th March 2011. Kate asked for volunteers to head up Happy Walk. John Graham volunteered to head this up as he had done the previous year. Matt will check with teachers to ensure this date fits into the term planner. Motion moved to hold Happy Walk on 18th March 2011. Approved

B. Flood/Cyclone & Fire Appeal – Student council is currently working with some ideas for way of raising fund in support of the recent natural disasters. Some ideas that have been passed around are Free Dress Day or Raffle. A special bank account has been set up to place fund into and Matt has been advised of this through a letter. Cash Donations are the only option. It will be run separate from Happy Walk. Kate suggested that we approach Mark Thorpe and ask if we are able to use the Guitar that has been donated. Motion moved to hold a raffle and use Guitar as the prize. Approved

C. Sponsorship for Newsletter – The funds for the colour copy of the newsletter have run out as of the end of 2010. Therefore a decision is required on whether we keep going with individual newsletters or make the switch to using the online newsletter which has been trialled last year. Matt feels the response has been positive from the online trial. It would also save the school considerable amount of money not to mention time for the office staff. It was suggested that a small amount be placed in the front office for those parents whom do not have access to the internet (Approx 50 copies in black & white). There has been a lady employed to assist with newsletter and she will also be working on the Sponsorship for the Web site. Motion moved to stop printing of coloured newsletter and moving forward the newsletter will be emailed out to parents. Approved

D. School Structure – Matt advised that the numbers of the school had reached 902 students. Due to the increase in numbers Matt and staff were forced to delay the posting of class lists until Tuesday PM so that they were able to restructure classes & employ extra staff to accommodate new students. Matt felt that a text message that was sent out worked well.

E. School Development Days – Matt would like to know what our thoughts would be on moving the school development days. As it stands now when ch’n return from school holidays for Term 2 they will return on a Friday 6th May 2011 as Thursday 5th May 2011 will be a Staff Development Day. This presents a problem as Naplan Testing will begin on Tuesday 10th May 2011 leaving revision and preparation for Naplans to a minimal. Therefore Matt would like to propose that the SD be moved to the long weekend in June Long Weekend and have the Friday 3rd June 2011 instead. The second SD that Matt would like to adjust is at the end of the
school year. The ch’n will finish the year on the Thursday 15th December 2011. Matt would like to propose that the ch’n finish on the Wednesday 14th December 2011. This would allow for a better SD for staff and more focus for the New Year ahead which in turn is a better outcome for the ch’n. No one could foresee any problems only that working parents would need good communication leading up to the changed days due to childcare needs. Matt will approach the school council for their approval to make the above changes.

F. **New Buildings** – The early childhood building has been handed over and is currently in use. The 2/3 block will be completed by W/E 26th February 2011. Ch’n will not be moving into the buildings until the long weekend in March 2011. Due to the warranty period on the buildings no air conditioning can be installed until the warranty period has expired which is 12 months.

G. **New Equipment Purchases** – Matt advised attending that the school had purchased $45,000 in electronic whiteboards & 27 new computers.

H. **IPAD Technology (Apple Discovery Meeting)** – Matt has organised for a representative from Apple to come along to the school and present information on IPAD’s in schools. Research has shown that male students are reluctant readers; however with the introduction of IPAD’s into the school system male students have increased their interest in reading books. IPAD’s also offer other programs that will enhance the learning for students Handwriting being one of them. Each PAD would cost approx $700 and the school would lease them out at $5.00 per fortnight. At this stage it is just something to Matt would like parents to consider. If the school decided to go ahead with the purchase of IPAD’s then there would be alot of cost involved such as the upgrade of the wireless network in the school which is currently looking at $25,000. No year has been targeted at this time it is all in the sourcing of information stage. Matt will continue to keep parents updated on the progress of this thought.

I. **Office Bearers** - Kate opened the floor and declared that all positions on the Exec Committee where open. Kate gave a brief outline on what was involved of each role.

   **President** – No one came forward and nominated for President.

   **Vice President** – No one came forward and nominated for President.

   **Secretary** – Sue Yuill was voted in.

   **Treasurer** – No one came forward and nominated for Treasurer.

   **Exec Committee** – 6 people are required for the positions of Exec. Emma Anderson; Michelle Chambers & Monique Hyde all nominated themselves and where voted in.

   **Cool Our School & Insurance** – Sonia O’Sullivan nominated and voted in.

   **Canteen Liaison** – Suzanne Finnegan nominated and voted in.

   **Class Representative Coordinator** – Suzanne Finnegan

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**Meeting Closed 8.50pm**