Minutes of the Comet Bay Primary School P & C Meeting

Location: Comet Bay Staff Room
Date: 8\textsuperscript{th} March 2011
Time: 7.00pm

Attendees:
Vicky Tuckery; Michelle Chambers; Allan Burton; Joycelyn Smith; Amanda Bradford; Derek Gross; Robyn Hart; Rachel Lovelady; Sarah Robinson; Shilpa Bailey; Catherine Nichols; Alison Dunne; Elise Jahn; Emma Anderson; Monique Hyde; Michelle Gill; Robyn Allomes; Jill Turner; Graeme Watson; Sharyn McGrath; Mark Chudleigh; Vynka Jinman; Sue Yuill; Michelle Kennedy; Leanne McCutcheon; Matt Osbourne; Sara Belmont-Kleingold;

Apologies;
Alison Walker; Martin Turner; Linda Leece; Susan Cook; Susanne Finnegan; Lynne Robson

1. Open & Welcome

Official open and welcome to all new and current members and introduction of the new Executive Committee 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. Minutes of Previous Meeting

a) The minutes of the P&C Open Meeting held on 8\textsuperscript{th} February are read and confirmed as true and accurate record and a copy has been placed on school file.

b) The minutes of the P&C Extraordinary Meeting held on 15\textsuperscript{th} February are read and confirmed as true and accurate record and a copy has been placed on school file.

c) The minutes of the P&C Executive Committee Meeting held on 3\textsuperscript{rd} March are read and were altered to change the date of the Extravaganza from May to September and are confirmed as true and accurate record and a copy has been placed on school file.

3. Correspondence – Sue Yuill

Sue Yuill advised no new correspondence.
4. Reports

President – Leanne McCutcheon

- Leanne thanked the previous Committee for all their help and advice to all new incoming committee members.
- Leanne also raised the need for all to sign the attendance sheet and also to fill in their yearly membership form and pay their $1 to Mark.
- Leanne reported back from the Executive Committee Meeting held on 3 March 2011 – Please see attached minutes.

Treasurer – Mark Neri

Mark started his report by thanking Sara Belmont-Kleingeld for all her continuing help and support.

See attached report.

Principal’s Report

See attached report

School Council – Martin Turner

Martin Turner was absent from the meeting. Matt Osbourne advised next meeting would be on 17th March.

Vice President – Michelle Kennedy

Michelle discussed newspaper article from Paul Papalia concerning the land sales and the lack of activities for youngsters in the area and the need to have something set in place for them to go/do. The need for more is acknowledged.

Please see attached letter to Paul Papalia.

Michelle is keen to take over the promoting of the Entertainment Books, they expire in December. It was discussed about advertising them on the Uniform Shop Site and being able to pay by paypal.

Allan Burton confirmed that this is possible and is going to arrange implementation when advised by Michelle Kennedy.

Committee Reports

i) Uniform Shop – Michelle Gill

Michelle was happy to report that the blue school shirts are now available but the house shirts are still on backorder. Samples have been sent to the suppliers for the winter fleeces.

Currently the financial situation is looking good.

ii) Canteen
No report as Susanne Finnegan was an apology for the meeting. It was raised that more volunteers are needed.

iii) Safety House

No report as Lynne Robson was an apology for the meeting. It was discussed that Safety House Day is to be held on the 1st Friday in August.

iv) Kiss and Drive

No report as Louise Lawrence was not present. It was discussed that more volunteers are needed and Louise’s mobile number is made available for those volunteers.

v) Fundraising – Vynka Jinman

Vynka discussed the Happy Walk

It is to be held on the 8th April

Sponsor forms to the given out by Monday 14th March

There is a need to advertise the event, with a suggestion from the floor that the children design the posters themselves. Vynka to look at this.

Matt Osbourne/Graeme Watson confirmed the P&C get the walk up and going but the School will run the Walk on the day. P&C just need to get Icepoles to class rooms and sort refreshments. It was suggested the Coffee man be invited for a donation.

The Walk would commence from 1.40pm.

Catherine Nichols, Sue Yuill and Rachel Lovelady have volunteered to help and try to bring along others to help too.

General Business

A. The Executive Committee have requested permission to be able to spend up to $500 at anytime without having to wait until the next meeting to get the purchases approved. 
   
   **Motion moved to allow the Executive Committee permission to spend up to $500. Approved**

B. Mark Neri asked for the approval of 4 signatories on all accounts in the format of any 2 to sign. Those 4 signatories to be Leanne McCutcheon, Sue Yuill, Mark Neri and Michelle Kennedy. 
   
   **Motion moved to allow Leanne McCutcheon, Sue Yuill, Mark Neri and Michelle Kennedy to be signatories on all accounts, with any 2 signing. Approved**

C. All members in attendance were advised that Memberships need to be completed for each year to continue holding any position.

D. All members were asked to give permission for their Name, Email, Phone number and position that they hold to be sent out to all members. 
   
   **Motion moved to allow a list to be drawn up and sent to all members. Approved**
E. Jill Turner has advised that she has an application for a Community grant from Rockingham Council, and Matt Osbourne has suggested maybe that could be used for the visit from Dr Carr-Gregg, and it would help the fact that Comet Bay Primary is a Health Promoting School.

F. It is felt that the website needs updating. Leanne is to liaise with Allan Burton regarding this.

G. The Executive Committee all agreed to have their details placed on the website.

H. Michelle Chambers requested $100 a term to be able to get refreshments for the meetings. Jill Turner has requested that Fair Trade items could be purchased. Motion moved to allow $100 to be used termly for refreshments. Approved

I. Matt Osbourne advised that the Disco planned for Term 4 needs to be early on in the Term and stressed the need of committed Parents.

J. Matt Osbourne also advised that as the Quiz Night had been dropped maybe the school could consider having Dr Michael Carr-Gregg coming to the school and give one of his “lectures”, which he does in a form of a Quiz Night. It was suggested also contacting other schools in the area and speaking to Patrick Moran and Julie Glover of the Secret Harbour Residents Association bullying forum to help keep costs to a minimum.

K. We need to be getting on with producing the Calender and Year Books. It was advised that even though these do not make a lot of money it was felt we need to continue them as a community contribution.

L. Canberra fundraising – They are forging ahead with 2 Sausage Sizzles at Bunnings, first aid packs and footy tipping. The P&C donates $1000 to the Year 7’s for this camp. At the start approximately 63 children expressed an interest with the cost being about $960. Now there are only about 50 children so the cost will rise, so more children may decide they can’t go. It was decided to promote the Footy Tipping through the Uniform shop to help boost their funds.

M. Helmet and lock need to be purchased for the Happy Walk on 8th April. Motion moved to purchase Helmet and Lock for Happy walk. Approved

N. Term Planners need to be sent out once Event planner has been discussed with Matt Osbourne. Leanne to organise.

O. Rachel Lovelady suggested that welcome packs are need for new Parents. It was confirmed that all new Kindy and all New Enrolments receive such a pack already.

P. It was bought to the floor that the boundaries for the school intake had recently changed but that information needs confirming with the Web Site and Reality Agents.

Meeting Closed 9.00pm