MINUTES

Meeting | P&C Open General Meeting
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Date/Time | Tuesday 8th April 2013
Venue | Comet Bay Primary School Staff Room

Apologies | Jen Hannan, Emma Anderson, Sharni Jagger, Sue Yuill, Deb Meerten, Karen Buckley

1. Meeting Opening

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

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 Annual General Meeting of Comet Bay Primary School held on 12th March 2012 have been made available for public perusal, have been read and It is to be noted that the Executive Member Nardine Instone name was spelt incorrectly. This has been amended.

b) It was also noted that Joss Smith had not seconded the nomination for the position of “Cool Our School.” It was resolved that the previous cool our school position holder Sonia O’Sullivan had retained the position.

c) It is now confirmed as an accurate and true record, and a copy has been put in the school file.
5. Correspondence – Cassie Levitzke

The following correspondence has arrived since the last Open Meeting – Bank Statements and cheque book, Superannuation, Fundraising information for the Aussie Farmers Direct company. Fundraising information for the Kidz a Buzz entertainment book and Safety House information.

6. Reports

a) President – Belinda Trowbridge

Belinda advised that the WACSSO report was received. It also included an invitation to hear a short talk about the Gonski review by a WACSSO representative at an upcoming meeting.

Belinda advised that Main Roads had advised that the 50km/h speed limit outside the Surf Drive Kindy Annex was rejected. It was discussed and decided that a follow up letter was to be written and sent to main roads to appeal the decision.

It was advised that the initial surveys for the additional crossing attendant have begun and will continue.

Belinda thanked the P and C for the support as the transition to the new committee begun and continued.

Belinda introduced a fundraising calander (see attached) so that we can outline throughout the year what fundraising events are happening and to spread the load throughout the year. The fundraising ideas were discussed including; Tea Towels, Melamine Plates, Disco’s, Car boot sale, Mothers Day and Fathers Day raffle. It was also discussed to be mindful of the Canberra fundraising and to try to limit the overlap of this.

b) Treasurer – Sara Belmont-Kleingeld

Please see attached report.

Principal Matt Osborne thanked Sara for her hours and hard work getting the financials prepared for the upcoming audit. It was also noted that with the incoming invoiced there may be a cash flow issue at some stage which will need to be addressed.

It was asked that the P and C executive may spend up to the sum of $500 if and when needed.
Seconded – Joss Smith

b) Principal – Matt Osborne

Please see attached report.


d) School Board – Leanne McCutcheon

Please see attached report.

e) Uniform Shop – Sue Yuill

Please See attached.

f) Committee Reports

i) Uniform Shop – Sue Yuill

It was voted and approved that the new style hats be sold at the happy walk day

ii) Canteen – Helen May

Advised that the sausage sizzle was organised and all ready to go.
Again called for new volunteers – always welcome.
Acknowledged the help of the volunteers that have helped.

It was requested that the Canteen Manager submit any changes to the canteen menu for approval by the P and C and Principal before being implemented, in order to ensure that they are in keeping with the Healthy Schools policy.

It was suggested that next year we look at a juice box in place of water for the sausage sizzle day. Also the time that sausages are cooked and ready on the day.

iii) Kiss & Drive

Kate Barber has taken on the role of Kiss and Drive.
Arranged a morning tea to thank volunteers and to attract potential interest.
Esperance School is viewing how our kiss and drive works to implement something similar.

iv) Donations – NardineInstone

Starting the process to apply for the volunteer grant of $1000.
Begin the organisation of the mothers day raffle – called for ideas for raffle prizes.

v) Safety House – SharniJagger

We now have 20 houses, 3 more interviews this week.
A promotional/information item to the office to be included in next school newsletter, fees due, term 1 checks complete and all is going well.
vi) SAKG – Jen Hannan

Tender to lay foundations for the new gardens.
Seems to be a good flow of parents paying for the SAKG program
Great volunteer support in the kitchen.

7. General Business

- **HAPPY WALK** –
  It was discussed and moved on that the P and C would place a marquee at the end of the music room and sell tea, coffee and muffins to the parents.

  A helpers roster was worked out for both the marquee and also for counting the happy walk donations coming into the office.

  Sara will organise a float for the day.

- **Disco** – It was discussed that an idea for the disco this year would be to have disco’s in terms 2 and 4. It was also discussed about making these a theme. Ie – Pj party in winter and a beach party in summer.

- **Passport System** – It was discussed that the passport system was nearing a launch and that a lot of hard work has gone into it to this stage.

- A letter of thanks was tabled from the surf life saving club as a thanks for the support through the “Boardies Day”.

8. Date of Next Meeting:

Next meeting to be held on 14th May 2013 at 7pm in the Staff Room.

Meeting closed at 8:40.