# MINUTES

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| Meeting | P&C Open General Meeting |
| Date/Time | Tuesday 14th February 2017 |
| Venue | Comet Bay Primary School Staff Room |
| Attendees | Cass levitzke, Rachelle Case, Alisa Merriman, Brooke Benbow, Deborah Meerton, Graeme Watson, Hayley Broardman, Juliet Davies, Rachel Fiorini, Stacey Hansword, Sarah Groves, Amanda Ball, Belinda Trowbridge, Emma Anderson |
| Apologies | Elise Jahn, Robyn Hart, Amanda Bradford, Kat Davis, Natalie Heslop |

Meeting Opening

Official open and welcome to all new and current members by P & C President – Cass Levitzke

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

**Attending members noted**

Apologies noted

**Confirmation of Minutes of Previous Meeting**

*Confirmed, Rachel Case, Seconded – Brooke Benbow*

1. The minutes of the P&C General Meeting and AGM of Comet Bay Primary School held on 13th December 2016 have been made available for public perusal, have been read and It is now confirmed as an accurate and true record, and a copy has been put in the school file.

**Correspondence – Cass Levitzke**

INa. Fundraising Ideas (cookie dough etc, members welcome to look at incoming)

1. Entertainment book
2. DJ offer of Service letter
3. ANZ Cheque books

OUT a) NIL

**UPDATES**

**Canteen and Online Canteen - Amanda**

* Few teething problems to start with in regards to the website.
* 80 Orders last Friday
* Information packs have gone out to the P1 Classrooms
* Looking at introducing a smaller salad container
* Some helpers have returned
* Idea – ‘Wacky Wednesday’ recess $1 Pot
* Staff specials on a Thursday
* Discussion of having a Canteen Facebook page (continued in General)
* Thermomix:
A discussion to purchase a Thermomix for the canteen to assist with everyday tasks as well as the ability to create some new food items. Thermomix for the cost of $2,089 and an additional bowl for the cost of $197.50
VOTED – all in agreeance, nil opposed, nil abstained
* Amanda will receive training in the use of this new item

**Uniform Shop - (Sarah Potts)**

See Attached Report – Monthly totals presented

* Cracking start to the year, best in 4 years
* 10k in sales on the first Friday, $12k on the Tuesday ($8k of that on PayPal) Up $7k from last year
* A few technical issues on first day, but a great team of helpers! Thank you!
* Hair accessories, over 200 units sold, replenished twice. Asked by parents if we could sell faction colour accessories. YES, all in agreeance
* Winter order done
* Sold out of size 4/6 Polos
* Leavers letter/t-shirts all done. Graeme to approve (to be ordered online)
* RUG for shop – approved last meeting
* White board for wall – Sarah to see Graeme to obtain
* Heater for winter
* Computer system is very slow, especially when busy. Sarah looking into a faster way to process sales. Fixing barcodes to individual items to scan. Printing these stickers cost $36 a sheet. Could cost $600 - $800 per year. Looking into optional costs.

**Principal’s Report – (Graeme Watson)**

 See attached report

* 926 Students, nice smooth start to the year
* 20 new families to the school, not including Kindy Annexe
* NEW P&C Patio over the holidays
* Solar Panels are all up, not yet wired. Should be running by end of Feb
* ‘Fuel our School’ to replace Cool our School, to fund purchase of batteries
* Bird spikes put in to deter nesting and prevent hygiene issues
* Matt did a fantastic job prepping over the holidays for handover which ensured a smooth start to the year
* Lots of new and returning staff
* Melanie Osborne has been seconded to WAPO for a year
* Growing Together Day Nominations

**School Board – (Cass Levitzke)**

Next meeting 15th February so not report as yet

**Treasurer Report – (Alisa Merriman)**

See attached report

* $216k in last year (Uniform, Canteen & Fundraisers)
* $190k expenses
* $26k profit (as opposed to previous of $9k)
* Costs are down in the Uniform Shop and Canteen
* YTD profit of $35k (Winter uniform to come out and canteen sales online to come in)
* $50k to school has been paid, $10k for Shelter still to come out

**Donations/Recruitment – (Brooke Benbow/Rachel Fiorini)**

NIL to report, will start to approach for Donations soon

**Book fair/Book Club – No report**

**Safety House – No report**

**SAKG – No report**

 **GENERAL BUSINESS**

* Cheers to Sarah Potts for new name ‘Fuel our School’
* End of each term the P&C will call for helpers to count coins from Fuel our School. This will show a better target and not take as much time
* AGM to fall on 14th March, which is swimming carnival. Proposed to change it to 7th of March to give time to prep for Happy Walk. No objections
* Happy Walk, helpers for sausage sizzle, letters to go home
* P&C to approach Paul Papalia for bike donation
* Graeme to look into power point for new Patio
* Drive to get people to attend AGM
	+ - 1. Flyer for Kindy
			2. Morning tea, bring a friend
* A discussion was held in regards to opening a Canteen FB Page. It was decided to have a general Comet Bay P&C Facebook page which would cover P&C, Canteen and Uniform information. Comments would be turned off with multiple admins

**Meeting Closed at 8:15 pm.**