# 

# MINUTES

|  |  |
| --- | --- |
| Meeting | P&C Open General Meeting |
| Date/Time | Tuesday 12th June 2018 |
| Venue | Comet Bay Primary School Staff Room |
| Attendees | Cass Levitzke (President), Brooke Benbow (Vice President), Juliet Davis (Secretary), Lesley Burgess (Treasurer), Graeme Watson (Principal), Hayley Taylor, Deborah Meerton, Amanda Bradford, Jo Maclean, Sarah Groves, Emily Teegue, Kate August |
| Apologies | Sarah Loose, Rachel Lovelady, Amanda Ball, Stacey Hansord |

* Meeting Opening – 7:10 pm

Official open and welcome to all new and current members by P & C President – Cassie 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 above
* Apologies – noted above
* **Confirmation of Minutes of Previous Meeting**

1. The minutes of the AGM & P&C General Meeting of Comet Bay Primary School held on 8th May 2018 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.

**Confirmed –** Lesley Burgess **Seconded –** Hayley Taylor

* **Business Arising from Previous Meeting**

1. Canteen EFTPOS – Look at pay pass options and costs

* **Correspondence (presented by Juliet Davis)**

**Incoming:**

1. ATO – PAYG summaries
2. ANZ – Bank statements
3. Comet Bay PS – Thank you letter and support request re graduation
4. Globe Insurance – Workers Comp declaration
5. WACSSO – Affiliation fee invoice & annual conference info
6. Scholastic – Request for book fair payment
7. Global insurance – General property insurance – canteen and uniform shop
8. WACSSO – Intro to PEEL south rep
9. Department of Education – WA education awards
10. Fund raising - various

**Outgoing**

1. WACSSO – Update of exec members

* **Updates**

**a) Canteen and Online Canteen - (presented by Cass Levitzke in Amanda Balls absence)**

* The executives have not had a chance to meet to discuss issues raised by several parents at the last meeting due to health reasons (Cass). This to be done prior to the next meeting.
* Changes have to be made, cannot continue to run at a loss. Bletchley park have tendered out their canteen which is no longer run by the P&C
* Suggest SWOT (strengths, weaknesses, opportunities, threats) for canteen similar to the one used for the uniform shop
* Data has to come through every meeting
* We must know markups on products
* Regular meetings and information required

**b) Uniform Shop - (Presented by Sarah Groves)**

* + YTD $58K Jan to May. $2.5K up on last year
  + Leavers shirts ordered and are on the way
  + Issue with staff shirts, new jacket for staff in design stage
  + Wonderful volunteers – Suzie and Lisa
  + Stock take has commenced
  + Well stocked at the moment
  + Sports carnival week 9 and 10 term 3, pop up stall for merchandise

**c) Principal – (presented by Graeme Watson)**

* + See attached report

**d) School Board – (presented by Cass Levitzke)**

* + Cassie couldn’t attend the last meeting
  + Department upgraded/reviewed guidelines for school boards
  + Looked at delivery and performance agreements
  + Sharni Gale as board member
  + Reviewing staff beliefs
  + Reviewed the business plan for four other schools

**e) Treasurer Report – (presented by Lesley Burgess)**

* + Happy walk all money banked
  + ECO bags money being banked
  + Some items on the report in red, Lesley to determine what they are
  + Online canteen $3717
  + Uniform shop stock $11K – YTD $28K

**f)** **Donations/Recruitment – (presented by Deborah Meerton)**

* No update

**g)** **Bookfair/Book Club – (presented by Rachel Fiorini & Jo Maclean)**

* Posters and flyers to go out next week
* Volunteers are being lined up already

**h)** **Safety House – (Presented by N/A)**

* Contact Denika and provide Rachel with details

**i) CBKG – (Presented by N/A)**

* School is currently coordinating the CBKG

f) **Fuel our School – (presented by N/A)**

* Count is under way and money to be banked

g) **Disco Coordination – (presented by Deborah Meerton)**

* No update

* **General Business**

**Mamma Mia Movie night –** Mandurah 21st July 6:30pm. Minimum of 40 tickets per school (CBPS and Meadow Springs). $30 per ticket includes popcorn and small drink. Look at liquor license. Are under 18s allowed? Promo to start ASAP. Deb to commence fund raising.

**Graduation trophy –** voted and agreed to donate $140 towards the school graduation trophy – CBPS to email invoice

**Fundraising idea –** Sarah Grove suggested a fundraiser to Burswood Casino – details to be provided

**Next meeting –**Tuesday 14th August 2018 – Staff room

* **Meeting closed at 8:25pm**