# MINUTES

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| Meeting | P&C Open General Meeting |
| Date/Time | Tuesday 13th February 2018 |
| Venue | Comet Bay Primary School Staff Room |
| Attendees | Cass Levitzke (President), Brooke Benbow (Vice President), Juliet Davis (Secretary), Graeme Watson (Principal), Deborah Meerton, Jo Maclean, Stacey Hansord, Rachel Fiorini, Lesley Burgess, Sarah Loose, Kate August, Hayley Taylor, Kelly Tomlinson, Rachel Lovelady, Amanda Ball, Amanda Bradford, Sarah Groves |
| Apologies | Alisa Merriman (Treasurer), Emma Anderson,  |

* Meeting Opening – 7:05pm

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 P&C General Meeting of Comet Bay Primary School held on 12th December 2017 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 –** Brooke Benbow **Seconded –** Hayley Taylor

* **Business Arising from Previous Meeting**
1. NIL
* **Correspondence (presented by Juliet Davis)**

**Incoming:**

1. ANZ Bank statement
2. Paul Papalias Bike for Growing together day
3. City of Rockingham – Volunteer Recognition week

**Outgoing**

1. NIL
* **Updates**

**a) Canteen and Online Canteen - (presented by Amanda Ball)**

* Slow to start but picking up
* Quick cliq online ordering to have classes changed
* Brownes have stopped the 5% cash back offer but have offered free product from time to time, perhaps use for disco
* There are several new gluten free students at the school, all agreed that offering a gluten free pasta to the menu would be appropriate
* Would like to introduce a $1 special on Mondays
* Complaint re canteen offering jelly on the menu, however, the jelly used at school is no added sugar
* Look at offering P/1’s the ability to have icy poles

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

* + No graph presented due to errors however this is being rectified for the next meeting
	+ Amazing effort and sales in January, the most amount of sales ever
	+ Look at encouraging more online sales
	+ Thanks to the back to school helpers who were all amazing and there were no queues
	+ Out of stock on some items
	+ Need to order the staff polos – all in agreeance
	+ The hair accessories have sold really well
	+ Look at a pop up stall at the Happy Walk, pomp oms and sweat bands

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

* + See attached report
	+ Graeme Watson has asked if the P&C would mind allowing $500 of the $20,000 annual donation be used for the schools compassionate fund – All in agreeance

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

* + NIL to report, however, the Board are meeting next week

**e) Treasurer Report – (presented by Cassie Levitzke on behalf of Alisa Merriman)**

* + As at the 31/12/2017 $69,000 across all three bank accounts
	+ $18,000 made from fund raising activities, Canteen made $2,000 ytd
	+ Uniform shop made a profit of $16,500 ytd
	+ 2017 the P&C donated $80,000 to the school resulting in an overall loss of $43,000
	+ See attached report for additional information

**f)** **Donations/Recruitment – (presented by Brooke Benbow)**

* NIL to report

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

* Look at holding 1 book club only per term and 2 book fairs at the big school plus one at the kindy
* Push the LOOP with parents where possible as it makes it easier all concerned
* Book fair dates to be confirmed however the first at the big school will be 22nd May, Kindy being Term 1 week 8

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

* NIL to report

**i) SAKG – (Presented by Hayley Taylor)**

* Hayley has been weeding and everything looks good
* Lots of Pumpkins
* Carly Lloyd has taken over from Sharon Baxter regarding the SAKG
* Hayley to visit kindy 14/2 to check the beds

f) **Fuel our School – (presented by Hayley Taylor)**

* NIL to report

* **General Business**

**Teachers Market** – A big well done to Stacey for all her efforts. Great event and support especially to Rachel Fiorini for her assistance on the day. Raised approx. $1800. Looks at making it an annual event where possible.

**AGM –** AGM 13/3/2017. Treasurer to stand down if anyone is interested?. All roles to be spilled at the AGM. Looks at setting up an events committee. Class reps to be looked at.

**Event Planning** – Similar events to 2017 however we need more help. Bogan bingo perhaps look at a different venue?.

**Next meeting –** AGM Tuesday 13th March 2018 – Staff room

* **Meeting closed at 8:55pm**