# MINUTES

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| Meeting | **Comet Bay P&C AGM and OPEN General Meeting** |
| Date/Time | **Tuesday 7th March 2017** |
| Venue | Comet Bay Primary School Staff Room |
| Attendees | Cass Levitzke, Rachelle Case, Alisa Merriman, Brooke Benbow, Deborah Meerton, Graeme Watson, Rachel Fiorini, Stacey Hansword, Sarah Groves, Belinda Trowbridge, Robyn Hart, Amanda Bradford, Katrina Davies, Denika Meehan, Keira Stevenson, Hayley Taylor, Kate August, Kat Pescud, Emily Teague, Jo Maclean, Lesley Burgess |
| Apologies | Elise Jahn, Natalie Heslop, Amanda Ball, Emma Anderson, Juliet Davies, Nardine Instone, Kay Singline |

Meeting Open 7:12 PM

1. 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

1. Attending members noted (above)
2. Apologies noted (above)
3. Confirmation of Minutes of Previous AGM Meeting:
4. The minutes of the P&C Open General Meeting of Comet Bay Primary School held on 1st March 2016 have been made available for public perusal, have been read and confirmed as an accurate and true record, and a copy has been put in the school file.

*Confirmed – Cass Levitske Seconded – Rachelle Case*

1. Confirmation of 2016 Financial Audit – to be presented to the General Meeting as soon as the audit is completed. Currently all information is at the auditor.
2. **Election of Committee**

**President – Cass Levitzke**, seconded by Rachelle Case – Elected unopposed

**Vice President – Brooke Benbow**, seconded by Rachelle Case – Elected unopposed

Secretary – NIL – position still OPEN

**Treasurer – Alisa Merriman**, seconded by Rachelle Case – Elected unopposed

**Executive Committee Members:** Rachel Case, Rachel Fiorini, Deb Meerton, Lesley Burgess, Emma Anderson

**Disco Co-Ordinator** – NIL – position still OPEN

**Donations/Recruitment Co-ordinator** – Deb Meerton, to be assisted by Brooke Benbow

**Book Fair/ Book club Co-ordinator** – Rachel Fiorini (Book club only) & Jo Maclean

**Kiss & Drive Co-ordinator** – Kay Singline

**Fuel Our School Co-Ordinator** – Hayley Taylor & Keira Stevenson

**Safety House Co-ordinator** – Denika Meehan

**SAKG Co-ordinator** – Hayley Taylor  
**Canteen Liaison** – TBA, position still in discussion (not to hold an executive position)

*We would like to take the time to thank those who have dedicated their time to an executive position during 2016 and have stepped down from current roles:  
Rachelle Case – Vice President  
Elise Jahn – Secretary  
Robyn Hart – Book Fair  
Natalie Heslop – SAKG*

**Account signatories for 2017.**

**List of approved signatories for 2017. All P and C accounts require 2 Authorised Signatories.**

Signatory 1: President **Cass Levitzke**

Signatory 2: Vice President **Brooke Benbow**

Signatory 3: Treasurer **Alisa Merriman**

Signatory 4: Executive Member **Rachelle Case**

Signatory Removed – Elise Jahn retiring from Secretary Duties.

**Close of AGM at 7:32 PM  
  
General Meeting OPEN at 7:32 PM**

1. Confirmation of Minutes of Previous Meeting:
2. The minutes of the P&C General Meeting of Comet Bay Primary School held on the 14th February 2017 have been made available for public perusal. They have been read and confirmed as an accurate and true record, and a copy has been put in the school file.

*Confirmed, Cass Levitske, Seconded – Rachelle Case*

***ACTIONS from previous Minutes:***

1. P&C Facebook page is up and running
2. Thermomix for the Canteen has arrived
3. Paul Papalia has donated a bike for Happy Walk
4. Correspondence – Cass Levitzke

**INCOMING**

* Banking IN
* 2017 Affiliate Guide WACCSO
* Fundraiser – Tea Bags

**OUTGOING**

1. Updates:

* Canteen and online Canteen – Cass on behalf of Amanda
  + Online sales - $2,855 ($57 commission, banked $2,793)
  + Counter sales - $4,674
  + Been slow to start but sales picking up
  + Wacky Wednesday has started with a BANG
  + Thermomix has been received and demo done
  + Having trouble with printing graphs in colour and unable to email – **ACTION – someone to check computer**

*Discussion – Where is Wacky Wednesday being promoted apart from P&C Facebook page. To look at getting note in Newsletter (does not have to specify special of the week) and maybe a flyer for classroom notice boards. A suggestion of 1 or 2 items per month, so it could be advertised in Newsletter.*

* Uniform Shop – Sarah Groves - (report presented & available)
  + Quieter month
  + Hair Accessories doing well
  + Leavers orders going slowly, need following up
  + New Accessories – Pom Poms $3 and Sweat Band Packs $6 for Happy Walk and Sports Days. Sarah to order 50 of each, no objections
  + Looking into a fundraiser of SPF 50 Sunscreen that clips to bags
* Principal Report – Graeme Watson – (report presented & available)
* School Board – Cass Levitzke
  + Held on 15th February
  + Discussed Characteristics and what the board feels is important in a Principal as role is being advertised for the remainder of 2017
  + School Business Plan was discussed (available online)
  + New transportable
  + Board drafted a letter for shade/shelters around school to be inspected/repairs
* Treasurer Report – Alisa Merriman (report presented & available)
  + 98k in Bank between P&C, Canteen & Uniform Shop
  + Canteen profit of $1,800
  + Brownes Credit being followed up
  + $36k profit from uniform shop alone this year

1. General Business

* Happy Walk
  + Sponsorship sheets to go out ASAP (due back 7th April)
  + Draw winner of bike Week 2, Term 2
  + Graeme to copy forms for Nerida/Brooke to distribute ASAP
  + Sausage Sizzle Helpers will be required for lunch
  + Facebook Event to be created
* Golf Day
  + Looking at moving this event from November to May (last weekend)
* Facebook Page
  + Up & Running
  + Unable to turn off comments, but will keep a close eye on them
  + Slowly growing
* NEXT MEETING 9th May 2017 (April meeting to fall during school holidays so will not be held)
* Transportable? Still being discussed with Department, in progress
* Roundabout at Nottely/Miltona Intersection. School look at requesting another Crossing Guard due to high number of children/families crossing at that location?
* Rangers/Parking – is this carried out at random?
  + Graeme advised that this is usually carried out at random but the school can request and if they do so, advise families that rangers will be attending
  + Neighbouring residents can also call and request Rangers

**General Meeting CLOSED 8:29 PM**