

## MINUTES

<b>Meeting</b>	P&C Open General Meeting
<b>Date/Time</b>	Tuesday 13 <sup>th</sup> June 2017
<b>Venue</b>	Comet Bay Primary School Staff Room
<b>Attendees</b>	Cassie Levitzke (President), Brooke Benbow (Vice President), Juliet Davis (Secretary), Alisa Merriman (Treasurer), Graeme Watson (Principal), Amanda Bradford, Jo Maclean, Deborah Meerton, Sarah Groves
<b>Apologies</b>	Emma Anderson, Rachel Fiorini, Hayley Taylor, Stacey Hansord, Lesley Burgess, Amanda Ball, Rachelle Case

- **Meeting Opening – 7:10pm**

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 above

- **Apologies –** noted above

- **Confirmation of Minutes of Previous Meeting**

- The minutes of the P&C General Meeting of Comet Bay Primary School held on 9<sup>th</sup> May 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 – Cass Levitzke      Seconded – Deborah Meerton**

- **Business Arising from Previous Meeting**

- Disco Coordinator role had not been filled as of last meeting, however, Deborah Meerton has kindly offered to coordinate for 2017

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

**Incoming:**

- ANZ bank statements
- WACSSO – Annual Invoice, Annual Conference Flyer, Survey, Newsletter
- Minister for Education – Gonski school funding letter
- Insurance renewal invoice

- d) Paul Papalia – Bike donation letter
- e) Various fund raising flyers

## Outgoing

- a) CBPS – Letter confirming 2017 Office bearers & Authority to release contact information
- b) WACSSO – 2017 Office bearers and exec member form

## • Updates

### a) Canteen and Online Canteen - (presented by Cass on behalf of Amanda Ball)

- Online sales \$3910, commission \$78, banked \$3832
- Counter sales \$5985, final total \$9817 (10<sup>th</sup> May to 6<sup>th</sup> June)
- Sales are a little slower compared to same time last year, swimming lessons and sports carnival may have contributed
- Wacky Wednesday steady between 24-50 depending on special
- Yogo price increase, need to sell \$2 but can make in thermomix for \$1
- **Cassie would like to arrange a meeting with WA Canteen Association to look at pricing etc**

### b) Uniform Shop - (Sarah Potts)

- Bit quiet this term down approx. \$3K
- Fully stocked but jackets sales are slow due to weather
- \$38K in bank and \$1K in banking
- Balance of winter order due end of month, along with staff polo and leavers shirts
- Stock take has been started, should be easier this year
- Looking at Mad Monday promotion to shift some old stock
- Hair accessories selling well, would like to add this to facebook perhaps running a competition
- **Staff excess stock to be discounted by 50%, Sarah Groves to arrange in staff room Wed 10:40 to 11am, need EFTPOS**
- Thanks for the heater being put to good use!

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

See attached report.

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

- Meeting next Tuesday, meeting with Student councilors at lunchtime
- Social function this weekend
- Expression of interest for all OSHS providers
- Chris Leece has joined board

### e) Treasurer Report – (presented by Alisa Merriman)

- Book Fair \$2600 banked
- Golf day \$2K profit
- Happy walk made \$7K
- Uniform Shop \$19K profit
- Canteen approx. \$3.7K profit – Spent \$2K on thermomix
- \$20K to be donated to CBPS – passed over – CBPS to invoice P&C

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

- Brooke thanked Deb for doing a great job getting donations for the Golf Day – Laser tag vouchers dropped off after Golf day
- Donations to be listed in the newsletter, **Brooke to send out thank you cards**
- Deb has suggested the companies are contacted via phone ahead of time to arrange a meeting rather than just turning up unannounced

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

- Well done to Jo on a great effort
- Awesome event, great support, every day was busy
- Great volunteers – thank you to those involved
- **Look at running a mini book fair at the kindy with money being used for early learning books. Jo to speak to Tanya about ideas and dates (maybe term 4).**
- Rachel Fiorini still interested in running Book club in Term 3

**h) Safety House – (presented by Denika Meehan)**

- No update

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

- No update

**f) Fuel our School – (presented by Cass on behalf of Keira Stevenson)**

- Slushies to be arranged
- Large money bags are in
- **Brooke to work out date/time with Keira/Hayley**
- Helpers wanted

**• General Business**

**Golf Day**

Great turnout, up on last year, Big thanks for Cass & Ryan to arranging  
Great effort Brooke, Deb and Juliet for helping out on the night  
130 people including kids, great atmosphere, lots of support, right time of the year  
Made approx. \$2K

Kids enjoyed the colouring station and playing outside

### **Bogan Bingo**

Cass has suggested running bogan bingo instead of the high tea - Proposed date October 28<sup>th</sup>

Run in the undercover area and look at borrowing surf club tables?

Cost approx. \$1800 plus GST including equipment, sound and MC

Pricing to be discussed

6 prizes required for the night

Cash bar, require liquor license, Cass/Brooke to arrange

Money to be made on silent auctions, bar, food platters, sweep stakes, raffles etc

18 and over event (no children)

### **Candle fund raiser for Nature play**

Cass has suggested the a candle fund raiser be arrange in order to raise funds for 2 x nature play sound walls, price approx. \$3740 (one for kindy and the other for the big school)

**Sarah Groves to add to the online shop, Cass to provide photos (jpg) for this to occur**

### **Disco**

Thanks for Deborah Meerton for volunteering to coordinate for 2017

**Need to work out date and theme, ideally Term 4 week 5, perhaps Christmas theme**

**Deb to ask Josh Jackson to DJ again**

### **Amart Sports**

Account has been setup by Deborah Meerton at Mandurah and Rockingham stores

5% of all sales to go back to the school via a loyalty program

**To be promoted on Facebook**

- **Next meeting Tuesday 8<sup>th</sup> August 2017 – Staff room**
- **Meeting closed at 8:45pm**