

MINUTES

Meeting	P&C Open General Meeting
Date/Time	Tuesday 9 th May 2017
Venue	Comet Bay Primary School Staff Room
Attendees	Cassie Levitzke, Graeme Watson, Amanda Ball, Juliet Davis, Jo Maclean, Stacey Hansord, Amanda Bradford, Hayley Taylor, Deborah Meerton, Ben Priest, Keira Stevenson, Denika Meehan, Kristy Flemming
Apologies	Alisa Merriman, Emma Anderson, Belinda Trowbridge, Rachel Case, Sarah Potts, Brooke Benbow

- **Meeting Opening – 7:05pm**

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 and AGM of Comet Bay Primary School held on 7th March 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 – Stacey Hansord Seconded – Keira Stevenson

- **Business Arising from Previous Meeting**

- The following roles were not filled at the AGM, therefore nominations are called for:

Secretary – Juliet Davis – Seconded Danika Meehan – Elected unopposed.
Disco Coordinator – NIL – email to be sent out looking for interest.
Canteen Liaison – NIL – for discussion.

- **Correspondence (Cass Levitzke)**

IN a) ANZ bank statement
 b) City of Rockingham – Rangers re parking

OUT a) NIL

- **Updates**

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

- All good, no complaints, great start to the term. Wacky Wednesdays working really well and have boosted sales approx.. 24-50 orders per week. Look at putting this in the newsletter to increase orders.
- Staff special going well also.
- A colour printer is required, Graeme suggested that if colour printing is only required occasionally that this can be done via the office (put on thumb drive or share drive)
- Thermomix has arrived and is being put to good use
- Volunteers are excellent

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

- \$7K up on sales against last year Jan-March
- Winter order in and paid for \$23K
- Awaiting jackets (due in next 2 weeks)
- Over \$2K on hair accessories YTD
- Leavers T-shirts have been ordered
- Lovely new volunteer called Lisa
- Moira D has found a permanent job
- Uniform shop will require a heater for winter months
- Closed 15th May opening 17th May instead
- Details on Facebook and app

- c) **Principal – (Graeme Watson)**

See attached report.

- d) **School Board – (Cass Levitzke)**

- Board meeting held last Wednesday
- Welcome new member Chris Leece
- Endorsed annual report
- Endorsed code of conduct (now influenced by the tribes agreements)

- Invited Secret Harbour Primary School board chair
- Survey members to see effectiveness of processes

e) Treasurer Report – (Alisa Merriman)

See attached report.

f) Donations/Recruitment – (Cass Levitzke)

- Paul Papalia has donated two wine packs for golf day.
- Cass has been hitting as many locals business today including Prouds, Clear water surf, Greyhounds WA, H&R Block, Volona Hair, Big wave surf school, Health freak café.
- Cass has received 2 x \$100 vouchers for a local laundry service to be used for golf day raffle prize or silent auction. Other items include PK Tavern - \$100 voucher, PK Tavern - \$50 voucher, Sarah Pollit Design - Resin chopping board, Rach Bennion - Framed wall art, Freo Dockers - 6 x tickets, Facial skin rejuvenation - \$120 voucher
- Looking for as many other companies as possible, if anyone has any suggestions please let Cass know.
- Charter Hill has been in contact about a cheque presentation in the near future.

g) Bookfair/Book Club – (Jo Maclean)

- The bookfair will be held in week 5, the theme is “Bookaneer”.
- Jo has created a flyer/poster that will go to Kindy and on the school notice board. Leaflets to go out ASAP.
- Volunteer are required to help 2:30pm to 4:00pm Wed/Thu/Fri, 8:00am to 9:00am Thu/Fri, 9:00am to 11am Saturday.
- A raffle will be run again, there will be a prize packs also (1 for a boy and 1 for a girl).

h) Safety House – (Denika Meehan)

- September is safety house day.
- No other updates.

i) SAKG – (Hayley Taylor)

- Spoken with Renee A and Sharon B regarding long and short term goals.
- No other updates.

- **General Business**

Fuel our School

Alisa to get big bags for money to be banked, small bags won't work.
Setup a day/time to count cash and call on volunteers to assist once day/time is sorted.

Golf Day

Golf day is under way and have set event on Facebook page, flyers and forms need to be printed and sent home.
Families can come for golf and dinner or just dinner and silent auctions, there will also be a kids putting competition.
Tee off at 2pm.

Happy walk

The bike will be drawn at this Fridays assembly by Paul Papalia.

School Banking

This has been raised as an option for the students via Commonwealth Bank Dollarmites program.
Trialled approx. 3 years ago, however, there wasn't much interest, perhaps put it up on the Facebook page to get expressions of interest

Morgage Broker

The P&C have been approached by a local mortgage broker that would like to be promoted via the school in return for a one off donation for each successful client signed up. At this stage the P&C are not interested in case of come backs on the school.

- **Next meeting Tuesday 13th June – Staff room**
- **Meeting closed at 8:25pm -**