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# MINUTES

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| Meeting | P&C Open General Meeting |
| Date/Time | Tuesday 11th September 2018 |
| Venue | Comet Bay Primary School - Staff Room |
| Attendees | Brooke Benbow (Vice President), Juliet Davis (Secretary), Lesley Burgess (Treasurer), Deborah Meerton, Hayley Taylor, Rachel Lovelady, Amanda Bradford, Sarah Loose, Sarah Groves, Jo Maclean, Kate August, Rachel Fiorini, Stacey Hansord |
| Apologies | Cass Levitzke (President), Alisa Merriman, Amanda Ball, Ben Priest, Emily Teague, Bonnie Green |

* Meeting Opening – 7:08 pm

Official open and welcome to all new and current members by P & C Vice President – Brooke Benbow

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 14th August 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 –** Hayley Taylor **Seconded –** Stacey Hansord

* **Business Arising from Previous Meeting**

1. It was agreed that since the school is running the Comet Bay kitchen garden, that it can be removed from the P&C meeting agendas. All in agreeance.

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

**Incoming:**

1. ANZ – Bank statements
2. Brownes – Price increase
3. Fundraising – Tea towels

**Outgoing**

1. NIL

* **Updates**

**a) Canteen and Online Canteen - (presented by Juliet & Brooke)**

* Juliet, Brooke and Lesley have been having regular monthly meetings with Amanda Ball in the canteen to discuss menu options, pricing and over financial matters.
* Meetings will be help on the first Tuesday of each month in the canteen to ensure that we are maximizing our profits whilst still providing a great service for the students and staff at CBPS
* Over the last period, sales have once again dropped
* Look at using the eftpos machine from the Uniform shop as a convenience for staff and families in the mornings (not available Mondays) Look at a more permanent option if sales pick up
* Kate August has offered to send out a letter to the P/1 families to ensure that they are aware that they can use the canteen services as there may be some confusion.
* Brooke to work on recruiting volunteers

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

* + Quieter this month but Photo has increased sales a little
  + No items are out of stock
  + Need a new hand held barcode scanner – approved $153
  + Summer delivery is almost here
  + Spare bootleg pants to be donated
  + MYOB is having issues, Lesley to look into
  + Hair accessories are selling well
  + Will have a pop up stall at the sports carnivals
  + Getting pricing on sleeveless vest and price on thermos

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

* + See attached report

**d) School Board – (presented by Graeme Watson)**

* + NIL to report

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

* + Quiet month but book club money has come in
  + Fuel our school money has been banked
  + Looking at changing the statement timing to coincide with the reporting period
  + Look at merchant fees for canteen EFTPOS machine
  + Change P&L report to monthly
  + Look at term deposit options for excess funds
  + Lesley to speak to Sandy Kent re some payments that have gone into the school account or vice versa

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

* Not much to update but spreadsheet needs to be looked at as it looks like some businesses are missing
* If anyone from the P&C has any contacts please forward them on
* Golf day is scheduled for the end of November so we need to start getting donations for then

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

* Issue #6 is now out
* The loop is being used more but still about 50% sales on loop and 50% in cash, need to encourage sales via the Loop instead
* The last book fair went really well with week 6 of term 4 being the next (that may change)
* More information to be provided at the next P&C meeting

**h)** **Safety House – (Presented by Rachel Lovelady)**

* NIL to report

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

* Count was completed last week and banked

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

* The coffee people that did the teachers market were not available but Deb has found another option – to be confirmed
* Need to purchase new lanterns - approved

**General Business**

**Sports carnival –** Helpers needed for both the sausage sizzles please. Ben Priest has kindly offered to coordinate the junior carnival and Deborah Meerton the senior carnival

**Canteen Volunteers** – We are currently seeking volunteers for the canteen, if you can help please let us know.

**School calendar** – Look at costings for the school calendar which is to replace the year book

**Movie night** – after the success of the last movie night, Rachel has suggested running a family movie day. Rachel L to look at costings etc

**Resignation** – Stacey Hansord has put her resignation is as P&C exec due to moving schools. We thank Stacey for all that she has done and wish her the very best. Deborah Meerton will rejoin the P&C executive team.

**School photos** – some complaints have been made about sibling photos not being made available.

**Next meeting –**Tuesday 13th November 2018 – Staff room

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