

MINUTES

Meeting	P&C Open General Meeting
Date/Time	Tuesday 12 th December 2017
Venue	Comet Bay Primary School Staff Room
Attendees	Brooke Benbow (Vice President), Juliet Davis (Secretary), Graeme Watson (Principal), Deborah Meerton, Jo Maclean, Stacey Hansord, Hayley Boardman, Emma Thomsen, Hayley Taylor, Rachel Fiorini, Lesley Burgess
Apologies	Cass Levitzke (President), Amanda Ball, Alisa Merriman, Sarah Groves, Emma Anderson

- **Meeting Opening – 7:08pm**

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**

- The minutes of the P&C General Meeting of Comet Bay Primary School held on 14th November 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 – Rachel Fiorini Seconded – Brooke Benbow

- **Business Arising from Previous Meeting**

- NIL

- **Correspondence (presented by Brooke Benbow)**

Incoming:

- WACSSO newsletter
- Paul Papalias Christmas Party Invite
- ANZ Bank Statements
- Douglas Smith re auditing services
- City of Rockingham re \$1000 bond return Bogan bingo event

- f) Various fund raising flyers

Outgoing

- a) Thank you cards for the Bogan Bingo

• Updates

a) Canteen and Online Canteen - (presented by Brooke Benbow on behalf of Amanda Ball)

- Since the last meeting the canteen has made \$4300 profit with final bills still be paid
- All good, not much too report other than we are having more problems with the computer to be looked at ASAP
- Thank you to the wonderful volunteers for all their help this year
- Need to look at whether Wacky Wednesdays are working or not
- Look at getting a banner for the online canteen to remind parents

b) Uniform Shop - (Presented by Brooke Benbow behalf of Sarah Groves)

- Great volunteer for 2017, thank you
- Requiring volunteers for the start of the year for back to school
- Looking to sell the hair accessories online, all approved
- Need to see if the school uniform is staying the same for 2018
- To confirm opening for 2018

c) Principal – (presented by Graeme Watson)

- See attached report

d) School Board – (presented by Graeme Watson)

- NIL to report

e) Treasurer Report – (presented by Brooke Benbow on behalf of Alisa Merriman)

- Since the last meeting an additional \$1623 has been banked and \$788 paid out for Bogan Bingo. Over profit for event \$2200
- Stall holders for the upcoming teachers market have started to come in.
- Fuel our school balance is \$4168 with a final count yet to happen
- Christmas raffle raised \$529
- \$473 banked from the kindy happy walk
- Overall for the year P&C raised \$32000 and incurred \$95000 in expenses including the total donation to the school of \$80,000 which leaves a loss of \$63000
- Canteen overall profit for the year \$9200
- Uniform shop year to date profit \$15850

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

- Brooke has personally hand delivered thank you cards and have posted thankyou on Facebook

g) Bookfair/Book Club – (presented by Rachel Fiorini)

- Thank you to everyone involved in making the book fair a success
- Last book club has been online only, with no orders
- Thank you to Tanya Parish for assisting with the book fair and book club
- Look at dates of Book Fair for 2018, suggest doing one at the big school and one at kindy only and book club in between. Kindy fair term 2 week 6 with the main school in term 4. For further discussion as this may impact sales.
- Graeme believes that the mid year book fair is the most profitable

h) Safety House – ()

- NIL to report, however, congratulation to Imogen Fiorini for winning the colouring competition

i) SAKG – (Presented by Hayley Taylor)

- Hayley to visit Kindy tomorrow to check on everything and to do a tidy up
- Look at the kindy chicken roster and have families water the gardens during the school holidays
- Thanks to Hayley for a great effort

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

- Thanks to Hayley for her efforts, the final count was done today.

• General Business

Teachers Market – Great effort by Stacey for coordinating the event. Lots of interest. Need volunteers on the day. Juliet and Brooke will be away that day. Lots of interest on Facebook. Look at power and what to charge for this. Stacey to obtain key from Graeme to open up on the day. Juliet has arranged the Coffee van and Yield will be using the under covered area to sell food. Insurance certificates have been coming in. Brooke to create a Facebook event. Perhaps an FAQ/map would be a good idea. Use the fuel our school bin for buyer donations.

Chocolate orders – order are in and are being processed.

Candle fundraiser – orders have arrived and are being distributed.

P&C promotions – Suggest either an information morning tea OR a flyer to go home to all families. Perhaps look at resurrecting the class reps. P&C Facebook page requires more followers.

Next meeting - Tuesday 13th February 2018 – Staff room

- **Meeting closed at 8:10pm**