# 

# MINUTES

|  |  |
| --- | --- |
| Meeting | P&C Open General Meeting |
| Date/Time | Tuesday 8th May 2018 |
| Venue | Comet Bay Primary School Staff Room |
| Attendees | Cass Levitzke (President), Brooke Benbow (Vice President), Juliet Davis (Secretary), Deborah Meerton, Stacey Hansord, Rachel Fiorini, Kate August, Sarah Loose, Amanda Bradford, Jodie Parsons, Kelly Tomlinson, Emily Teague, Sarah Groves |
| Apologies | Hayley Taylor, Alisa Merriman, Lesley Burgess, Jo Maclean, Amanda Ball |

* Meeting Opening – 7:05pm

Official open and welcome to all new and current members by P & C President – Cassie 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**

1. The minutes of the AGM & P&C General Meeting of Comet Bay Primary School held on 10th April 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 –** Stacey Hansord **Seconded –** Brooke Benbow

* **Business Arising from Previous Meeting**

1. Belinda Trowbridge has access to P&C bank accounts, Lesley to discuss with the bank please.

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

**Incoming:**

1. ANZ Bank statement
2. Fund raising - Mothers day gift ideas
3. Department of Educations & Main roads – Crosswalk survey summary
4. Scholastic – Confirmation of Kindy bookfair 2019
5. WACSSO – State election summary

**Outgoing**

1. WACSSO – Confirmation of 2018 Office bearers and executive members

* **Updates**

**a) Canteen and Online Canteen - (presented by Brooke Benbow in Amanda absence)**

* Great start to term 2
* Takings 9/4 to 4/5 online $1618, Commission $49, Counter $3037
* Brownes paid $447 cheque
* Once again looking at getting an EFTPOS machine
* Charts are useful but need a narration to compare monthly and yearly figures
* Look at surveying parents to get their thoughts on the canteen and canteen menu
* Executive members to meet to discuss the canteen and how to improve the sales and reduce costs overall

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

* + Fantastic start to this term, $254 down on last year but $2000 YTD
  + 18 new starters
  + Polos shirts have finally arrived with leavers shirts on the way
  + Look at the idea of socks ie Mad Mia however Graeme has a concern about dress code, perhaps get a sample first
  + Some parents have asked about getting a hood put on the back of the jackets however this maybe problematic
  + Perhaps look at a waterproof jacket again

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

* + See attached report

**d) School Board – (presented by Cass Levitze)**

* + No update

**e) Treasurer Report – (presented by Cass Levitzke in the absence of Lesley Burgess)**

* + Welcome to Lesley Burgess who has now taken up the role of P&C Treasurer, thanks to Alisa for ensuring a smooth handover
  + $2852 YTD from fund raising
  + Accounting fees $55
  + Loss of $2005 in the canteen YTD, Executive members to discuss, reports needed
  + Uniform shop $35K profit YTD
  + Ideas on canteen systems/roster
  + Looks at using local businesses such as Brumbies and Lenards etc
  + $101,783 across all bank accounts

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

* No update

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

* Book fair will be held in week 8 flyers to go out in week 6
* Volunteer needed for costume
* Book club flyers went home last week

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

* NIL to report, however Rachel would like some information please

**i) SAKG – (Presented by N/A)**

* No update

**f) Fuel our School – (presented by N/A)**

* No update

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

* DJ booked $400

* **General Business**

**Mothers Day Stall –** Unfortunately, there is no time to arrange a Mothers day stall for 2018, definitely look into for 2019

**Eco bags** – Flyer to be sent home regarding sales of the ECO bags, flyer to be changed to $15 not $20, Brooke to make changes including EFTPOS information and arrange for them to be sent home. Display a sample in the front office.

**Golf Day** – 2017 saw the Golf day held on May, this year it is suggested that the event be held in spring.

**Fundraising Ideas** – Ideas welcome from all school and community members. Ideas suggested – Movie nights, quiz nights, theme nights, race night, laser tag, obstacle course.

**Next meeting –**Tuesday 12th June 2018 – Staff room

* **Meeting closed at 9:05pm**