

MINUTES

Meeting	P&C Open General Meeting
Date/Time	Tuesday 8th August 2017
Venue	Comet Bay Primary School Staff Room
Attendees	Cassie Levitzke (President), Brooke Benbow (Vice President), Juliet Davis (Secretary), Alisa Merriman (Treasurer), Graeme Watson (Principal), Rachel Fiorini, Lesley Burgess, Sarah Groves, Deborah Meerton, Stacey Hansord, Denika Meehan, Emma Anderson
Apologies	Hayley Taylor, Amanda Ball, Rachel Case, Jo Maclean, Amanda Bradford

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 13th June 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 – Brooke Benbow

Business Arising from Previous Meeting - NIL

Correspondence (presented by Juliet Davis)

Incoming:

- ANZ bank statements
- WACSSO – Newsletter

- Paul Papalia – Invite P&C Lunch - 13th October 2017
- Various fund raising flyers
- Coles - Fundraising vouchers x 2

Outgoing:

- NIL

UPDATES

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

- Quiet due to online ordering system being down
- New online canteen ordering system ready for sales from Monday 14th August via Quickcliq.com.au. Thanks to Amanda for arranging this.
- New computer has been installed today

B) Uniform Shop - (presented by Sarah Groves)

- Quiet month, winter sales are down, however, Monday afternoon have been busier
- \$3K up YTD
- Have ordered \$3K worth of hair accessories, have made \$1K
- Polo shirts have been order in preparation for school photos
- Stocktake all done, out of Size 4 fleece
- Plenty of accessories ready for carnival
- Excited about new transportable
- School staff to be reminded about orders
- Thanks to the wonderful volunteers

C) Principal – (presented by Graeme Watson)

- See attached report

D) School Board – (presented by Cassie Levitzke)

- The chairman of Secret Harbour Primary school sat in on the last meeting, he was very impressed and made some good points
- Chris Leece has joined the board as a Navy link
- Business plan has been reviewed
- Board training and professional learning undertaken
- Position coming up on the board

- OSHC expressions of interest being taken
- End of term survey will be going out soon for parents and staff

E) Treasurer Report – (presented by Alisa Merriman)

- Have transferred alot of money since the last meeting
- Deposit has been paid for Bogan Bingo
- \$20K has been donated to the school
- Insurances all paid up
- \$1995 donation received for P&C
- Canteen has made a loss since last meeting, down approx \$2500, mainly due to online system being down
- Delay on audit report, due end of next week

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

- Letters are going out shortly and Brooke and Deborah plan to visit new shops and businesses on Friday
- Looking for donations for Bogan Bingo (prizes, auctions etc)
- Lenards want to be involved
- Ideas always welcome

Action: Cass to please add list of those that have donated to P&C drop box

G) Bookfair/Book Club – (presented by Rachel Fiorini & Cass Levitzke)

- Bookclub orders closed yesterday - waiting on all orders to arrive before delivering
- More families have starting using the LOOP which has helped to save time in keying in
- Tanya Parish has received a book pack for the library
- Book pack drawn - winner Jo Maclean
- The next Book fair will be 14/11 at the big school and 28/11 at kindy to coincide with the Christmas concerts
- Perhaps add the hair accessories

Action: Cass to put notice on Facebook re book club book pack winner

H) Safety House – (presented by Denika Meehan)

- Denika has met with Sharon Baxter to discuss Safety House month
- Tentative date for IMA to visit the school in September
- Looking at getting ID cards for the childre to keep in their school bags containing contact information of parents

- Hand books are now free and have been ordered for families
- Affiliation fees were not paid last year, however, this has been waved

Action: Denika to follow up on Juliets request to become a Safety House.

I) SAKG – (presented by Juliet Davis on behalf of Hayley Taylor)

- Hayley has been working in the garden each Wednesday morning
- Gardens are looking full and fantastic
- Has assisted Mrs Baxters class on occassions with group activities including weeding, planting and feeding the chickens

F) Fuel our School – (presented by Juliet Davis on behalf of Keira Stevenson)

- A count was organised at the end of term 2 with a great turnout of volunteers. Approx. two thirds of the money was counted, however, this is still to be banked
- Ideally money should be counted and bank at least once per term
- Hayley and/or Keira to arrange another count in the next few weeks

GENERAL BUSINESS

Online canteen

Online canteen has been setup ready to from 14th August, flyers to go out to parents ASAP and to be promoted on Facebook, school website and newsletter

Bogan Bingo

Secret Harbour Community Centre has been booked for Saturday 28th October 2017

Bogan Bingo has been booked and deposit paid

Juliet is currently applying for the liquor license

Looking at Tanya Durdin to assist as she is an approved Manager with RSA, Tanya daughter is also interested in helping on the night

Cassie is looking at getting an RSA to help if required

Strictly NO BYO alcohol due to license, however, BYO nibbles are fine

Approach Coles or Woolworths for platters perhaps

Community grant application has been completed and will be going out shortly

150 tickets max for the first event and then assess for following year

Tables of 8 are available or individual tickets available

\$1000 cleaningn bond payable, cleanup will be done straight after event. Centre available until midnight.

Strictly 18 plus event, no minors allowed

Candle Fundraiser

To be added to Quickcliq

Monies raised to be used for nature playground

Still in the planning stages

Sports Carnivals

Sausage sizzle to be setup for both sports carnivals
Volunteers needed

Disco

Deborah Meerton has kindly offered to coordinate, to be held week 5 of term 4
Looking at a Christmas Cheer theme
Glow sticks to be ordered and DJ to be booked

Action: Cassie to give Deborah Meerton access to the P&C dropbox account

Teachers Market

Stacey Hansord would like to look at a Teachers Market to be held at the school on weekend, allowing teachers to sell resources. Stacey to provide more details.

Next meeting

Tuesday 12th September 2017 – Staff room

***** Meeting closed at 8:50pm *****