

<b>Minutes</b>	<b>General Meeting</b>
<b>Date:</b>	Tuesday 25th July 2023
<b>Time Open</b>	6.32pm
<b>Time Close</b>	8.22pm
<b>Venue:</b>	Comet Bay Primary staff room
<b>Attendees</b>	Graeme Watson, Julia Kett, Lani Turner, Leesa Darby, James McRae, Kate August, Laura Gallegher, Angela Penberthy, Liz Taylor, Mel Wanless, Rachel Firoini Brooke Benbow (Online)
<b>Apologies</b>	Amanda Ball, Belinda Todd, Amanda Bradford, Ashley Bosua, Alisha, Jaymee, Kylie Grobbelaar



<b>Meeting Opened</b>	Owner
<b>Open and welcome by chairperson 6.32pm</b> <b>Current Office Bearers as at todays date 25.07.2023</b> Julia Kett - President Angela Penberthy - Vice President Leesa Darby - Treasurer Lani Turner - Secretary Addressed Kylie Grobbelaar resignation from President role effective immediately Instated Julia Kett as new President effective today <b>Comet Bay Agreements as follows</b> Attentive Listening Appreciation/ no put downs Mutual Respect Right to Pass	
<b>Attending members noted</b>	Julia
Welcome any new members - noted above Apologies for absence - noted above Welcome Julia, first meeting as President	
<b>Minutes from previous meeting</b>	Julia
The minutes of the P&C General meeting for Comet Bay Primary School held on Tuesday 2nd May 2023 as been made available for public perusal. Minutes have been read and confirmed as accurate and a true record A copy has been put in the school file.	
<b>Business arising from previous meeting</b>	Julia
Action list updated as noted by Lani - see action list	
<b>Correspondence Incoming/Outgoing</b>	Julia
Incoming and outgoing as noted on agenda	
<b>Reports &amp; Updates</b>	Julia
Treasurer Report - attached with minutes	Leesa
Principal Report - attached with minutes	Graeme
School Board Report - within Prinicipal report attached	Graeme
<b>Uniform Shop Update</b>	Laura
Teachers uniforms and sundries selling extremely well in staff room. Looking into a cheaper way to supply hats Trying to arrange pricing for size 4 shorts	
<b>Canteen Update</b>	Liz
Monthly reviews put in place to stay on track with changes to products and financials Full reviews put in place per term to remain on track with changes with Office Bearers Would like consideration of purchasing in bulk flower, rice etc and store for effective cost saving	

<b>General Business</b>	Julia
<b>Fundraising / Calendar Update (Including CAR BOOT and DISCO)</b>	Leesa
Disco organising underway, meeting to be arranged to finalise details	
Need volunteers for each section	
Discussed not having canteen lines open for younger groups to reduce wait times. Parents to approach canteen instead and or have items for sale at ticket counter.	
Glowsticks to be purchased from store, will discuss quantities at future date	
Discussed approaching coles for sausage sizzle	
Car boot sale planning going well. Food vendors organised. Some stalls already booked.	
More detail to be discussed in next meeting.	
<b>Parent evening CAPE</b>	Brooke
Cost is \$400.00, to be considered in Term 4.	
Guide to online safety or child abuse prevention.	
Consideration for cost to be taken by P&C. No cost to parents.	
Believed to be an important presentation for our community to help put strategies in place, and education on the risks.	
<b>Colour Run Co-ordinator</b>	Brooke
Angela volunteered as Colour run coordinator	
Brooke to assist	
<b>Staff Wishlist</b>	Brooke
All voted (Y) nil (N) for \$1000.00 to be donated to each block for items on wishlist.	
To be decided by team leaders and told to PC for purchasing .	
\$10,000.00 still to be donated to school for Learning area outside the Art Room.	
Staff wishlist will be revisited in 2024.	
Brooke to submit to team leaders	
<b>Uniform Shop - Additional time for organising *PAID</b>	Brooke/Laura
Option to allow additional time for organising Uniform shop.	
All agreed to approve 3 hours paid to Laura. Laura to submit day and times for timesheet to Leesa	
<b>Transition to Drive</b>	Lani
No more to be saved on Dropbox. All items have been moved to Drive. Brooke & Lani to go through old items and remove what is no longer relevant. Training to be provided by Lani if required	
<b>Vice President Needed</b>	Julia
Angela up for Vice President by Leesa. Seconded by Lani Turner. All approved.	
Angela to be added to all group chats applicable. Welcome Angela!	
Thank you to Kylie to be said at assembly. Julia to be announced as new President.	
<b>General</b>	
Newsletters to be sent even weeks and submitted by Wednesday	Graeme / Lani
Around the room check-in	All Members
<b>Meeting Closed</b>	Julia
Meeting declared closed at 8:22pm , Thankyou for attending	

