

## Comet Bay Primary School P&C Association

c/-85 Miltona Drive, Secret Harbour Western Australia 6173

**Action list as of 20 October 2020**

Action	Responsibility	Status
Promote leavers uniform in the next newsletter and Seesaw.	Graeme	<b>Completed</b>
Promote Rebel sport / Comet Bay partnership in next newsletter.	Graeme	<b>Completed</b>
Promote cash containers in upcoming newsletter	Graeme	<b>Completed</b>
See Graeme for photos from Kapture to place in the calendar.	Brooke	
Research best printing options for bulk buying calendars.	Brooke	
Brooke to respond to Stefan providing an update for Footy tipping and advise going forward it is cash only.	Brooke	<b>Completed</b>
Brooke to ask Bunnings to esky donations	Brooke	<b>Completed</b>
Ensure donations have been entered on the tracker spreadsheet. <ul style="list-style-type: none"> <li>- Candle wellness pack</li> <li>- Indian head massage voucher</li> </ul>	Susan	
Ensure the ANZ dongle has been set up.	Susan	
Adjust September wages for Potsy and Amanda to get their Job Keeper pay rises for September. Has to be adjusted in the next pay period.	Leesa	
Promote Rebel sport / Comet Bay Partnership on social media (link your Rebel sport account to Comet Bay Primary).	Kylie W	<b>Completed</b>
Ensure the ANZ dongle has been set up.	Kylie W	<b>Completed</b>
Promote next P&C meeting via Facebook (Tuesday, 11 November).	Kylie W	<b>Completed</b>
Remain at the uniform shop on Fridays until 10am starting 13 November to allow parents to visit the uniform shop after the assemblies.	Potsy	
Sell the hand sanitiser at the front office for \$2 each	Potsy	
Promote the uniform shop opening hours at the next assembly and after Happy Walk	Graeme / Potsy	
Check the way to record uniform figures so both Sarah's report and the treasurers report match.	Potsy and Leesa	
Work together to find where the \$150 footy tipping money has been placed in the accounts from April based on information Brooke has provided.	Potsy and Leesa	
Send photo to Potsy of the way the jackets crinkle / bubble so Potsy can show the supplier (send photo).	Brooke or Kate	
Submit any agenda items to James for upcoming board meeting on 4 November via WhatsApp	All	
Let Jo know if you are able to volunteer for the book fair in the library.	All	

<b>Raffle actions</b>		
Review all donations and create list of items and costs	Susan / Kylie W / Leesa / Kylie B	
Sort items into preferred raffle packs.	Susan / Kylie W / Leesa / Kylie B	
Contact Gaming Racing to see if we need to register for the EOY raffle and advise Brooke.	Kylie W	<b>Completed</b> A184002726
Create ticket / raffle books to send home with kids. <i>Require registration number from permit.</i>	Brooke	