

# Comet Bay Primary School P&C Association

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

## MEETING MINUTES

<b>Meeting</b>	P&C Executive Meeting
<b>Date / Time</b>	<b>20<sup>th</sup> October 2020 (Tuesday – 6:30pm)</b>
<b>Venue</b>	Comet Bay Primary School
<b>Attendees</b>	Brooke Benbow (P&C President), Susan Horsfield (P&C Vice President), James McRae (Executive Member), Graeme Watson (Principal), Leesa Darby (Treasurer), Kylie Walling (Secretary), Kate August, Sarah (Potsy) Potts, Jo Maclean, Amanda Bradford
<b>Apologies</b>	Cherie Martin, Hayley Taylor, Amanda Ball, Rachel Fiorini, Emily Teague, Cassandra Levitzk, Juliet and Kylie Bernstein,

### Meeting opened 6:36pm

Official open and welcome to all new and current member by current P&C President – Brooke Benbow. All attendees were reminded that the meeting would be conducted in conjunction with the school's tribes agreements:

- Attentive Listening
- Appreciation/No put-downs
- Mutual Respect
- The Right to Pass

**\*\* Special thank you to those who showed up to the meeting originally scheduled for Tuesday but did not take place.**

**Attending members** – noted above

**Apologies for absence** – noted above

### Confirmation of minutes from previous meeting

- The minutes of the previous meeting. They have been read and confirmed as an accurate and true record, and a copy has been put in the school file.
- **Confirmed** – Brooke Benbow **Seconded** – Jo Maclean

### Business arising from previous meeting/minutes

- Kapture photography are happy to provide sibling photo opportunities next year with a window before school for those who have pre-ordered (Graeme).
- All actions have been actioned from previous meeting.

### Correspondence incoming/outgoing

- **Incoming:** NIL
- **Outgoing:** NIL

### Reports and Updates

#### **Canteen and online canteen (presented by Brooke Benbow on behalf of Amanda Ball):**

End of term sausage sizzle was great. Had some amazing and wonderful people help. Couldn't have done it without them. We did 413 sausage sizzle orders at a cost of \$783.75 so we made \$1281.25. Lunch vouchers were given out in terms 1-3 were 150 with 53 people paying leaving 97 unpaid. Total cost \$145.50. Start to term 4 has been fantastic. Staff specials are a definite hit. Brooke will continue advertising on the staff page.

**Uniform Shop (Sarah Potts Groves):**

YTD for 2020 running at about \$74,000. Uniform shop is running strong this month so no concerns. Hoping by the end of 2020 we will either match or be ahead of 2019 figures. We have had a great start to October. We have started the leavers process early and it's paid on receipt of the item. Have had 15 orders so far with the deadline being Thursday 22<sup>nd</sup> October but will accept Friday also whilst in the office. Sizing is the same as normal uniform and are \$35 each which is higher than previous years but had not been updated in 6 years. No negative comments received. Still receiving amazing comments for the uniform shop being opened on Fridays.

**Teacher jackets:** We had 30 ordered in 2019 but only 9 ordered so far in 2020. We need a minimum of 30 jackets ordered and so have received approval from Graeme to order knowing 9 are at least sold and will ensure the sizing this year is correct (kids sizes delivered in 2019).

**Kindy uniforms:** Will be located at the kindy on Wednesday, 18 November.

**Hand sanitiser:** Unfortunately, we have sold none of these items. Will not be ordering these in the future. Aiming to sell these for a cheaper cost via the front office and provide some to staff for excursion packs.

**Actions:** See action report

**Principals report (Graeme Watson)**

See attached report.

**Growing together presentation:** Presented by Graeme showing P&C volunteers, teachers, parents and students coming together to help make Comet Bay Primary School the kind, successful school it is. Will be linked into the newsletter and then promoted on Facebook.

**School Board update (James McRae):** No update. Next meeting is Wednesday 4 November.

**Treasurers Report (Leesa Darby)**

- Bank authorities have all been updated and dongles provided to Susan and Kylie for set up. Instructions have been made available on the WhatsApp group regarding set up.
- Provided Brooke with the coffee and cake donations from Jaffa Java x20. Need to be used by 10 December 2020. Will use as thankyou's / appreciations on behalf of the P&C.
- Have reviewed MYOB and reconciled up to 20 October 2020.
- As registered tax accountant with RSM, Comet Bay P&C has been registered with RSM as the tax agent allowing Leesa access to the tax portal to lodge tax items electronically instead of hardcopy. Any changes can be made via the profile instead of written applications. **Received permission from P&C Executive Committee via WhatsApp.**
- Upon completion of the above set up, ATO advised did not have our bank details on file and the P&C had a \$15,000 credit as part of the Covid boost payments which we didn't previously know about. A refund application was completed and the funds have been transferred to the P&C bank account. **Great work Leesa!**
- Job Keeper 1.0 effective March 2020 but we missed out due to no one applying for it. Have been allowed to back date to September (\$1500 per fortnight per employee regardless hours worked. Taxes are withheld but super is not paid).
- Job Keepers 2.0 commenced 28 September (hours based). Have successfully registered.
- P&C pay a MYOB subscription \$60 a month. If we join RSM digital cloud club, the P&C will receive a 10% saving for MYOB. No other RSM expectations. We would be paying \$48 a month for MYOB instead.  
**Motion: Change from MYOB to RSM digital cloud for MYOB reduced fee of \$48 a month instead of \$60. In favour: Everyone**
- Have updated the profit and loss document which now shows equal comparison from 2019 – 2020.
- Has created a fundraiser analyses which compares to 2019 to see what is worth continuing.

Canteen: \$63,337.61  
Donation: \$675  
Fundraising: \$5,868.25  
Uniform shop: \$70,702.81

Profit: \$56,357.90 (YTD)

**Actions:** See action report

**Donations update (Presented by Brooke Benbow on behalf of Kylie Berntsen).**

- Cassandra Levitzk discovered we have \$1600 on the schools Rebel Sport account. This is 5% from the sales of the community buying from Rebel and advising the store they are students of Comet Bay Primary School.
- Garman watch for \$600, two boogie boards for \$70 each, trolley.
- Have \$600 left on the account.
- Account details have been updated to the P&C email address.
- Candle wellness pack and Indian head massage voucher, incense and burners donated via Susan.
- Seadoo chair \$495 donated by Fridays for staff raffle which hasn't happened so has been donated to P&C.
- See action list for requirements of raffle set up. Sell \$2 each and 5 in a book.

**Actions:** See action report

**Action:** Please ensure any donations received are being recorded on the 2020 donations register below.

<https://www.dropbox.com/scl/fi/df5ol19dnpbhvnycdpn7w/Donations-2020.xlsx?dl=0&rlkey=cqv2lk75ghjjzabq6esuaqeod>

**Book club update (provided by Brooke Benbow on behalf of Rachel Fiorini)**

No update. Book club issue 7 closes next week.

**Book fair update (Presented by Jo Maclean)**

Thank you to everyone who helped our with the Kindy book fair. Went really well and was well received by parents. We took \$1400 which is the best kindy fair we have done. \$460.50 back to the school in rewards which was used to pick items directly for kindy.

**Main school book fair:** Term 4, week 6. Due to phase 4 restrictions still being in place, some furniture will be removed from the library to allow suitable spacing for people to attend the book fair in the library. The theme is enchanted forest. Will wait for book club to be closed before promoting book fair – hopefully week 4.

**Disco:** Unfortunately, there will be no disco due to Covid restrictions.

**Fuel our school update (presented by Brooke on behalf of Hayley / Emily)**

No update. Continuing to count and bank. Leesa has advised the bank has advised the bagging has been done perfectly.

**General Business:**

**School calendar (Brooke):** Progressing well. We have 8 sponsors (4 on every second page). Secret Harbour Butcher, The Agency, Leesa Darby Tupperware, Marshall Arts, Enchanted Beauty and Wellness, Eco Plumbing, Jarrah Bakery and Street Hussle Events. All logos have been provided and Brooke is assisting with logo improvements. Jason Carroll is a local photographer and has donated some aerial photos of the school and surrounds. Brooke has taken some photos to contribute to the calendar. Kapture also have photos to place in the calendar also. We only spend what has been donated and so when we sell the calendar, we will receive a pure profit. Selling them for %5. Aiming to get these well before December.

**Sports Carnivals (all children being able to participate):** Is there a way to encourage all kids to participate in the senior carnival to allow parents to come and watch their kids. Things are set up the way they are due to keeping kids entertained, limiting kids sitting around getting bored. **Suggestion: Break the day up into thirds. Frist up will be the year 4s running while 5/6s do team sports, second would be year 5s running 4/6s do team sports and then thirdly 6s running while 4/5 doing team sports. Perhaps do something similar for the younger years as a sport carnival normally implies a running race is involved.**

**Containers for Change program:** Supports students learning about recycling plus provides some funds to the school. Students are invited to bring eligible containers to school to place our special blue bin near the gardeners shed. Money raised will go directly to further environment sustainability program within the school. Brooke has registered and completed all necessary actions.

**Actions:** See action report

**Footy Tipping:** Previously, footy tipping was used to fundraise for camp but has dwindled overtime. Stefan is seeking \$150 reimbursement. Is completed via the uniform shop. 10 people entered and paid cash. Only three people paid by PayPal back in April.

**Actions:** See action report

**End of year write up:** Previously provided year books for the whole school but they weren't selling. We now donate year books and the P&C complete a write up. Graeme has approved the message. Please let Brooke know any suggestions based on what you heard tonight.

**Happy Walk:** Due to restrictions, there is no shared lunch so sausage sizzle required. We discussed doing Subway (thank you Susan) but not going with this vendor. Amanda from the canteen is putting on hotdogs which is a canteen order and will go to their class. Happy Walk specials will be available on the day and will be advertised on social media.

**Sausage Sizzles:** Big thank you from Susan to all those who helped with the sausage sizzles. 500 roles sold at junior and 365 roles sold at senior. Profit: \$2600 plus the car park raffle and lucky squares was over \$3000. Thank you Susan for your amazing coordination.

**Motion: Purchase 2 bain-marie to use at sausage sizzles.**

**In favour: All in favour**

**Purchase a fridge:** Was suggested a fridge be purchased for P&C events. It was denied due to lack of use but will reach out to Bunnings to see if they will donate two eskies to assist with keeping drinks cold for events.

#### **Next Meeting**

Next meeting due Tuesday, 10<sup>th</sup> November 2020 (6.30pm)

**Meeting closed – 8.29pm**