



Comet Bay Primary School P&C Association

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

Minutes:	P&C Open General meeting
Date / Time:	Tuesday, 11 th May – 6.30pm
Venue:	Comet Bay staff room
Attendees:	Brooke Benbow, Kylie Walling, Leesa Darby, Amanda Bradford, James McRae, Rachel Forini, Kate August, Graeme Watson
Apologies:	Susan Horsfield, Hayley Taylor, Jo McLean, Amanda Ball, Sarah Potsy

Executive meeting opened 6.32pm

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

Attending members – noted above

Apologies for absence – noted above

Confirmation of minutes from previous meeting

The minutes of the P&C Executive Meeting of Comet Bay Primary School held on **Wednesday, 21st April 2021** have been made available for public perusal. 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:** Leesa Darby

Business arising from previous meeting/minutes

- Reviewed action list originally sent out.

Correspondence incoming/outgoing

- **Incoming mail:** Happy walk money, bank statements, Australia fundraising specialist (not pursuing).
- **Incoming emails:** Comet Bay signage invoice, WACCSO invoice, O'Connor website query, Charthouse Primary School subway fundraising query.

Reports and Updates

Treasurers Report (Leesa Darby): (reports saved in meeting folder on Drop Box)

- Report is saved in P&C meetings folder drop box if you anyone would like a copy.

Canteen update (Brooke on behalf of Amanda): 1st to 30th April online - \$2577.12, commission \$78.88, cash \$1997.85, eftpos \$1261.50 with a total \$5836.47. This is with Easter holidays and Anzac long weekend. There were 354 Subway lunches ordered. There were a total of 19 unpaid lunches for term 1 and term 2 (\$28.50) so far. I would like to do a pizza juice box special in week 7 at a cost of \$6.50 with 3 flavours on offer (cheese, BBQ chicken and ham and pineapple). For the Winter menu term 3, I would like to add GF Butter Chicken at \$5 a portion. It costs a little more because we have to buy the foil containers and forks for it. Volunteers required for Tuesday and Thursdays.

Action: What is the profit margin on the pizza options. Brooke to find out from Amanda.

Uniform shop update (Brooke on behalf of Sarah): We are down \$655 from this time last year. Shout out to Laura Gallagher, our new volunteer. Laura is doing a fantastic job.

Principal update (Graeme): See attachment.

School board update (James): Matt Packy has accepted the parent member role on the board, Michelle Nash has stepped as board chair until official decision has been made for a permanent member. Jackie Thompson has put her name forward and has been accepted. Current business plan has been reviewed, compared to four other school business plans and discussed in breakout sessions.

School disco (Brooke): Taking place on Friday, 11th June, term 2. Brooke has completed poster advertising the disco. Will be sent out three weeks before event and has been advertised on social media.

Art Show term 3 (Brooke): Unfortunately, Jackie was not able to attend this meeting. Possibly have the art show and school production on the same evening as one event. Will continue discussing offline.

P&C Coffee Club (Brooke / Susan): First coffee club has occurred. Minimal attendance. A Facebook event has been set up to entice more attendance. New mugs will be purchased. Part of the coffee machine is missing but able to continue using it.

Term 3 car park raffle (Brooke on behalf of Susan): Note has been completed and will go out in week 8. Draw raffle in week 11.

Student Services & P&C night Monday 24th May (Brooke):

- Presentation focused on raising resilient kids presented by Andrea Preiato from Helping Minds the Comet Bay BE YOU Mental Health Committee.
- Coffees to be run by P&C volunteers. Gold coin donation for nibbles.
- Poster has been created and event will be created on social media to entice attendance

Canteen improvement (Brooke):

- Review is still underway and menus from other schools have been collected to compare.
- Canteen is not able to run at a loss. Confirmed we are looking at the canteen menu to see what food items can be increased and what extra items can be added to bring profit in.
- Canteen improvement forms have been completed by students. They have been complimentary and items such as healthy option muffins, slushies / smoothies, nugget / pizza combo day, taco Tuesday, sushi, zooper dooper icy pole brand, Country theme days,
- Another suggestion was to open the second roller door and higher if possible.
- Amanda has commenced sampling pizza.
- Potential of a student helper assisting in the canteen or perhaps facilitating service
- Have the menu on display perhaps in the second roller door area with a box for orders to go in so people don't have to wait in line
- Keep to a beach theme to tie with in with Comet Cafe surfboard
- Make the area more visually friendly /inviting (images of the food etc)

General Business

Gilberts \$150 credit: If people purchase goods from Gilberts, mention Comet Bay Primary School and points go on our account for credit / vouchers. Brooke to complete registration paperwork and advertise the opportunity on social media.

P&C contribution acknowledgement plaques: Art work has been provided to the Executive team for review. Awaiting official quote from 4signs. Will continue to communicate as information is received.

Website improvement proposal (Kylie): Review document has been sent through to Graeme for review. Meeting with Graeme on Friday, 14th May to discuss further.

School photo (Brooke): Photohendricks has reached out to see if would like ot use them as a vendor. We have declined in this instance as we have already locked in Kapture which also includes the sibling photo options. Will request parent feedback after the next photo session and possibly look at new vendors.

Happy Walk / Colour Run (Brooke): Possibly change Happy Walk to be a gold coin and make it all about Harmony Day and make the Colour Run as the new main event. Will see how Colour Run goes this year and discuss closer to the next event.

Family Picnic Day (Leesa): Parents invited during lunch period to eat lunch with their kids in a designated picnic area for the last of each term (or last week). Parents bring the special lunch. Is something the school will look at and perhaps trial in Spring.

Kiss and Drive shelter (Kate): Is it possible to expand the shelter at Kiss and Drive and add another shelter and perhaps with a side to sun and water protection. Weather jackets need to be cleaned. **Rachael has volunteered to clean these.**

Next Meeting: Tuesday, 8 June 2021 at 6.30pm.

Meeting closed: 8.30pm