



Comet Bay Primary School P&C Association
c/-85 Miltna Drive, Secret Harbour Western Australia 6173

Minutes:	P&C Open General meeting
Date / Time:	Tuesday 14 th June – 6:30pm
Venue:	Comet Bay staff room
Attendees:	Brooke Benbow, Leesa Darby, Kate August, Graeme Watson, James McRae, Kylie Walling, Susan Horsfield
Apologies:	Sarah Potts, Amanda Ball, Rachel Fiorini, Alisha Johns, Amanda Bradford, Julia Kett
General meeting opened 6.35pm Official open and welcome to all new and current members 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: <ul style="list-style-type: none"> • 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 General Meeting of Comet Bay Primary School held on Tuesday 10th May have been made available for public perusal via email to those who have requested to the on distribution list. 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: James McRae	
Business arising from previous meeting/minutes Reviewed action list originally sent out.	
Correspondence incoming/outgoing Incoming: <ul style="list-style-type: none"> • Gilberts points notice (forwarded to Leesa for FB) • Canteen tender for Singleton Primary School • Pest West invoice • Bank statements (Leesa) • P&C thank you notes Outgoing: <ul style="list-style-type: none"> • Canteen Assistant job description draft • Reconfirmation to Paul Papalia's office regarding bike donation 	
Please remember to complete the in / out tracker via Drop Box or provide detail to Kylie to complete.	
Reports and Updates Treasurers Report (Leesa): Reports are saved in the meeting folder in Drop Box and emailed out with the Minutes. Principal Report (Graeme): Sent out with Minutes to all. School board (James): Board report compiled from meeting minutes. <ul style="list-style-type: none"> • Welcomed new board members Clair Piper (Parent Member) and Denis Terrell (Community Member), Hema is continuing for another term. • Reviewed finance committee minutes and noted 2022 budget approved by the committee. • Reviewed one line budget summary report and explained how the report works for new members. • Review of discretionary funding allocation. • Review of the Australian Early Development Census (not for public release). Language skills and pre-ready for school skills need to be addressed and the school is working with agencies and local schools to community to address. 	

Uniform shop (provided by Brooke on behalf of Sarah):

- Winter order finally arrived after 5 months. An issue with the colour on the collar as the factory workers have changed and after struggling to find the original colour changed it to the disappointment of our supplier too. We negotiated a discount as could not afford to return the product and wait again.
- New brim hats didn't arrive. Supplier missed our order, so they are being manufactured now.
- We have had a price increase on skirts and shorts to \$18.50 + GST. Considering repricing for 2023.
- We received a refund on the 14 unsold softshell jackets as I was not happy with them.
- Legging sample almost ready. Supplier bringing Friday.
- We had some flooding above the desk during the extreme rain but have now sorted. Had to work in the dark for one day as water was coming through the light fitting.

Canteen (provided by Brooke on behalf of Amanda Ball):

- Working through the job description of the canteen assistant advertisement.
- A pre-paid Visa card provided to Amanda. Receipts will be collected from her on a fortnightly basis.
- Bug zappers have been replaced in the canteen. Tested and tagged.

Book club / fair (provided by Brooke on behalf of Rachel):

- Book fair was a success bringing in \$8000 which is on par for previous years. Was great considering the bad weather.
- Saturday was busy taking \$1405.
- Thank you to all those who volunteered. Cannot run this without you.
- All raffle prizes have been distributed and the colouring competition has been drawn.
- Massive thank you to Lisa from Library for all your hard work.
- Book club issue 3 has been delivered.
- Issue 4 is online only and closes Friday 16th June.

Facebook update (Leesa):

- Last 28 days have received 7 new page likes.
- Posting engagement 873.
- Post reach is going out to over 1400 people.
- Top 3 posts (Meeting the P&C post, coffee van notice and happy birthday post to Sarah Potsy).

General Business

Car boot sale (Leesa): Held in 2014 to fundraise for Canberra trip with a sausage sizzle and face painting. Car parks on sale for \$10 private seller and \$20 for businesses. Possibly use the oval to allow more involvement. Leesa Darby to investigate and report back. Possible end of week 1 or 2 in term 3 / 4.

Xmas in July (Leesa): Catch22 in Mandurah promoting a Christmas in July event \$60 for 6 courses per person Friday 22 July 6.30pm onwards. Leesa to promote on Facebook and track RSVPs.

Kiss and Drive shelter extension (Kate): Current shelter is too small during bad weather to shelter kids from the rain or sunny weather. Possibly extend with some sides for further weather protection. Kylie to keep an eye out for incoming grants from the Council and apply.

Drop box upgrade \$185.00 a year (2TBM, currently 2GB) (Kylie): All agreed to the upgrade.

Disco (Kylie): Week 2 Term 4, Friday 21 October. Under the Water theme, bubbles, glow sticks, pastry van, dj

Subway term 3 (Susan): Thursday 18 August.

Dominoes pizza day instead of sausage sizzle (Susan): Would like to trial a Dominoes pizza day instead of a sausage sizzle day. This eliminates using the BBQ in possible wet weather and we are struggling to find a supplier to provide us with 500 rolls at a discounted rate. All agreed to trial this, Susan to organise.

2022 WACSSO Conference (Brooke): Saturday 10 & Sunday 11 December at Crown. Hoping the executive members can attend.

Next Meeting: General – Tuesday 9th August.

Meeting closed: 8.18pm