



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

<b>Minutes:</b>	<b>P&amp;C Open General meeting</b>
<b>Date / Time:</b>	Tuesday 13 September– 6:30pm
<b>Venue:</b>	Comet Bay staff room
<b>Attendees:</b>	Brooke Benbow, Leesa Darby, Kate August, James McRae, Kylie Walling, Amanda Bradford, Julia Kett
<b>Apologies:</b>	Sarah Potts, Amanda Ball, Rachel Fiorini, Alisha Johns, Susan Horsfield, Graeme Watson, Belinda,
<b>General meeting opened 6.34pm</b> 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"> <li>• Attentive Listening</li> <li>• Appreciation/No put-downs</li> <li>• Mutual Respect</li> <li>• The Right to Pass</li> </ul>	
<b>Attending members:</b> noted above	
<b>Apologies for absence:</b> noted above	
<b>Confirmation of minutes from previous meeting</b> The minutes of the P&C General Meeting of Comet Bay Primary School held on <b>Tuesday 14<sup>th</sup> June</b> 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.	
<b>Confirmed:</b> Brooke Benbow <b>Seconded:</b> Kate August	
<b>Business arising from previous meeting/minutes</b> Reviewed action list originally sent out.	
<b>Correspondence incoming/outgoing</b>  <b>Incoming:</b> <ul style="list-style-type: none"> <li>• PC query</li> <li>• Canteen applications</li> <li>• Footsteps Dance Program</li> <li>• Gilberts donation (\$250.00)</li> <li>• Fathers Day raffle</li> <li>• Car boot sale</li> <li>• 2022 Year book</li> <li>• Bank statements</li> </ul> <b>Outgoing:</b> <ul style="list-style-type: none"> <li>• Canteen applications</li> <li>• Fathers Day raffle</li> <li>• Car boot sale</li> </ul>	
<p style="color: red;"><b>Please remember to complete the in / out tracker via Drop Box or provide detail to Kylie to complete.</b></p>	
<b>Reports and Updates</b>  <b>Treasurers Report (Leesa):</b> Reports are saved in the meeting folder in Drop Box and emailed out with the Minutes.  <b>Principal Report (Brooke on behalf of Graeme):</b> Sent out with Minutes to all.	

### School board (James):

- Public meeting, one person was lined up to attend but they had to pull out.
- Reviewed One-line budget overview and gained understanding why carry-over will be down heading into 2023.
- Review 2022 -24 Business Plan – Inclusive Curriculum and Pedagogy Strategies and targets tabled for the board to review.
  - Next meeting should see results starting to come in for areas being met.
- Discussed that Naplan results have been delayed. Further discussion next meeting when results available.
- Discussed the Kindy de-commissioning and what that will look like for the main school.
- Reviewed attendance data and information tabled that the Department is asking schools to place a focus on attendance as some schools are seeing a decline.
- Surveys – Reviewed the staff and parent surveys prior to release.
  - Discussion around how it could be clearly communicated to staff how the results remain anonymous.
- Canberra Camp survey results reviewed. Cost will be the biggest factor.
- Summary of Prior 12 months board minutes.
- Discussed member composition – Denis Terell can no longer join the board due to personal reasons. This community member role is now likely to be replaced with Robert Schmidt (also an elected council member). Hema has moved interstate and relinquished her role.
- Next meeting 2/11/2022.

### Uniform shop (no update)

### Canteen (no update)

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

- Book fair term 4 week 6, paws for books - come, stay, read a great tail cats and dogs
- Volunteers needed and will be advertised last week of school holidays.

### Facebook update (Leesa):

- 15 new likes and 692 likes in total
- Top 3 posts - pastry place being at school every Friday, picture of P&C working hard at previous meeting and winners of book fair colouring competition

### General Business

**Car boot sale (Leesa):** Sunday 30 October 9am – 12pm. Pastry Place, Sweets on the Run, Fire trucks, face painter (gold coin donation), Camp Australia activity, sporting / activity section (gold coin donation). Currently 6 bookings so far. Volunteers will be required.

**Xero subscription (upgrade to premium 5) (Leesa):** Completed.

**Staff contracts (award increases) (Leesa):** New awards came in 1<sup>st</sup> July.

**Insurance (Leesa):** Certificate saved in drop box. No changes.

**Christmas Raffle (Leesa):** All agreed to do this.

**Junior sausage sizzle (Leesa):** All went well. Thank you to everyone who volunteered. Feedback from parents on the day were noting they would like to seeing more competition and running races for their kids. Thank you to the Pastry Place for coming down and donating \$100 from their profits from the day.

**Colour Run (Brooke):** Giant thank you Amanda and Liz for putting the delivery a way.

**Blinds to be placed cooking area (Renae Atkinson) (Brooke):** Cooking area is quite and windy on certain days, is it possible to go on the P&C wish list to put blinds in the area to protect the kids from the elements. Graeme has advised the school may have the funds for this and will report back.

**Wishlist items (Kate):** The P&C support this submission and are open to contributing financially.

**Vote: Do we agree in submitting these items to Graeme**

**Response: All agreed.**

**Annual pavers (Brooke / Amanda B):** Voting took place. Unable to include in minutes due to privacy (surprise).

**Containers for Change funding (Graeme):** Will discuss at next meeting when Graeme is available.

**Disco (Kylie): Friday 21 October (KP1 – 23) 4-6 (later afternoon)**

- Pastry place locked in and will donate cupcakes and slices to the canteen to sell on the night.
- James McRae locked in as DJ and is looking for smoke machine and the techno lights.

- Volunteers: Kylie Walling, Leesa James, Brooke (Kylie to send out volunteer form) – Brooke to call out for teacher volunteers.
- Glow sticks (Kylie to organise) beach ball, pool toys, octopus
- Canva advert for Facebook
- 4 volunteer insides, 2 on the entry and 2 on the exit, plus canteen staff
- Safety vests for volunteers (in P&C cupboard)

**Thank you (Brooke):** Huge thank you to Amanda B for ordering everything, thank you to Leesa, James and Kylie for coordinating the sausage sizzle. Thank you to Leesa for the father's day raffle and the car boot sale!

**President stepping down:** Brooke has advised she will stepping down from the P&C President's role at the end of 2022. Brooke intend to stay on the P&C and continue to help and transition someone into the role. Brooke won't have any children in the school at the end of 2023 so it's a good time for someone to learn the role and bring in some new ideas etc. We cannot thank Brooke enough for her effort and time involved in the P&C. More information to follow.

**Next Meeting:** General – Tuesday 11<sup>th</sup> October

**Meeting closed:** 8.44pm