



**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 11 October– 6:30pm
<b>Venue:</b>	Comet Bay staff room
<b>Attendees:</b>	Brooke Benbow, Leesa Darby, Kate August, James McRae, Kylie Walling, Graeme Watson, Julia Kett
<b>Apologies:</b>	Sarah Potts, Amanda Ball, Rachel Fiorini, Alisha Johns, Susan Horsfield, Lani, Belinda, Amanda Bradford, Liz Taylor
<b>General meeting opened 6.33pm</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 13 September</b> have been made available for public perusal via email to those who have requested to be on the 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>• Car boot sale</li> <li>• Accounts from West Oz Food Distributors</li> <li>• City of Rockingham grants for October</li> <li>• Licence request for car boot sale</li> </ul> <b>Outgoing:</b> <ul style="list-style-type: none"> <li>• Car boot sale</li> <li>• Licence request for car boot sale</li> </ul>	
<b>Please remember to complete the in / out tracker via Drop Box or provide detail to Kylie to complete.</b>	
<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.  <b>School board (James):</b> No update.  <b>Uniform shop (Brooke on behalf of Sarah):</b> <ul style="list-style-type: none"> <li>• We \$957 up for the month.</li> <li>• Receiving great feedback on the leggings.</li> <li>• Leavers 2023 letters are going out this week and will be promoted on Facebook and available via the online uniform shop. They are a custom order so cannot guarantee extras will be available after the closing date. Sizing is the same suppliers as standards tops.</li> <li>• The online uniform shop is open for orders</li> <li>• We will be at the Kindy Annex for orientation day and have extra products in anticipation.</li> </ul>	

**Canteen (Brooke on behalf of Amanda):**

- Staff lunches were completed on Monday.
- Amanda suggested we look into alternative for quick cliq as they are taking \$1500.21 for February.
- KP1 disco and will sell half dog and juice for \$3.50 and kids get a ticket when parents purchase (or write down names)

**Book club / fair Wednesday 16 November to Monday 21 November (provided by Brooke on behalf of Rachel):**

- All is under the way. Social media post promoting the event has been reviewed and approved.

**Facebook update (Leesa):** No update**General Business**

**Car boot sale - Sunday 30 October (Leesa):** 15 car parks booked (can do 30) with three weeks to go. Pastry Place locked in with 10% of sales being donated to the school, face painter for \$200 for three hours has been locked in (gold coin donation), Camp Australia will hopefully do an activity, martial arts display / show and try out for audience (sign up potential), P&C sausage sizzle, kids music, fire trucks. Please continue to promote this event in order to sell all 30 spots. Containers for change container to be available during event.

**Christmas Raffle (Leesa):** Will look to send out emails seeking donations soon.

**Colour Run – Friday 4 November (Brooke):** Brooke is away for this event. Ryan and Chloe Benbow will be available to assist as well as Kylie Walling, Leesa Darby, Kate August. Leesa has locked in tyres with Tyre Power. Everything is organise and items are in the P&C cupboard from 2021.

**Wishlist items (Brooke / Kate):** Provided official documentation to Graeme for review.

**Annual pavers (Brooke / Amanda B):** See action list.

**Containers for Change funding (Graeme):** Agreed the account is a holding account and the school makes the decision to approve ideas of what this money is spent on in partnership with the P&C.

**Disco (Kylie):** Will request volunteers for Disco via social media.

**Subway day (Leesa / Amanda):** All agreed to reschedule this to Colour Run date Friday 4 November. Will allow parents the option to purchase subway as well and paying online.

**Christmas party (Leesa):** Provide your ideas for the adult only event to Leesa. Agreed to have a family event at Shipwreck and an adult only P&C member event.

**Next Meeting:** General – Tuesday 8<sup>th</sup> November

**Meeting closed:** 8.15pm