

Agenda:	General Meeting
Date:	Tuesday 17th October 2023
Time:	6.30pm
Venue:	Comet Bay Primary staff room
Zoom:	https://us05web.zoom.us/j/82344675459?pwd=gskMFor27J5by3j6SgFryxWxTV2KPC.1
Meeting ID:	823 4467 5459
Passcode:	pKCL6R

Time	Item	Owner																
6:30:00 PM	Open and welcome	Julia																
	Reminder of tribe agreements: Attentive Listening Appreciation/ no put downs Mutual Respect Right to Pass																	
6:38:00 PM	Attending members noted	Julia																
	welcome any new members																	
6:40:00 PM	Minutes from previous meeting	Julia																
	The minutes of the P&C General meeting for Comet Bay Primary School held on Tuesday5th September 2023 as been made available for public perusal. They have been read and confirmed as an accurate and true record.																	
6:41:00 PM	Business arising from previous meeting	Julia on behalf of Lani																
	see action list																	
6:50:00 PM	Correspondence Incoming/Outgoing	Julia on behalf of Lani																
	<table><tr><th>Incoming</th><th>Outgoing</th></tr><tr><td>Car Boot Sale Correspondence</td><td>Car Boot Sale Correspondence</td></tr><tr><td>ANZ Terminal query</td><td>Minutes approvals in-house</td></tr><tr><td>Fundraising tracking updates</td><td>Newsletter additions</td></tr><tr><td>WestOz Statement</td><td>Action Lists and Agendas</td></tr><tr><td>Quickcliq Statments</td><td>Executive actions list</td></tr><tr><td>TryBooking Emails</td><td>Bank Statements</td></tr><tr><td>Colour Run Correspondence</td><td>PC Donations inhouse</td></tr></table>	Incoming	Outgoing	Car Boot Sale Correspondence	Car Boot Sale Correspondence	ANZ Terminal query	Minutes approvals in-house	Fundraising tracking updates	Newsletter additions	WestOz Statement	Action Lists and Agendas	Quickcliq Statments	Executive actions list	TryBooking Emails	Bank Statements	Colour Run Correspondence	PC Donations inhouse	
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6:55:00 PM	Reports & Updates	Julia																
	<table><tr><td>Treasurer Report</td><td>Leesa</td></tr><tr><td>Principal Report</td><td>Graeme</td></tr><tr><td>School Board Report</td><td>Graeme</td></tr><tr><td>Uniform Shop Update</td><td>Laura</td></tr><tr><td>Canteen Update</td><td>Amanda</td></tr></table>	Treasurer Report	Leesa	Principal Report	Graeme	School Board Report	Graeme	Uniform Shop Update	Laura	Canteen Update	Amanda							
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7:30:00 PM	General Business	Julia																
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8:00:00 PM	Meeting Closed	Julia																
	NEXT MEETING DATE TO BE HELD (to be advised)																	
	Meeting declared closed, Thankyou for attending																	