Minutes	ANNUAL GENERAL MEETING
Date:	Tuesday 6th February 2024
Time Open	7.05pm
Time Close	08:45pm
Venue:	Comet Bay Primary staff room
	Graeme Watson, Julia Kett, Lani Turner, Leesa Darby, Alisha Joynes, Angela
Attendees	Penberthy, Nora Ahokas, Kellie Lamond, Amy Lundy, Kate August, Rachel Firoini
	,James McRae Liz Taylor (ONLINE)
Apologies	No new P&C 2024 members to note apologies
	2023 apologies Laura Gallagher, Brooke Benbow, Amanda Bell,

**Meeting Opened** 

Julia

Reminder of tribe agreements

**Comet Bay Agreements as follows** 

Attentive Listening

Appreciation/ no put downs

**Mutual Respect** 

Right to Pass

Attending members noted

Julia

Welcome any new members

Apologies for absence - noted above

Minutes from previous meeting

Julia

The minutes of the P&C Annual General meeting for Comet Bay Primary School held on

7th February 2023 has been made available for public perusal. Minutes have been read and confirmed as accurate and a true record.

A copy has been put in the school file.

Accepted: James McRae

Seconded by: Leesa Darby

## **Election of 2024 Office Bearers and Executive Members**

Julia

NOTE: Only 2024 financial members are able to nominate and vote tonight - please ensure that a 2024 membership form is completed and \$1.00 membership fee is paid at this time.

All positioned are declared vacant and nominations are taken for the following executive positions

President

Nomination: Angela Penberthy Seconded by: Alisha Williams Accepted By: Leesa Darby

**Vice President** 

Nomination Nora Ahlokas Seconded by: Lani Turner Accepted By: Julia Kett

Secretary

Nomination: Lani Turner Seconded by: Angela Penberthy Accepted By: Lani Turner

**Vice President** 

Nomination: Leesa Darby Seconded by: Angela Penberthy Accepted By: Kate August

**Executive Members ( Minimum of 3 required)** 

Nominations: James, Kate Seconded by: Alisha Joyce

Accepted by: ALL

Third executive member not nominated at this time. Executive to be found within 7 days of AGM

We would like to take the opportunity to thank those that have dedicated their time to an executive position

in 2023.

**Confirmation of 2024 Committee Members** 

**Book Fair & Book Club** 

Nomination: Rachel Fiorini Seconded by: Angela Penberthy Accepted By: Leesa Darby

## **Comet Bay Primary School**

# C/-85 Miltona Drive, Secret Harbour Western Australia 6173

Kiss & Drive

Nomination: Leticia Vermaak Seconded by: Julia Kett Accepted By: Kate August

Disco

Nomination: Lani Turner Seconded by: Angela Penberthy Accepted By: Leesa Darby

**Colour Run Co-ordinator** 

Nomination: Angela Penberthy Seconded by: Amy Lundy Accepted By: Kate August

**Canteen Liaison** 

Nomination: Leesa Darby Seconded by: Kate August Accepted By: Nora Ahokas

## Signatories for P&C Bank Accounts for 2024

Please note that all P&C accounts require two (2) authorised signatories

Signatures to be removed from P&C accounts

Signatures to be added to P&C bank accounts **Financial Audit** 

Confirmation of financial audit for 2023

**CLOSE AGM** Julia

Close AGM and open General Meeting for 2024

#### Minutes from previous meeting

New President take over quiding of meeting - welcome and complete General Meeting.

The minutes of the P&C General Meeting for Comet Bay Primary School held on

Tuesday 21st November 2023 as been made available for public perusal. They have

been read and confirmed as an accurate and true record.

Confirmed: James McRae Seconded: Angela Penberthy

**Incoming & Outgoing** Julia

As shown on agenda Graeme

#### **Reports & Updates** Julia

**Principal Report - attached with minutes** 

Graeme

School Board Report - within Prinicpal report attached

Graeme Leesa

Leesa

Julia

Treasurer Report - sent with agenda Uniform Shop Update - Laura absent

Welcome Tegan as new Uniform Shop Supervisor.

Tegan has been completing handover with laura to ensure smooth transition as possible

#### **Canteen Update**

Liz via zoom - Ready to hit the ground running as new Canteen Supervisor. Quickcliq has been updated and canteen

has had deep clean from P&C Team and Liz during first week of school. Stock take has been completed for healthy turnover of product.

Contracts will be updated and sent out for signature in coming week.

Welcome Amy Lundy as Canteen Assistant

Julia **General Business** 

## Office Bearers met before school comes back to map out the year of fundraisers

Email ideas to p&c

Ran through fundraisers for term 1 and 2

Book fair - we receive book credits, rather than cash to go towards our library

Paint and sip week 5

#### **Photographer Fundraiser**

**Fundraising Calendar 2024** 

Have sourced 3 photograpthers, hoping for a couple more.

Will allocate locations and times for each Photograpther that suits them.

Further discussion to be had regarding additional photos for families if interested

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Pricing and other specifics to be tabled and discussed at next meeting

## Parent / Social Event

Angela wanting to build community, get families talking and engaged

Friday afternoon as a sundowner on school oval

23rd February dated pending.

Not a fundraiser. Want to invite new families to share quality time.

Discussion to be had re: food, drinks. MOSTLY BYO.

## **Social Media Policy**

Social Media Policy not required should we not have Photo both again.

Discussion had as to the Pros and cons regarding photo booth.

All members invited to have say with executive team to make final decision.

Tabled social media policy at this time. Recommended policy to be raised at next weeking, at the start of agenda for time to discuss.

General All Members

Morning tea platter this Friday - Deferred until Tuesday 13th February morning tea

Food to be donated by P&C Team (no costs will be used from P&C accounts)

Around the room introducing ourselves to new members

Nothing additional to add around the room

## **Meeting Closed**

Meeting declared closed at pm 8.45pm Thankyou for attending