



<b>Kiss &amp; Drive</b>		
Nomination: Leticia Vermaak	Seconded by: Julia Kett	Accepted By: Kate August
<b>Disco</b>		
Nomination: Lani Turner	Seconded by: Angela Penberthy	Accepted By: Leesa Darby
<b>Colour Run Co-ordinator</b>		
Nomination: Angela Penberthy	Seconded by: Amy Lundy	Accepted By: Kate August
<b>Canteen Liaison</b>		
Nomination: Leesa Darby	Seconded by: Kate August	Accepted By: Nora Ahokas
<b>Signatories for P&amp;C Bank Accounts for 2024</b>		
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		
<b>Financial Audit</b>		Julia
Confirmation of financial audit for 2023		
<b>CLOSE AGM</b>		Julia
Close AGM and open General Meeting for 2024		
<b>Minutes from previous meeting</b>		
<i>New President take over guiding of meeting - welcome and complete General Meeting.</i>		
The minutes of the <b>P&amp;C General Meeting</b> for Comet Bay Primary School held on <b>Tuesday 21st November 2023</b> 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	
<b>Incoming &amp; Outgoing</b>		Julia
As shown on agenda		Graeme
<b>Reports &amp; Updates</b>		Julia
<b>Principal Report - attached with minutes</b>		Graeme
<b>School Board Report - within Prinicpal report attached</b>		Graeme
<b>Treasurer Report - sent with agenda</b>		Leesa
<b>Uniform Shop Update - Laura absent</b>		
Welcome Tegan as new Uniform Shop Supervisor.		
Tegan has been completing handover with laura to ensure smooth transition as possible		
<b>Canteen Update</b>		
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		
<b>General Business</b>		Julia
<b>Fundraising Calendar 2024</b>		Leesa
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		
<b>Photographer Fundraiser</b>		
Have sourced 3 photographers, hoping for a couple more.		
Will allocate locations and times for each Photographer that suits them.		
Further discussion to be had regarding additional photos for families if interested		

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 booth 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

