

Minutes	GENERAL MEETING
Date:	26/11/2024
Time Open	6.31PM
Time Close	07.52PM
Venue:	Comet Bay Primary staff room
Attendees	Leteatia, Teegan, Nora, Ange, James, Graeme, Liz, Kellie, Leesa, Kate
Apologies	Alisha, Lani, Naomi, Debbie

Meeting Opened	Ange
Open and welcome by chairsperson, Acknowledgement of Country	Nora
Comet Bay Agreements as follows	Ange
Attentive Listening	
Appreciation/ no put downs	
Mutual Respect	
Right to Pass	
Attending members noted	Ange
Apologies for absence - noted above	
Minutes from previous meeting	Ange
The minutes of the P&C General Meeting for Comet Bay Primary School held on Tuesday 15/10/2024 has been made available for public perusal. They have been read and confirmed as accurate and true record. Kellie confirmed Nora second	
PRESIDENTS ADDRESS	Ange
update on behind the scenes	
Correspondence Incoming/Outgoing	Ange
Incoming and outgoing as noted on agenda	
Business arising from previous meeting	Ange
Protocols – Ange still looking into this	
Lani is resigning from her position – looking into what we need to do to proceed behind the scenes – Nora and Andon’t have access to all accounts, so liaising with the bank to organise this. <i>Office bearers to sort this out.</i>	
Further donation - leesa will discuss in treasurers report	
Poll of dates for xmas party - invitations and venue booked - complete	
Thank you letters for certificate photo - complete	
Grant - did not complete this year	
Year book - complete	
meet and mingle complete	
Canteen prices and slushie provider- liz noted slushie provider has been better lately	
Money train fundraiser - Kate will discuss in 2025	
Reports & Updates	Ange
Principal Report - attached with minutes	Graeme
Question from Leesa - clarification about air con installation – Graeme discussed roof mounting costs and some of the delays that they have faced. Sonia has worked hard in the office to liase with the Department about this.	
School Board Report - within prinicipal report in minutes	Graeme
Treasurer Report & Fundraising Analysis - attached with minutes	Leesa
Uniform Shop Update - Report attached with minutes	Tegan

Quiet at the moment. Started stock take and cleaning.

Nora came in to do some training and will come in another time before the end of the year. Ange to do the same when she gets the chance.

After stock take, Teegan will complete the first Winter order. Still have quite a bit in stock. Roughly \$29,000 in previous years. Will try to get down a bit more this year. Ange suggested not going off previous years and instead having a close look at what the kids are actually wearing this year. Teegan uses a printout of what has sold each month in order to make new ordering decisions.

Long sleeve polos – same material as short sleeve older polos – do we want to change the material to the new style? Haven't sold many but some do still buy these. We have some in stock so Teegan will look into how many we have sold over the past year and see if we do actually need to order any more.

Hats – wide brim and bucket hats – Nora suggested just taking away the bucket hats – others said that their children wouldn't wear the wide brim hats and would like to see them remain. Graeme said that the kids also use the colours on their hats during games such as soccer to make teams.

Teegan has returned about \$460 worth of returns including faulty polos. About another \$200 worth to still return.

Can we discontinue school bags? Big and bulky. Currently about 23 in stock. Same with socks. Approximately three tubs of socks currently in stock. Swimming bags not being bought. Still a lot in stock. Suggestions – pop up shop to get rid of some stock, bundles (eg buy two shirts and get a pair of socks free/low cost). Agreed that socks, swimming bags and bags will be discontinued. **Teegan will see what sells at back to school time and make a plan for what remains.**

Suggested back to school opening times - Wed 5th January school goes back. Will open on **Sunday 2nd Jan from 3-5pm, Monday 3rd Jan from 1-3, and Tuesday 4th January from 9-11am.** *Sunday 2nd Jan – Graeme to open up uniform shop.*

ACTION Teegan to go through price list for 2025 with Ange.

Canteen Update - attached with minutes

Liz

Price increases for next year to move some of the items that we can improve profit on. Won't increase prices on over-the-counter popular items such as pikelets.

Wacky Wednesday last week was really popular, however it fluctuates depending on what is being sold.

Bread still donated by Colleen each week which is a huge benefit to the canteen.

Burgers still very popular.

Slushies – business back on track with it's service

Amy back at work after being unwell. Thank you to Emma who did a great job filling in for her.

Slushies for P/1 tomorrow. All of the kids very excited and a great way of offloading the current stock that only lasts four weeks.

Issue that needs to be dealt with - Kids are taking drinks and food from lunch baskets that aren't theirs – can we get the teachers to hand out the lunch orders so that we don't have to provide extra? Costs us extra to provide replacements.

Graeme will tell teachers it is their responsibility to hand these out from now on.

Air conditioner has been amazing in the canteen.

Leesa would like to look into getting a new printer in the canteen next year. **Discuss possibility of purchasing new printer in 2025.**

Elf on the shelf will not be in the canteen this year but it will still be festive!

Leesa tries to pay everything by the 31st December to have everything accounted for – *Liz to send any final invoices to Leesa .*

General Business Ange

AGM Date Ange

Tuesday 630pm 11th February 2024

Ange and Leesa have been thinking of new ways to gather volunteers such as personalised invitations.

Welcome Packs

Kindy welcome packs - weve done these last couple of years and have been well received. Will do again 2025

Roughly 155 k/pp/1 altogether. **ACTION Graeme to confirm numbers later in year for welcome packs**

Suggestion made to also welcome packs for new families through the year

ACTION Ange to put ut message on Whatsapp for volunteers to make up bags

P&C XMAS PARTY Leesa

Sunday 5pm 1st December - partners included. Pay your own food and drink. \$20 secret santa present

Rainbow Run Ange

Bike raffle on Friday – will be drawn in office beforehand. If a senior child wins, we will get them to attend the assembly so that we can present it to them.

4/5 icy poles will be handed out Friday after lunch

funds will come once the timeline is finished for donations. Donations until Friday - students can still get pizza party for their class and earn bike tickets.

pizza party will go ahead on Monday next week - 12pm. **ACTION Ange will get pizza forms to teachers**, party hats, bubbles and juice to be provided.

AROUND THE ROOM

Nora - WACCSO group mentioned free microsoft office. **ACTION - Nora to look into this**

James stepping down from p&c next year. Ange thanked james on behalf of p&c for everything hes done. James will attend AGM next year to resign from position. **Reminder that roles on P&C are from one AGM to next. Ange to communicate this in new year**

Kate - well done to Ange for doing such a great job as president this year. Has made a positive change to the P&C

Leesa - Thank you to Ange for a job well done

Graeme - P&C year book looks great with change of format

Meeting Closed Ange

Meeting declared closed at 7.52pm Thankyou for attending

Next meeting to be held - FUNDRAISING - DATE TO BE CONFIRMED

