



### 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 8 <sup>th</sup> February – 6:30pm
<b>Venue:</b>	Comet Bay staff room
<b>Attendees:</b>	Brooke Benbow, Leesa Darby, Susan Horsfield, Kate August, Graeme Watson, James McRae and Amanda Bradford,
<b>Apologies:</b>	Kylie Walling, Sarah Potts, Amanda Ball and Rachel Fiorini
<p><b>Executive meeting opened 6.39pm</b></p> <p>Official open and welcome to all new and current member by current P&amp;C President – Brooke Benbow</p> <p>All attendees were reminded that the meeting would be conducted in conjunction with the school's tribes agreements:</p> <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	
<p><b>Confirmation of minutes from previous meeting</b></p> <p>The minutes of the P&amp;C Executive Meeting of Comet Bay Primary School held on <b>Tuesday 13<sup>th</sup> November 2021</b> have been made available for public perusal. They have been read and confirmed as an accurate and true record, and a copy has been put in the school file.</p> <p><b>Confirmed:</b> Brooke Benbow      <b>Seconded:</b> Leesa Darby</p>	
<p><b>Business arising from previous meeting/minutes</b></p> <p>Reviewed action list originally sent out. No Business arising from previous minutes.</p>	
<p><b>Correspondence incoming/outgoing</b></p> <p><b>Incoming mail:</b></p> <ul style="list-style-type: none"> <li>• New parent volunteer request via inbox</li> <li>• Painting quotes for canteen</li> <li>• Cookie dough fundraiser information</li> </ul> <p><b>Outgoing:</b></p> <ul style="list-style-type: none"> <li>• Coffee van – pastry place – have been booked in for future events. They are offering a 10% kickback and will supply baked goods for morning teas – Leesa Darby</li> <li>• P&amp;C agreed to pay for the family maths night moving forward organised by D Hogan.</li> </ul> <p><b>Please remember to complete the in / out tracker via Drop Box or provide detail to Kylie to complete.</b></p>	
<p><b>Reports and Updates</b></p> <ul style="list-style-type: none"> <li>• <b>Treasurers Report</b> (Leesa Darby): (reports saved in meeting folder on Drop Box)</li> <li>• <b>Principal Report:</b> please see attached</li> </ul>	

- **Uniform shop (provided by Brooke):** See Leesa's report regarding January figures. Back to school went well. Laura's daughter is currently trialling new leggings and its going well. Very positive feedback so far and we are happy with quality.
- **Canteen (provided by Brooke):** see Leesa's report. Painter booked to come this Thursday, new hotplate has been ordered and we are speaking to new bakery suppliers as Brumby in Secret Harbour has closed.
- **School board (James):** Update from our representative James McRae. The Board haven't met this year as yet. However we did all receive a copy of the new School Business Plan.
- **Book club / fair (provided by Brooke):** Issue 1 was sent out last week.
- **Facebook update (Leesa):** Numbers and engagements have increased due to Leesa organising a social calendar for posts. Continue to encourage new families to join the page especially kindy families. School will advertise in school newsletter. Paul Papalia shared our kiss and drive video.

#### General Business

- **Cookie dough fundraiser (Leesa):** This has been confirmed and all paperwork will go home week 3.
- **Car park raffle (Brooke):** Susan & Leesa will draw raffle Friday 11/2/22
- **P&C Envelopes (Brooke):** Order has been completed.
- **Facebook posts (Leesa):** posts with pics receive more traction so Leesa will set up a picture folder in drop box. Thank you to Leesa for scheduling the posts. Possibly do a meet and greet video of P&C members for the Facebook group to introduce ourselves.  
**Action: Check with Patsy to see if we have some hats for sale at the office everyday**  
Wide brim hats should be here soon. Brooke has been trialling and loves it and lots of teachers have said they would like one too.
- **Susan:** Subway lunch is booked for 3 March 2022.  
**Action: Update canteen menu and send home to new families.**
- **Brooke:**
  - **Xmas light donation:** thank you to the Bell family who donated \$100. Brooke will do an appreciation certificate to the family.
  - Thank you to Kate August for labelling all the new lunch baskets.
  - Has asked Rebel for a list of what we have received in the past with our store credits but is struggling to get this information. Moving forward, Leesa will keep track of what we get so that we can show it in our financials.

**Next Meeting:** AGM Tuesday 8 March 2022

**Meeting closed:** 7.57pm