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| **Comet Bay Primary School P&C Association**c/-85 Miltona Drive, Secret Harbour Western Australia 6173**MEETING MINUTES** |

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| **Meeting** | P&C open and general meeting |
| **Date / Time** | **10th December 2019 (Tuesday – 6:30pm)** |
| **Venue** | Comet Bay Primary School – Staff room |
| **Attendees** | Graeme Watson (Principal), Brooke Benbow (P&C President), Juliet Davis (P&C Secretary), Ben Priest (P&C Vice President), Kate August, Susan Horsfield, Jo Maclean, Emily Teague, Sarah Groves, Rachel Fiorini |
| **Apologies** | Amanda Ball, Alisa Merriman (P&C Treasurer), Hayley Taylor, Cass Levitzke, Deborah Meerton  |

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| **Meeting opened 6:38pm**Official open and welcome to all new and current member by current P&C President – Brooke Benbow.All attendees were reminded that the meeting would be conducted in conjunction with the schools tribes agreements:* Attentive Listening
* Appreciation/No put-downs
* Mutual Respect
* The Right to Pass
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| **Attending members** – noted above |
| **Apologies for absence** – noted above |
| **Confirmation of minutes from previous meeting*** The minutes of the P&C Open General Meeting of Comet Bay Primary School held on the **12th November 2019** 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.
* **Confirmed –** Ben Priest **Seconded –** Susan Horsfield
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| **Business arising from previous meeting/minutes*** NIL
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| **Correspondence incoming/outgoing*** **Incoming –** ANZ and various fundraising flyers
* **Outgoing –** Nil
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| **Reports and Updates****Canteen and online canteen (presented by Juliet Davis)**Apologies Amanda is unable to attend and Juliet was unable to meet with Amanda this week. Amanda provided the following figures. Online takings from 10/11 to 6/12 $4545.56 online with $139.14 commission. Cash $4060. Eftpos 1189.40. Term 4 $8889.50 cash. $1850 eftpos. $19448.39 for year. $38809.20 with $1152.63 commission. Computer is having an issue. 272 school lunches provided this year for children that didn’t have lunches. 106 of these were reimbursed. **Action: Ben to look at canteen printer and computer related problems.****Uniform Shop (presented by Sarah Groves)**Figures are low at the moment. Last November figures $6K this year $3K. Kindy was very low on sales. 50 students down. Stock take started. Back to school dates 30th & 31st January 2020. Leggings sample shown. Raffle do again early Term 1. Summer stock coming in. Promo donations of old uniforms. Approved purchasing 10 of each size for new jackets. No more fleece jackets. Approved.**Action: Ben to look at uniform computer/network issue.****Principals report (presented by Graeme Watson)**See attached report**School Board update (presented by Graeme Watson)**The board will be meeting on Thursday. Looking at school phone policy.**Action: NIL****Treasurers Report (Presented by Brooke Benbow)**No report provided**Action: NIL****Donations update (Presented by N/A)**No update**Action: NIL** **Book club update (Presented by Rachel Fiorini)**Issue #8 arrived and will be delivered tomorrow. 12 orders. Melissa has left Scholastic. A big thanks to Rachel for coordinating.**Action: Rachel to supply YTD figures****Book fair update (Presented by Jo Maclean)**$5270 commission from the two Book fairs in 2019. $463 from Kindy. $29989 in commissions since Jo has taken over. Thanks to all the volunteers. Thanks Jo and Lisa for all your help. 2020 dates Kindy Term 1 week 9. Main school Term 2 week 5 and Term 4 week 6.**Action: NIL****Disco update (Presented by Brooke Benbow)**No update. Big thanks to Deb for a great effort on both discos.**Action: NIL****Fuel our school update (Presented by Emily Teague)**A big thanks for Emily and Hayley for coordinating. Final count $235.25. Juliet to liaise with Sandy re invoice for 2019 fuel our school donation.**Action: Juliet to arrange payment to school****Safety house update (Presented by Ben Priest)**No update**Action: ?** |
| **General BusinessCalendars –** Unfortunately we ran out of time to do the 2020 calendar. Lack of sponsors. Not worth it financially. Photos were done. Try again in 2020.**2020 Event –** We need a social event for 2020. Coordinator needed in order to run. Perhaps for a subcommittee. Ideas are welcome. Not getting enough help so need to more members. Current membes cannot do more than they are already doing.**Kindy happy walk –** The school has decided that the Kindy will not have a happy walk only Growing together day.**Year 6 Graduation –** Brooke will attend to represent the P&C**Kiss N Drive –** Still looking for helpers. Parents still on phones. 2020 look at class rep. Signs needed. Susan will be studying in 2020 so won’t be available due to prac. **Thank you –** Juliet, Brooke and Ben thanked everyone for their amazing effort and support in 2019. Such a great team effort for such a small team. Brooke handed out thank you cards and chocolates. Not that the high school no longer have a P&C due to lack of support and members. We need to avoid this for our school.**Running total for 2019 –** Susan requested a running total for 2019.**Action: Alisa to provide figures for 2020****P&C Cupboard –** Leanne has offered to clean out the P&C cupboard. Brooke to arrange containers.**Action: Brooke to source 10 plastic tubs and packing paper. Approved.****Surf Board –** Brooke to follow up the canteen surfboard.**Action: Brooke to follow up** |
| **Next Meeting**Next meeting 11th February 2020 – 6:30pm start time. |
| **Meeting closed – 8:03pm** |