



Comet Bay Primary School P&C Association

c/-85 Miltona Drive, Secret Harbour Western Australia 6173

MINUTES

Meeting	P&C Open General Meeting
Date/Time	Tuesday 12 th September 2017
Venue	Comet Bay Primary School - Staff Room
Attendees	Cassie Levitzke (President), Brooke Benbow (Vice President), Juliet Davis (Secretary), Alisa Merriman (Treasurer), Graeme Watson (Principal), Stacey Hansord, Hayley Taylor, Ben Priest
Apologies	Rachel Fiorini, Deborah Meerton, Lesley Burgess, Amanda Bradford, Amanda Ball, Emma Anderson, Sarah Groves, Jo Maclean

Meeting Opening – 7:05pm

Official open and welcome to all new and current members by P & C President – Cass Levitzke.

All attendees were reminded of that the meeting would be conducted in conjunction with the schools Tribal Agreement;

- Attentive Listening
- Appreciation/no put-downs
- Mutual respect
- The right to pass

Attending members – noted above

Apologies – noted above

Confirmation of Minutes of Previous Meeting

The minutes of the P&C General Meeting of Comet Bay Primary School held on 8th August 2017 have been made available for public perusal, have been read and is now confirmed as an accurate and true record. A copy has been put in the school file.

Confirmed – Cass Levitzke Seconded – Brooke Benbow

Business Arising from Previous Meeting - NIL

Correspondence (presented by Juliet Davis)

Incoming:

- ANZ bank statements
- WACSSO – Newsletter
- City of Rockingham – Re: Grant Application
- Various fund raising flyers

Outgoing:

- City of Rockingham Grant application - Bogan Bingo
- Racing, Gaming & Liquor – Bogan Bingo occasional liquor license application
- City of Rockingham - Thank you letter re grant

UPDATES

A) Canteen and Online Canteen - (presented by Brooke on behalf of Amanda Ball)

- Everything is running smoothly
- Sales are beginning to increase
- Quick cliq is setup so online orders have started to increase
- Quick cliq fees to change beginning 1st October, 19 cents per order, look at dropping the 5 cents bag fee. There has, however, been a decrease in the credit card payment fees. 5% of the 19 cents to be donated back to the school via Quick Cliq
- Confirmation needed on whether the 19 cents is per transaction or per order.

B) Uniform Shop - (presented by Cass Levitzke on behalf of Sarah Groves)

- All good, no complaints, loving the new building, lots of room for storage
- Thanks to Deborah Meerton for donating her time to run the uniform shop at the Junior Sports carnival
- Hair accessories are doing well, however, local hairdressers are selling Comet Bay Primary logo'd hair accessories that have not been authorised or approved by the school.

Action: Graeme Watson to visit the hairdressers personally to ask them to stop selling these products

C) Principal – (presented by Graeme Watson)

- See attached report

D) School Board – (presented by Cassie Levitzke)

- Last month looked at the survey questions for parents as well as expressions for interest regarding Before/After school care providers
- Presentation from Defence Force Aide

- Next meeting to be held 13th September

E) Treasurer Report – (presented by Alisa Merriman)

- We have received \$1338 grant from the City of Rockingham
- Fuel our school monies has been banked
- Sports carnival (Junior) income banked of approx. \$2000, brumbies invoice to be received and paid
- Have received the final audit report, came through, cost \$1600, changes have been made as recommended. Copy has been given to Graeme Watson
- Online canteen sales are increasing however not at the same level as before
- Canteen has made a profit of approx.. \$6000 YTD
- Uniform shop doing well \$19,000 YTD

F) Donations/Recruitment – (presented by Brooke Benbow)

- A spreadsheet has been created by Brooke
- Deborah and Brooke have personally visited lots of businesses, lots of interest
- Thank you cards have been sent out
- Bogan Bingo donations are slowly coming in, those business to be promoted on the P&C Facebook page
- Ideas welcome

ACTION: Brooke to promote businesses that donate to our P&C on the Facebook page

G) Bookfair/Book Club – (presented by Cass Levitzke)

- Sent out the latest catalogue, plenty of interest still
- More parents are using the LOOP which is great, makes it a lot easier

H) Safety House – (no update)

- No update

I) SAKG – (presented by Hayley Taylor)

- Hayley visited the kindy and spent some time planting seedlings and pruning

ACTION: Brooke to arrange photo of Brooke and Hayley at Kindy for the school newsletter

F) Fuel our School – (presented by Hayley Taylor)

- Monies have been counted today and banked.
- Suggest three (3) counts next term

- Needs to be counted and banked before the end of the school year

GENERAL BUSINESS

BOGAN BINGO

Approx 25 tickets sold to date. Promotions to start beginning of October (Facebook pages, Posters, Flyers home etc).

P&C President of Meadow Springs Primary School to be in charge of the bar, she has an RSA, however, she will require Approved Manager approval to be funded by CBPS P&C.

Will require an RSA approved helper for the night.

Juliet to arrange payment of the hire fee to City of Rockingham now that the grant monies have been received.

Alcohol needs to be sourced, Ben Priest to provide contact for this. Look at beer, wine, cider, UDL – NO SPIRITS.

Brooke, Cass and Juliet to arrange visit to the community centre to check setup.

SAUSAGE SIZZLE

Senior carnival helpers urgently required.

Muffins or finger buns to be ordered to be sold with the coffee, Brumbies to provide.

Juliet to buy other items.

Smithfield sausages have been ordered (450).

LENARDS LOYALTY PROGRAM

5% donation to be made to the school every quarter, school community just need to mention CBPS when ordering.

To be promoted on Facebook and in school newsletter.

50 mini strudels were donated to the school and were used for Wacky Wednesday.

LITTLE LEGENDS

RAC promotion, only eight (8) schools have registered for a chance to win \$5000.

We have until the 30th September to register

TEACHERS MARKET

Stacey suggests running a teachers resource market in the January school holidays.

Cass to email Stacey re contact at the City of Rockingham regarding requirements for permit

Check WACSSO insurance to see if it will cover this event

NEXT MEETING

Tuesday 10th October 2017 – Staff room

***** Meeting closed at 8:45pm *****