

MINUTES

Meeting	P&C Open General Meeting
Date/Time	Tuesday 11 th December 2018
Venue	Comet Bay Primary School - Staff Room
Attendees	Cass Levitzke (President), Brooke Benbow (Vice President), Juliet Davis (Secretary), Graeme Watson (Principal), Deborah Meerton, Kate August, Rachel Lovelady, Sarah Groves, Emily Teague, Rachel Fiorini
Apologies	Amanda Ball, Hayley Taylor, Ben Priest, Lesley Burgess, Jo Maclean

- **Meeting Opening – 7:10 pm**

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 AGM & P&C General Meeting of Comet Bay Primary School held on 13th November 2018 have been made available for public perusal, have been read and it is now confirmed as an accurate and true record, and a copy has been put in the school file.

Confirmed – Rachel Lovelady **Seconded** – Brooke Benbow

- **Business Arising from Previous Meeting**

- NIL

- **Correspondence (presented by Juliet Davis)**

Incoming:

- ANZ – Bank statements
- WACSSO – newsletter
- Brownes Dairy – Price Increase
- CBPS – Graduation award Invoice
- Paul Papalia – Christmas Appeal

Outgoing

a) Thank you card for Golf day

- **Updates**

a) Canteen and Online Canteen - (presented by Juliet Davis)

- Juliet and Amanda had a final meeting for 2018
- Canteen has picked up a little, just waiting on YTD report from Lesley to determine year end profit
- Amanda has been asked to no longer allow credits for staff or families, there have been a number of people using this and it is very time consuming and difficult to reconcile.
- Sausage sizzle has made approx. \$550 – P&C member have asked that this be done at the end of each term as a fund raiser
- Figures - \$91K banked to 10/12, approx. \$2K down on last year
- Check the hourly rates for the three staff – Lesley to action
- Disco approx. \$350 down on last year, perhaps due to the donut van and running out of stock
- Icy poles are too cheap at the disco, they need to be \$1 but remain 50 cents during school times
- Amanda to take menu home over the holidays to make any changes
- Quick cliq still 19 cents per transaction, check on 5% cash back
- No recess during the graduation
- Thanks to the volunteers
- EOY canteen closure discussed including fridges and freezers etc
- Juliet to look at eftpos option for 2019
- Free lunch voucher for volunteers – Juliet to discuss with Amanda
- Maybe have a class per week helping
- 3 CBPS families won the \$50 credit via Quick cliq

b) Uniform Shop - (Presented by Sarah Groves)

- \$3000 up on last year, teachers jacket helped
- No figures as we are waiting on the Treasurers report
- Banking needs to be done
- Stock take completed
- \$105K on stock, insurance cover is \$110K
- Looking for volunteers for the start of term 1
- 28 online orders
- Shop hours will remain the same on Mondays in 2019
- Have a list of Kindy factions
- Perhaps look at running an online competition to encourage sales
- Leavers shirts for year 6 have been ordered
- Good year all around

c) Principal – (presented by Graeme Watson)

- See attached report

d) School Board – (presented by Graeme Watson)

- Met last week to discuss the final edit of the business plan

e) Treasurer Report – (presented by N/A)

- NIL to report as Treasurer is absent

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

- Great amount and quality of donation for the Golf day
- Everyone pulled together and did a great job
- Thank you cards have been sent out

g) Bookfair/Book Club – (presented by Rachel Fiorini & Jo Maclean)

- Book fair raised over \$5K
- Thanks to Tanya from the library for all of her help and good luck with future role
- 4 families orders for the last issue
- The loop to be setup for 2019 – Rachel Fiorini to action

h) Safety House – (Presented by Rachel Lovelady)

- NIL to report

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

- Last count last Tuesday
- Thanks to everyone for their assistance

j) Disco Coordination – (presented by Deborah Meerton)

- NIL to report

General Business

Golf day – Thanks for everyone to helped. Made \$2195. Great night. Kids table with games and colouring in was a hit. Amazing donations.

School calendars – Thanks for Brooke and Rachel Fiorini for an amazing effort. Need to order earlier next year. Big thanks to Tanya for taking the photos. 4 sponsors @ \$250 per. Out on school app, Facebook etc. For sale in the office. Some for sale in the uniform shop. Great feedback. Don't put a hole through the calendar next year.

Next meeting –Tuesday 12th February 2019 – Staff room

***** **Meeting closed at 8:20pm** *****