

MINUTES

Meeting	P&C Open General Meeting
Date/Time	Tuesday 14 th November 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), Amanda Bradford, Emma Anderson, Tony Hughes, Rachel Fiorini, Stacey Hansord, Lesley Burgess, Sarah Groves, Hayley Taylor
Apologies	Deborah Meerton, Amanda Ball, 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 10th October 2017 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 Fiorini Seconded – Brooke Benbow

- **Business Arising from Previous Meeting**

- NIL

- **Correspondence (presented by Brooke Benbow)**

Incoming:

- WACSSO newsletter
- WACSSO Elections
- ANZ Bank Statements
- Various fund raising flyers

Outgoing

- a) Thank you cards for the Bogan Bingo

• Updates

a) Canteen and Online Canteen - (presented by Alisa Merriman)

- Sales are down on last years
- Online sales and over the counter sales are picking up
- Running smoothly
- Sausage sizzle date set for the 8th December, voted on all members agree
- Major clean to happen on the last day of school, Extractor to be cleaned professionally

ACTION: Juliet to request sign from Quick Cliq/Our online canteen to put up about the canteen counter

ACTION: Brooke to add link to quickcliq.com.au to the school Facebook page

b) Uniform Shop - (Presented by Cass on behalf of Sarah Groves)

- YTD pretty good \$2K up
- November is up significantly this year, took \$500 first week of kindy
- Good sales at the Christmas cheer disco
- Summer order has been received but there has been a problem with packaging, short sleeve and long sleeve tops have been mixed up.
- Nothing is currently out of stock
- Suggest raffle to encourage more online sales
- Uniform shop to commence stock take
- Look at opening for the start of the school year 9am to 12noon Monday, 12noon to 4pm on the Tuesday, please see note below.

ACTION: Sarah Groves to check date that the class lists will go out so the uniform shop can open during this time.

c) Principal – (presented by Graeme Watson)

- See attached report

d) School Board – (presented by Cass Levitzke)

- Good meeting, welcomed two new members (Sharni Gale and Russell Trowbridge)
- Russell Trowbridge was voted in as chair
- Reviewed NAPLAN results, Business plan, voluntary fees, budgets and surveys

e) Treasurer Report – (presented by Cass)

- A lot has been happening
- Bogan Bingo showing \$1300 profit plus \$1000 when bond is returned
- Disco banked \$3385 less DJ cost and glow sticks. Canteen money banked \$2700
- Safe has been opened and monies banked

- Senior sports carnival \$2700 profit
- \$5000 profit from canteen YTD
- Overall profit YTD less \$80K donated to the school is \$45K

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

- Thanks to Brooke and Deb for an amazing effort with the donations for the Bogan Bingo event. Thank you to Lesley for working the donations on the night.
- Thanks cards and notes have been sent out
- Thank you to Cass, Brooke and Juliet for the work behind the scenes with planning and paperwork.
- Have some voucher left over that will be used in the Christmas raffle
- Business that donated have been listed on the Facebook page

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

- Tanya has coordinated the last couple of book club orders
- Book fair starts tomorrow, however, Jo Maclean is currently away so unsure if the Kindy book fair will go ahead

h) Safety House – ()

- NIL to report

i) SAKG – ()

- Garden looks great
- Renee had to swap recipes around to suit the produce currently being harvested
- Kindy produce is looking great, Hayley will go down on Friday to tend to it
- All good

f) Fuel our School – (presented by Cass on behalf of Keira Stevenson)

- Thanks for Hayley and Jamie for counting the last lot of fuel our school monies.
- All large bags have been banked, Thank you to Alisa

• General Business

Bogan Bingo – Great effort, thanks to everyone involved. Great support from school staff.

Disco – Thanks to Deb Meerton for coordinating. Kids were all well behaved. Very hot inside. Overall great night.

Candle fund raiser – Some order in the box. Some classes didn't get the flyer. Put on Facebook page to remind parents.

Chocolate fund raiser – flyers to go out, great for Christmas presents

ACTION: Juliet to create a spreadsheet of orders.

Lenards Chicken Loyalty offer – 5% to be paid to the school in the new year.

Teacher market – Looking at Sunday 14th January. Times 10am to 1pm. Coffee or food vans would be needed. Pricing \$25 for individuals. \$45 for businesses. Stall holder to bring their own equipment such as trestle tables and gazebos. 1.8m stall for trestle tables and 3mx3m for gazebos. Powered sites are ok if we know well in advance suggest not offering it. Expect approx. 20 plus stall holders. Setup 7:30 to 9:30am. Bank account details required for form. Gold coin donation for entry. Do we need council approval?

ACTION: Stacey to coordinate form with T&C's and liaison with teachers

ACTION: Juliet to look at permits for this event along with insurance implications

ACTION: Juliet to provide bank account details for the form as well as email address for completed forms.

Christmas Raffle – Chocolate santa etc, tickets for go home with each child.

- **Next meeting Tuesday 12th December 2017 – Staff room**
- **Meeting closed at 8:50pm**