

MINUTES

Meeting	P&C Open General Meeting
Date/Time	Tuesday 16 th October 2018
Venue	Comet Bay Primary School - Staff Room
Attendees	Brooke Benbow (Vice President), Juliet Davis (Secretary), Graeme Watson (Principal), Amanda Bradford, Hayley Taylor, Deborah Meerton
Apologies	Cass Levitzke (President), Lesley Burgess (Treasurer), Amanda Ball, Sarah Groves, Rachel Lovelady, Kate August, Stacey Hansord, Emily Teague, Jo Maclean, Sarah Loose

- **Meeting Opening – 7:10 pm**

Official open and welcome to all new and current members by P & C Vice President – Brooke Benbow

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 11th September 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 – Hayley Taylor

Seconded – Brooke Benbow

- **Business Arising from Previous Meeting**

- NIL

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

Incoming:

- ANZ – Bank statements and changes to community select package
- WACSSO – newsletter & annual conference information
- Instalment activity statement – July to September

Outgoing

a) NIL

- **Updates**

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

- Juliet and Brooke met with Amanda earlier today to check on progress of the changes suggested
- Figure are looking more promising this quarter
- Amanda has commenced Monday madness – Mexican theme
- Amanda has provided information on the sushi option to commence term 4 as a special to see what works
- Looking into volunteers
- All ready for the disco but still require volunteers

b) Uniform Shop - (Presented by Brooke Benbow)

- No figures to provide this meeting as Sarah is unavailable
- Nothing is out of stock
- ECO bags have all sold out
- Scanner is now in and operating
- \$230 worth of hair accessories sold at the sports carnival
- Pop up stall to kindy for the kindy transitions

c) Principal – (presented by Graeme Watsons)

- See attached report

d) School Board – (presented by Graeme Watson)

- Looked at current business plan targets
- NAPLAN tracking growth of students
- Book list discussed, recommended best value

e) Treasurer Report – (presented by Lesley Burgess)

- NIL to report as Lesley is overseas

f) Donations/Recruitment – (presented by Deborah Meerton)

- Just ticking along but need to look at donations for Golf day

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

- No more this year but the LOOP will still be open
- Scholastic are emailing parents directly which is causing a problem
- Book fair flyer to go out week 4
- Theme – Out of this world

h) Safety House – (Presented by N/A)

- NIL to report

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

- Count was completed today ready to bank

j) Disco Coordination – (presented by Deborah Meerton)

- Deborah is ready to go just need volunteers
- Suggested not using the class lists as these slow down the process – Graeme OK'd
- New tins required, suggest tackle boxes x 2
- Coffee van and donuts are ready to go

General Business

Sports carnival – need a run list and checklist in drop box. Coffee needs to be sold in canteen. Junior carnival \$1K, senior carnival TBC. Smaller queues this time. Numbers down.

Calendar – Brooke and Rachel F to coordinate. Needs to get going ASAP. Prices for advertising \$250 per x 4, same on each page. 12 month using photos of children by birth year group. School dates to be included. Look at breakeven cost. Need an order form. Junior and Senior carnival option. Look at 2009 sample calendar. Tanya P has the photos on thumb drive.

Wreck it Ralph movie – Thanks to Rachel L for the information. Look at running early 2019 rather than December as people are too busy. Concentrate on the golf day. March or April won't have many events so try then.

Learning Journey – it was suggested that perhaps running it longer would be better for parents that have several students in the school. Felt too rushed.

Donation - \$20K donation to the school has been approved and sent

Next meeting –Tuesday 13th November 2018 – Staff room

***** **Meeting closed at 8:30pm** *****