

Comet Bay Primary School P&C Association

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

MEETING MINUTES

Meeting	P&C open and general meeting
Date / Time	13th August 2019 (Tuesday) 0 – 7pm
Venue	Comet Bay Primary School – Staff room
Attendees	Graeme Watson, Brooke Benbow, Juliet Davis, Ben Priest, Alisa Merriman, Kate August, Emily Teague, Amanda Bradford, Rachel Fiorini, Jo Maclean, Sarah Groves
Apologies	Deborah Meerton, Susan Horsfield, Amanda Ball, Leanne Andrews

Meeting opened 6:35pm

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

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 **11th June 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** – Rachel Fiorini

Business arising from previous meeting/minutes

- NIL

Correspondence incoming/outgoing

- **Incoming** – ANZ, Department of Education, WACSSO affiliation certificate, various fundraisers,
- **Outgoing** – Nil

Reports and Updates

Canteen and online canteen (presented by Juliet Davis)

Juliet and Amanda met today to discuss canteen issues. Robyn is working casually on Fridays and this is working well. Amanda has several regular canteen volunteers. Juliet has been contacted by several interested volunteers. The new menu was discussed as well as the canteen name. Amanda would like to purchase a slow cooker to make chilli and curries etc. Suggestions made to purchase a pressure cooker also. Amanda is also in need of more large pots. Amanda to get price on what she would like. Amanda also presented some new menu ideas and some special event ideas. The new canteen name vote was held to determine the new name. The majority vote was for COMET CAFÉ.

Action: Brooke to look at signage options for the canteen. Surfboard or bottle top lids art project.

Action: Amanda to provide prices of new pots and pan.

Uniform Shop (presented by Sarah Groves)

Sales are down at the moment. The school is down approx. 50 students and this may account for the New jacket sample was provided. Cost to families will be approx. \$50 per unit. Sarah to look at a legging option for girls. Prices on some items will have to change including the school bags and the A line skirts.

Action: Sarah to look at option of getting the leavers shirts in earlier for students.

Principals report (presented by Graeme Watson)

See attached report

School Board update (presented by Graeme Watson)

The board met last week. Discussed targets, attendance. Attendance and attitude was also discussed. There will be a review in Term 1 2020. Discussed school development days, parent surveys and dress policy. First 2 days of term 1 (all schools do this) then traditionally the first day back after school holidays. The beginning of term 2 will be ANZAC day so this is to be confirmed.

Treasurers Report (Presented by Alisa Merriman)

Bank balances provided. Disco made \$3500 with ticket sales and glow sticks. \$1800 bank YTD for fuel our school. Another \$100 for carpark raffle. Canteen showing \$2000 profit currently (this included disco sales). Uniform shop is showing a profit of \$12K. \$23K profit year to date. The audit has been finalised some minor issues raised.

Action: NIL

Donations update (Presented by Jo Maclean)

No donations sought at this point but ready to do when we have an event to do so. Thanks to Juliet and Jo for their efforts in raising funds for the new school BBQ.

Action: NIL

Book club update (Presented by Rachel Fiorini)

Issue #5 out now. \$250 taken in cash. \$900 via the LOOP. Competition worked well. Thanks to Lisa for her help. Winning class will be notified soon.

Action: Rachel to advise winning class.

Book fair update (Presented by Jo Maclean)

Next book fair will be Term 4 week 5/6. Theme will be Dino-mite. 40% commission for Book fair and 20% commission for Book club.

Action: NIL

Disco update (Presented by Brooke Benbow)

Disco is booked. Brooke to provide numbers to Deb. Icecream and coffee van booked. Week 4 term 4. Theme to be discussed. Glow sticks to be ordered perhaps look at other options. Complaints about how loud the music is.

Action: Brooke to provide numbers to Deb.

Fuel our school update (Presented by Hayley Taylor)

Semester 1 took \$1777.60. Counts will continue to be done fortnightly. Banking to be done at the end of the week. Term 3 taken \$886 so far.

Action: Alisa to bank fuel our school monies.

Safety house update (Presented by Ben Priest)

Ben has been trying to contact the organisers but has received nothing back.

Action: Ben to follow up

General Business

Thank you certificates – These are ready to go out to anyone that donates to the P&C.

Sports carnival BBQ – Ben to coordinate both of the sausage sizzles at the sports carnivals.

Social event – Open to suggestions however a coordinator will be needed in order to run it. We are running a second disco however.

School calendar 2020 – Need to look at the school calendar for 2020.

Next Meeting

Next meeting 10th September 2019 – Please note that we are continuing our 6:30pm start time.

Meeting closed – 8:05pm