

# Comet Bay Primary School P&C Association

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

## MEETING MINUTES

<b>Meeting</b>	P&C open and general meeting
<b>Date / Time</b>	<b>11<sup>th</sup> June 2019 (Tuesday) – 7pm</b>
<b>Venue</b>	Comet Bay Primary School – Staff room
<b>Attendees</b>	Graeme Watson, Brooke Benbow, Juliet Davis, Ben Priest, Deborah Meerton, Kate August, Emily Teague, Amanda Bradford, Nat Lally, Susan Horsfield, Rachel Fiorini, Sarah Groves
<b>Apologies</b>	Alisa Merriman, Hayley Taylor, Cassie Levitzke, Amanda Ball, Jo Maclean

### Meeting opened 7:05pm

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 **14<sup>th</sup> May 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.
- It was noted that the section of the minutes taken 14<sup>th</sup> May regarding the Golf Day was not a true and accurate account of discussions – those minutes have been changed accordingly.
- **Confirmed** – Deborah Meerton    **Seconded** – Rachel Fiorini

### Business arising from previous meeting/minutes

- Nil

### Correspondence incoming/outgoing

- **Incoming** – ANZ, Department of Education, Main Roads, WACSSO invoice, various fundraisers, PAYG and CB invoice, Felton Industries
- **Outgoing** – Nil

### Reports and Updates

#### Canteen and online canteen (presented by Juliet Davis)

Juliet met with Amanda today to discuss the figures. \$34,185 banked this year. Sales have been lower this term due to Naplan, illness across the school as well as the year fives visiting the high school. Discussed Robyn going casual mainly on Fridays as this is the busiest day. Discussed the canteen committee and the purpose of this being to take the pressure of the meetings as well as removing the negativity that surrounds that canteen in general. Semester 2 to see a new name, new menu and new specials etc.

**Action: Juliet to work on the new menu once the new canteen name has been decided.**

**Action: Juliet to arrange a flyer for classes requesting volunteers for the canteen.**

**Uniform Shop (presented by Sarah Groves)**

Sarah is disappointed at the current figures, down \$1800. June was up \$300 first week but then slowed down. Leavers shirts in 15-19<sup>th</sup> June. Ordered 10% extra. Stock take has been started early. Look at the socks option, school board to decide. 8 calendars left. No hair accessories at the school disco.

**Action: Sarah to provide image of socks for the next board meeting.**

**Principals report (presented by Brooke Benbow)**

See attached report

**School Board update (presented by Brooke Benbow)**

Two members of the board, Cass as the P&C representative plus Ash Dixon as the teacher representative. Reviewed school ethos and learning environments. Business plan was also discussed. Look at the early childhood index, children are entering kindy less ready for school, however, they appear more ready in Pre Primary.

**Treasurers Report (Presented by Brooke Benbow)**

Bank balances are \$28446 in the P&C account, \$23152 in the canteen account, \$30629 in the uniform shop account.

**Action: N/A**

**Donations update (Presented by Ben Priest)**

Jo is still looking in a new bbq, however, is having no luck. Juliet has offered to help to speed up the process. BBQ is needed for the end of term sausage sizzle.

**Action: Juliet to follow up ATCO**

**Book club update (Presented by Rachel Fiorini)**

Small order this time around. Next issue is out. Issue #5 will see a competition for a small selection of books.

**Action: N/A**

**Book fair update (Presented by Ben Priest)**

Jo would like to thank to everyone that helped at the book fair, it looked fantastic. Special thanks to Lisa and Kate. \$6638 taken over the 4 days giving \$2655.20 back to school. Next book fair term 4 week 6. Theme Dino-mite.

**Action: N/A**

**Disco update (Presented by Deborah Meerton)**

Disco to be held Friday 28<sup>th</sup> June. All under control. Flyers out today. Coffee van organised.

**Action: Deborah to create sign regarding hot coffee not permitted in disco area.**

**Fuel our school update (Presented by Emily Teague)**

Count \$250.40 31<sup>st</sup> May. Balance to be confirmed.

**Action: Hayley/Emily to provide Juliet with the year to date figures please.**

**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**

**Meet & Greet**

Two new people. Brooked to create class rep letter. Thanks to Mrs Watson for coming along. Thanks to Nat for providing churros. Need to look at having a meet and greet at Kindy. Look at P&C meeting after assembly.

**Canteen Committee**

Juliet would like to thanks Susan, Ben, Kirsty, Nat and Alisa for coming along the canteen committee meeting. Lots of ideas discussed. A new menu will be created sometime in Term 3 once the new canteen name has been

decided. Juliet will start the process of volunteer recruitment and a \$5 voucher will be created.

**Action: Juliet to arrange volunteer flyer and \$5 voucher**

#### **Canteen Name**

The list of possible names have been presented. Asked year 4/5 classes for their ideas. Brooke to raise at the comms meeting.

**Action: Brooke to speak to teachers about getting student input on canteen name.**

#### **VIP Carpark raffle**

Juliet has created the new carpark raffle flyer and Brooke will arrange distribution.

**Action: Brooke to distribute carpark flyer**

#### **Art exhibition**

Jacqui Thompson has put forward a proposal for an art exhibition of the childrens artwork. It looks like a great idea. P&C to determine if this is a viable option.

#### **Social event**

We need to look at an option for a social event in Term 3 or 4. Juliet would like to see a family fun day, however, is concerned about the weather. Movie night was a great option but needs a family type movie. Look at the golf day to see if this is still viable to be discussed next meeting as a coordinator will be required to make it work. If members could email through their ideas.

#### **Disco**

Next disco will be 8<sup>th</sup> November.

#### **Fund raising plan**

The P&C members are keen to have an idea of what we are fundraising for, what does the school need. Ipads were discussed as well as 3d printers. To be discussed in more details for 2020.

#### **P&C meeting time**

It was discussed we would trial a 6:30pm start time at the next meeting.

#### **Next Meeting**

Next meeting 13<sup>th</sup> August 2019 – Please note that we are going to trial a 6:30pm start.

**Meeting closed – 9:05pm**