



**Comet Bay Primary School P&C Association**  
c/-85 Miltna Drive, Secret Harbour Western Australia 6173

<b>Minutes:</b>	<b>P&amp;C Open General meeting</b>
<b>Date / Time:</b>	Tuesday 15 November– 6:30pm
<b>Venue:</b>	Comet Bay staff room
<b>Attendees:</b>	Brooke Benbow, Leesa Darby, James McRae, Kylie Walling (online), Graeme Watson, Julia Kett, Rachel Fiorini
<b>Apologies:</b>	Sarah Potts, Amanda Ball, Alisha Johns, Susan Horsfield, Lani, Belinda, Amanda Bradford, Liz Taylor, Kate August
<b>General meeting opened 6.33pm</b> Official open and welcome to all new and current members by current P&C President – Brooke Benbow All attendees were reminded that the meeting would be conducted in conjunction with the school's tribes agreements: <ul style="list-style-type: none"> <li>• Attentive Listening</li> <li>• Appreciation/No put-downs</li> <li>• Mutual Respect</li> <li>• The Right to Pass</li> </ul>	
<b>Attending members:</b> noted above	
<b>Apologies for absence:</b> noted above	
<b>Confirmation of minutes from previous meeting</b> The minutes of the P&C General Meeting of Comet Bay Primary School held on <b>Tuesday 11 October</b> have been made available for public perusal via email to those who have requested to be on the distribution list. They have been read and confirmed as an accurate and true record and a copy has been put in the school file.	
<b>Confirmed:</b> Brooke Benbow <b>Seconded:</b> James McRae	
<b>Business arising from previous meeting/minutes</b> Reviewed action list originally sent out.	
<b>Correspondence incoming/outgoing</b>  <b>Incoming:</b> <ul style="list-style-type: none"> <li>• Bike donation (Paul Papalia's office)</li> <li>• Quik Click remittance advice</li> <li>• Year 6 graduation invite</li> <li>• Cookie dough information</li> </ul> <b>Outgoing:</b> <ul style="list-style-type: none"> <li>• As above.</li> <li>• WACSSO position details</li> <li>• Year 6 year book write up</li> </ul>	
<b>Please remember to complete the in / out tracker via Drop Box or provide detail to Kylie to complete.</b>	
<b>Reports and Updates</b>  <b>Treasurers Report (Leesa):</b> Reports are saved in the meeting folder in Drop Box and emailed out with the Minutes.  <b>Principal Report (Brooke on behalf of Graeme):</b> Sent out with Minutes to all.  <b>School board (James):</b> <ul style="list-style-type: none"> <li>• Met and welcomed new board member Rod Schmidt</li> <li>• Review one line budget summary.</li> <li>• Approved – Proposed contributions and charges for 2023.</li> <li>• Approved – Booklist for 2023</li> <li>• Approved – school development days for 2023</li> <li>• Overview of new school program – Real Schools. – Behaviour and engagement program.</li> </ul>	

- Reviewed survey results – Mixed feedback in the comments. Comments to be summarised and presented to staff with actions.
- Student management considered an area that needs to be addressed to gain a more consistent approach – This also ties into the Real Schools program.
- Will be looking to get a higher participation rate next year to gauge how the Real Schools program is going (this year 30 parents).
- Reviewed Naplan results which appear similar to like schools. Some concern for year 3 where progress seems to have moved backwards in Numeracy and Reading.
- Reviewed student numbers for 2023.
- All board members to complete Aboriginal and Torres Strait Islander Cultural Awareness Training.

#### **Uniform shop (Brooke on behalf of Sarah):**

- Such a great month, over \$4,000 up on last year and \$7,000 up year to date.
- 240 leavers tops ordered. Over 45 phone calls made for missed orders / to check student name as different to pay pal surname. Only one left to be paid for.
- Summer stock on its way.
- \$1908 taken at Kindy.
- \$287 taken on Boot Fair day, 3 customers.
- Dates agreed with Graeme for back to school:  
Monday 30/01/23 9-12  
Tuesday 31/01/23 12-3
- Online orders to be completed by 26/01/23
- Request volunteers for back to school please and request on Facebook.
- Apologies for having to close the shop Friday due to sickness for the first time in 7 years.

#### **Canteen (Brooke on behalf of Amanda):**

- Sausage sizzle last Friday of term – 9<sup>th</sup> December.
- May have to put prices up this year as rolls and sausages have gone up \$5.50 and \$6 for veggie.
- Subway Friday 4<sup>th</sup> November received 306 orders. We were also very busy with counter orders as well.
- Disco was great. The pre-paid orders for the kindy – year 1 worked well. A bit slow in serving but that was to be expected as we had to mark off each item. Don't think it would work for the other age groups plus they love coming up and purchasing from the canteen.
- Investigating the use of the Spriggy School online order app for the canteen.

#### **Book club / fair Wednesday 16 November to Monday 21 November (Rachel):**

- Book fair set and ready to go.
- Still struggling for volunteers.
- Not much stationary sent but have requested more.
- Book club issue 7 delivered and distributed.
- Issue 8 will be online only due to short dates at end of term.

#### **Facebook update (Leesa):**

- 13 new page like
- Car boot sale 642 people reached.
- Colour Run photo highest reaction – 67 reactions.
- Getting some really good engagement from users especially if the posts have photos of people users can relate to.

#### **General Business**

##### **Members update (Vice President) (Brooke):**

- Susan Horsfield is stepping down as Vice President.
- We cannot thank Susan enough for all her efforts over the years.
- Lani has been nominated as the vice president and all agreed.

##### **Car boot sale – Sunday 30 October debrief (Leesa):**

- Great success with only 5 spaces being a no show on the day.
- Thank you to all our volunteers. We cannot do these events without you.
- Face painter and games area was a success.
- Fire engine was a big hit.
- The karate performance received good feedback as well.

- Planning to go bigger and better for 2023 and hopefully have it on the oval.
- Fantastic effort Leesa! Thank you for organising.

#### **Christmas Raffle (Leesa):**

- Utilising our gift voucher at Rebel sport for prizes.
- Please start reaching out to vendors for possible donations.
- Paul Papalia's office has donated a bike.
- Donations in by Wednesday 30 November
- Tickets out Monday 28 November – Week 8
- All week 8 and 9 tickets are for sale
- Winners drawn Wednesday of week 10
- First prize \$500 Coles Voucher
- Second prize bike donation
- Rest of prizes made up of donations and Rebel sports item.

#### **Colour Run – Friday 4 November debrief (Kylie and Leesa):**

- Only 150 profiles have been created.
- Need to ensure we promote the event earlier /before the school holidays to allow kids more time to set up their profile and fundraise.
- The Colour Run itself was a great success. Amazing feedback has been received and photos look awesome.
- Great turn out of volunteers.
- Look at the incentives and possibility of running the event ourselves instead of using the vendor which means no prizes.

#### **Christmas party 11 December (Leesa):**

- Sunday 11 December at 6pm at the Continental Bar and Restaurant in Baldivis.
- \$15 secret Santa
- 3pm Leesa will be at venue decorating.

#### **Parents Survey (Graeme):**

- 32 responses compared to 110 last year.
- We canvassed last year but didn't do this year.
- We do it every year when we only have to do it every second years.
- Every staff member completed it during the development day.
- Out of the 32 responses, majority are positive.

#### **AGM meeting:**

- All agreed for AGM meeting to be moved to February instead of March.

#### **P&C Cupboard:**

- Needs a big clean out.
- All agreed to get rid of the high tea items.

#### **Thank yous (Brooke):**

- Thank you to Kylie Walling for coordinating the disco and all our volunteers (Leesa, Rachel and James for Djing).
- Thank you to Leesa Darby for coordinating the car boot sale and all those who volunteered (Kylie, Julia)
- Thank you to Rachel Fiorini for book club and book fair coordination.
- The P&C cannot run without our volunteers so just thank you for all your time and effort.

#### **Cookie dough (Leesa):**

- If we pre-register our interest for 2023 we receive 8 free tubs which we can then use for the Christmas raffle.
- Need to work this into the activities calendar and ensure we don't run this too soon in the year.

**Next Meeting:** AGM – February 2023

**Meeting closed:** 8.45pm