

# Comet Bay Primary School P&C Association

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

## MEETING MINUTES

<b>Meeting</b>	P&C Executive Meeting
<b>Date / Time</b>	<b>8<sup>th</sup> September 2020 (Tuesday – 6:30pm)</b>
<b>Venue</b>	Comet Bay Primary School
<b>Attendees</b>	Brooke Benbow (P&C President), Susan Horsfield (P&C Vice President), James McRae (Executive Member), Graeme Watson (Principal), Leesa Darby (Treasurer), Kylie Walling (Secretary), Kate August, Kylie Bernstein, Hayley Taylor, Jo Maclean, Amanda Bradford
<b>Apologies</b>	Sarah (Potsy) Potts, Rachel Fiorini, Emily Teague, Ang Barker, Cassandra Levitzk

### Meeting opened 6:37pm

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 school's 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 previous meeting. They have been read and confirmed as an accurate and true record, and a copy has been put in the school file.
- **Confirmed** – Kylie Bernstein **Seconded** – Brooke Benbow

### Business arising from previous meeting/minutes

- Sausage sizzle form has gone out.
- All actions have been actioned from previous meeting.

### Correspondence incoming/outgoing

- **Incoming:**
  - \$75 voucher received from Coles (Susan has used towards junior sports carnival)  
**Action: Thank you letter required (Kylie B)**
  - 2021 Bendigo Bank Raffle (February – May): Suggested P&C sell the tickets on behalf of Bendigo Bank and we keep the profit from the tickets we sell. Prize is \$15,000. Response due by 30<sup>th</sup> September.  
**Action: P&C have agreed to decline this request. Kylie B to report back to Bendigo Bank.**
- **Outgoing** – NIL

### Reports and Updates

**Canteen and online canteen (update to be provided next meeting)**

### **Uniform Shop (presented by Brooke Benbow on behalf of Sarah Potts Groves)**

We had a great month. This year \$6,485 against last year \$3,748.

Stocktake has been completed.

Aiming to have the summer order by the end of the week for authorisation.

Computer has been sorted.

Hand sanitiser is in but none have been sold so far. Will be taking to the carnival on Friday to try and sell.

Uniform shop will be open on Friday as normal and will be at the carnival in between to help out.

**Action: NIL**

### **Principals report (presented by Graeme Watson)**

See attached report

Phase 4 restrictions are still in place and effecting previous and upcoming events.

**Dance concerts:** Managed to keep physical distancing at most times however, due to poor weather, everyone moved into undercover area.

**Staffing:** Everything is stable at the moment. There will be two employees going on maternity leave towards the end of the year which will be managed accordingly.

**2021 classes:** Have commenced at looking at 2021 and what that looks like from the schools perspective.

- Possibly have one less year 4/5 class
- Largest group will be going into year 6 which may require a fifth year 6 class
- Currently working through which students will be moving onto private schools which will assist with working out what classes are required for 2021. A communication will be going out next week asking if students will be with us for year 6 or moving on.

**Solar Schools Program:** We were named as one of the top 10 to participate in this program. Not much information has been received regarding this program but we do know the program involves schools being loaded up with solar (which we already have) and the second part is to provide commercial grade batteries to store all the excess power. Graeme is anticipating a meeting with the top 10 schools to take place before the end of the term to provide more information. The top 10 schools were not nominated but were put forward by the Education Department being schools with the right infrastructure for the trial. The trial will run for about 18 months and following the outcome of the trial, will be rolled out to other schools.

**Voluntary NAPLAN:** Thanks to the generosity of our staff, we were able to test all our year 2s and 4s. NAPLAN did not happen across Australia but because we are already working with a data provider who looks at our data and symphonises that for us we were able to complete this. The data will hopefully be returned by the end of next week and we can then commence planning for those students going forward As well as student information, will also shows the school's strengths and weaknesses.

**Bushfire plan:** All schools are required to have a bushfire plan. We are a low risk level due to the big park on our left. Golden Bay are not at risk. We need to be very clear with how we communicate in the event we might have to shut the school down due to a bushfire. Lock down drill was completed last week successfully which involved shutting all doors, vents and turning off air conditioners. Also involves moving personnel from the transportables into a brick building. Our main threat is smoke and embers

**Comet Coins:** Is a huge hit. We are currently getting around 2000 tokens compared to 150 last year. Have invested in another 2000 coins due to its current success.

**Good Standing Awards:** Students maintain their good standing by following the agreement and will lose their good standing if sent to resolution a couple of times or being suspended etc. In the past, we would have one big reward at the end of year, we now have a reward at the end of each term (year 4, 5, 6 have the gaming truck. Junior students participate in the automatic train which will drive around the school and complete activities along the way, unsure for the Kindy).

**School photos:** Weather appears to be good. Graduation shot has been completed successfully. Staff only received head shots this year due to physical distancing. Message is going out in the newsletter for those who have misplaced their ordering instructions (see office staff for code).

**Action: Graeme to discuss options with Kapture for possible sibling photo opportunities in 2021 (example: 8-8.30am window over 3 days for parents to show up for this option)**

**Sport carnivals:** Fine weather is anticipated for both carnivals. Reiterated to parents regarding physical distancing. Scoring improvements have been implemented.

**Learning Journey:** Working with staff in regards to how this will work in the current climate. Is likely to look like an A3 poster which advises how we go about the learning, the achievement and the progress teachers look for. Will not be individualised. Request a meeting with the teacher if you would like specific information relating to your child.

**R U OK Day? Thursday, 10 September:** Students are invited to wear yellow to school (no charge). Anti-bullying and mental health brochures will be sent out on this day also. Display boards will be set up in the library also.

**Parent Surveys:** Aiming to send these out middle of next week via the app and will be loaded onto class I pads for parents who are arriving outside classrooms early will have an opportunity to complete. 140 responses were received in 2019.

**Booklist and charging contributions:** James will discuss later in this meeting.

**Growing Together day:** We will be hosting our Growing Together day on Friday 30th October, with the hope that phase 4 restrictions will be lifted so we can run the day as we have in the past. If restrictions are in place, we will still hold a Happy Walk on the oval, but forgo the parent assembly and picnic lunch.

**Appreciation:** Thank you for the changes you have made to the sausage sizzles for the carnival to avoid crowds congregating around the serving area. Thank you for signing up to support the school in hosting a 'Containers for Change' depot. Thank you to James for attending his first school board meeting last week.

#### **School Board update**

**Budget overview:** The amount the school traditionally rolls over will be rolled over again. Once we see what has been rolled over at the end of the year we may be able to put funds towards smart board replacements, water bottle refill station x4, carpet replacement throughout the school (possibly 9 classrooms), kitchen refurbishment, photocopier replacement and fencing maintenance.

**Voluntary charges and contributions:** Has been approved to remain the same as previously (\$45 voluntary contribution and \$10 for building and library). Excursions etc will also stay the same.

**Booklists:** Ziggies will remain the preferred supplier. Booklists are still being finalised. We do not take commission from booklists in order to keep costings down for our families.

**Board Role review:** Roles of the board will be shared with the group at the next meeting. The Chair role currently held by Sharnie is up for review in October. It has been agreed that an election will be run for a parent role. This will be communicated in the upcoming newsletter.

**Action: NIL**

#### **Treasurers Report (Presented by Leesa Darby)**

- Everything has been reconciled at the bank and is up to date as of 30 August.

- Awaiting dongles to be sent from the bank which means we are unable to authorise any payments until they are received. Hopefully received before the wages are due next.
- People authorised with the bank are Leesa, Brooke, Susan and Kylie.
- Fuel our school has been collected and bank (over \$500)
- If you are running low of money bags, please contact Leesa via the Fuel our School group chat.

Canteen: \$49,881.28  
 Donation: \$600.00  
 Fundraising: \$140.00  
 Uniform shop: \$64,883.81  
 Profit: \$30,786.63 (YTD)

**Action: Need to ensure we are bagging the money correctly (example: \$10 in one bag and \$1 left over into another bag. Leesa to make money bags available in front office.**

**Donations update (Presented by Kylie Berntsen).**

- Kylie B emailed Coles, Woolworths and Masterfoods for donation requests for the upcoming carnivals. Masterfoods declined due to current work with Food Bank (Kylie B sent thank you letter). Woolworths declined and Coles provided a \$75 voucher.
- Friend has donated four paintings
- Leesa has reached out to friends / home based businesses and received the below donations:
  - Facial hamper
  - Candles worth \$180
  - Pot for a plant
  - Tupperware
  - Linen to the value of \$500
  - \$50 plant voucher and pot plant sack
  - Voucher for personalised labels and custom key ring
  - Lashes in Secrets voucher worth \$80
  - Shampoo and style cut hair voucher
  - Jaffa Java has donated 20 coffee and cake vouchers (to be used as thank you gifts)

**Action: Kylie B and Ang to coordinate the use of donations. Possible raffle for happy walk in term 4 and book fair.**

**Action: Please ensure any donations received are being recorded on the 2020 donations register below.**

<https://www.dropbox.com/scl/fi/df5ol19dnpbhvnycdpn7w/Donations-2020.xlsx?dl=0&rlkey=cqv2lk75ghjjzabq6esuaqeod>

**Book club update (provided by Brooke Benbow on behalf of Rachel Fiorini)**

Book club issue 6 has now closed and sales are up from this issue but still low compared to previous years. The competition in issue 5 was won by EC5 and the prize has been rewarded. There are still a large number of back orders from issue 5 and therefore we have closed this issue early to ensure delivery is made before the end of term as this did not happen with issue 4 with books arriving after the holidays due to postal delays.

**Book fair update (Presented by Jo Maclean)**

Kindy book fair is taking place next week (week 9). Books will be delivered on the Tuesday and coordinated by Jo and Brooke. We will need volunteers to help on Wed, Thurs, Friday (morning and afternoon). Colouring competition is also being run alongside the normal raffle. Cash for the float will be required. Will borrow money from Amanda and give the cash back from the fair.

**Main school book fair:** Term 4, week 6.

**Action: Please let Jo know if you can volunteer for either morning or afternoon shift from Wednesday to Friday next week.**

**Action: Please let Jo know if you are available to clean up on Monday 21<sup>st</sup>.**

**Fuel our school update (presented by Hayley Taylor)**

Hayley banked \$100.00 this week. \$694 YTD.

**Action: Reminder to go out regarding Fuel our School. Brooke to promote on P&C page and send through to Deb to promote on school page.**

**General Business**

**Sausage sizzle:** Thank you to everyone who has volunteered and coordinated (Susan) the sausage sizzle for our sports carnivals.

- We currently have orders for 257 and we will be accepted late comers
- Still require more volunteers on the day

**Action: Please let Kylie W know if you are available to assist at either the junior or senior carnival**

**SH Butcher Calendar money (Susan):** \$150 donation has been provided in 2019 from butcher towards calendars and is querying the status. Unfortunately, this has slipped through due to Covid and money is missing (Ben is chasing up). Group has agreed to go ahead with calendars using photos of the schools and children's artwork (not photos of students) and be sold for \$5 each.

**Action: Brooke to coordinate sponsors and artwork. Advise Brooke via the app if you have sponsors.**

**Car Park raffle term 4:** Will be selling these at the sports carnival on Friday 11<sup>th</sup> September and Graeme will be promoting in the newsletter on Monday.

**Money Lucky Number Board:** Has been approved by Graeme. Can be run for one day only without a formal licence. Will also be sold at both carnivals \$10 per square. \$500 to the winner if all squares are sold or half of the tickets which have been sold (if not all tickets are sold). Will be cash and eftpos. Will promote on social media we are selling these items so families can be prepared on the day.

**Happy Walk:** Approved and locked in for 30 October. Require sponsor forms from P&C.

**Icey Poles (Kate August):** Is there a possibility for there to be a one icy pole restriction for students at the canteen as teachers are currently drilling into students do not share your food, your money, allergies etc. Group agreed to stick to current process which is to advise "don't share your food" and unfortunately, cannot police kids sharing their money.

**Next Meeting**

Next meeting due Tuesday, 13<sup>th</sup> October 2020 (6.30pm)

**Meeting closed – 8.04pm**