

Comet Bay Primary School P&C Association

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

MEETING MINUTES – 14th May 2019

Meeting	P&C open and general meeting
Date / Time	9 th April 2019 (Tuesday) – 7pm
Venue	Comet Bay Primary School – Staff room
Attendees	Brooke Benbow, Deborah Meerton, Amanda Bradford, Sarah Groves, Amanda Ball, Jo Maclean, Cass Levitzke, Rachel Fiorini, Nat Lally, Kate August, Emily Teague, Graeme Watson
Apologies	Juliet Davis, Ben Priest, Alisa Merriman, Hayley Taylor

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 **9th April 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 – Susan Horsfield **Seconded** – N/A

Business arising from previous meeting/minutes

- Nil

Correspondence incoming/outgoing

- **Incoming** – ANZ, Department of Education, various fundraisers, PAYG and CB invoice
- **Outgoing** – Nil

Reports and Updates

Canteen and online canteen (presented by Juliet Davis)

Sausage sizzle \$1336 profit. The bbq has died. Everyone loves eftpos machine, \$1033 through it. Online is up 50/50 counter/online. New menu presented to meeting. Bring in Monday Madness for a full term. Sweet Chilli wrap for term 2. Friday hotdogs. Wednesday wacky to stay. \$25254.53 taken to date.

Action: Amanda to email menu to P&C

Uniform Shop (presented by Sarah Groves)

\$49k ytd. First week to \$3K. Back to school \$22K delivered. Out of stock 8/6 faction. P&L available through MYOB being worked on. Bills up to date. Leavers on the way.

Action: Sarah to order faction shirts put to vote and approved.

Principals report (presented by Brooke Benbow)

See attached report

School Board update (presented by Brooke Benbow)

Meeting tomorrow night.

Treasurers Report (Presented by Brooke Benbow)

Paypal of \$2800 from uniform shop in process of transfer.

Action: Alisa to provide cost of icy poles. Are juice boxes included in that expense.

Action: Produce cost paid in 2018 and present total figure so that it can be minuted how much carried over.

Action: Reduce calendars to \$5, half price to remove final stock.

Donations update (Presented by Brooke Benbow)

Jo is trying to get a BBQ.

Action: Brooke to email Jo with details of Bunnings and ATCO

Book club update (Presented by Rachel Fiorini)

Issue 3 out only one order on paper – everything else via the LOOP

Action: Rachel F to look into beach trolley for deliveries

Book fair update (Presented by Jo Maclean)

Week 5. Colouring in comp to win a alpaca book. Will be sent to classes in the next week. Flyer going out week 4.

Cranky Bear costume. \$25K from book fair only since 2015.

Action: Require Saturday access. WA Day on the Monday so needs to be sorted out Saturday.

Disco update (Presented by Deborah Meerton)

PJ theme. Batons \$3 bands 3 for \$3. Entry \$5. Not doing list of names again.

Action: 4 people required in canteen to help to ensure we can sell hot food. Look into dominoes pizza.

Action: Deb to book coffee van.

Fuel our school update (Presented by Hayley Taylor)

Update 1st count last Thursday \$193.35. \$1158 YTD.

Action: Thermometer for show battery price and targets

Safety house update (Presented by Ben Priest)

No update

General Business**Fundraising 2019**

Term 2 – Carpark and end of term sausage sizzle. Disco and book fair. Term 3 – Carpark and end of term sausage sizzle. Social event? Term 4 – Carpark and end of term sausage sizzle. Calendars and disco.

Action: Brooke to look into movies/quiz night.

Canteen naming competition

Run through Facebook page. Email entries also to P&C page. Design a surf board

Meet & Greet Morning tea

Tuesday staff room, look at Tuesday 28th May.

Action: Nat to bring along churros to meeting and meet and greet.

Approval of year 6 graduation – approved**Golf day**

Cassie supports not removing golf day – Jo seconds this.

Next Meeting

Next meeting 11th June 2019

Meeting closed – 8:50pm