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| **DRAFT Robina State School - Parents & Citizens Association**  Agenda for General Meeting  **Date: 17.5.2017 Time:** 6.30pm **Location:** Staff Room |

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| **Item** | **Action Officer/s** |
| **Opening**   * Welcome to existing members, new members and any visitors | Sascha Voevodin |
| **Attendance / Apologies**   * To be noted on Attendance form | All |
| **Previous Meeting**   * Ratification of previous minutes – 19.4.2017 * Review of actions noted in previous minutes |  |
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| **Subject/Details** | **Action Officer/s** | **Outcome** |
| Cobwebs to be removed from CPAC Hall – on hold until scissor lift hired | Sascha V | Ongoing |
| Investigation drinking fountain for down at the oval | Sascha V | Capital works survey |
| Senior toilets still outstanding in the plan for renovation | Sascha V | Capital works survey |
| BBQ area being designed and researched | Sascha V | Capital works survey |
| SafeST committee | Kate R | ongoing |
| Update email contact details for school P&C emails, reply emails | Louise D/Lisa N | Complete |
| List of approved suppliers for OSHC debit card use | James N/Julie B |  |
| Colour copies of Executive blue cards to Julie B | Louise D | Ongoing |
| Tuckshop laptop replacement | Sascha V | Ongoing |
| Review of uniform shop hours | Sascha V/Tania H |  |
| Further discussions for Operations manager – business units | Sasha V |  |
| P&C general meeting during the day time | Louise D | Survey |
| Calendar of events to be compiled | Katrina V | Complete/Ongoing |
| Amendments of Admins for P&C Facebook page | Louise G/Lisa N |  |
| Request for info Re: sponsor child | Louise D | Complete |
| Unisex uniform guidelines | Beth E |  |
| Storage shed for garden | Louise D |  |
| Notification of next meeting date change | Louise D/Sascha V | Complete (newsletter) |
| 2a and 2B tree roots up lifting concrete | Beth E |  |

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| **Correspondence**   * Inwards * Outwards * Actions arising from Correspondence | Lisa Nielsen |
| **P&C Executive Update – Actions by the Executive**   * General * Confirmation of any Officer Decisions made since last meeting * Current Project Updates (only if any progress has been made since last meeting) |  |
| **P&C Reports**   * OSHC * Tuck shop * Uniform Shop * CPAC *  * P & C Qld * Treasurer’s Report | Julie Black  Janine Marshall  Tania Hamenko  Richard Dannehl  Louise Garnett  Lisa Nielsen  Kate Robinson/James Noel |
| **School Reports**   * Admin Report * Classroom Parent Representatives (CPR) * Student Council Report   **Acceptance of reports as true and correct** | Beth Everill  Marian Frew  Jo Cooke  **ALL** |
| **Fundraising**   * Chocolate Drive * Entertainment Books * Disco – 8th June | Lisa Nielsen  Anna Jupp  Katrina Voevodin |
| **New Business**   * Acceptance of any new membership applications * Capital Works Survey - Feedback * P&C of the Year awards application and annual conference attendance * 31 May Annual financial reports due to DET | Sascha Voevodin  ALL |
| **General Business (for Next Meeting)**   * To be noted on General Business form | ALL |
| **Date of Next Meeting / Close Meeting**   * 6.30pm 2nd Wednesday of next Month unless otherwise specified | Sascha Voevodin |

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| **P&C Contact details:** 07 5562 4111(General) **Email:** pandc@robinass.eq.edu.au  0447 777 319 (CPAC hire) cpac2@robinass.eq.edu.au  **Post:** Canbe sent to/left at School office |