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|  **Robina State School - Parents & Citizens Association**Agenda for General Meeting**Date: 14.6.2017 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 – 17.5.2017
* Review of actions noted in previous minutes
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**FOLLOWUP ITEMS FROM PREVIOUS MEETING - ONGOING/HOLD**

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| Safe ST committee | Colin F/Sascha V | Ongoing, meeting with Herman Vorster |
| Colour copies of Executive blue cards to Julie B | Louise D | Ongoing until all received |
| Tuckshop laptop replacement: Awaiting Munch Monitor upgrade | Sascha V | Ongoing |
| General business review of Uniform shop and Tuckshop to optimise operations and improve profitability | Sascha V/Tania H/Janine M | Ongoing |
| Updates to events calendar | Katrina V | When necessary |
| Storage shed for garden | Beth E | Accessing quotes |
| 2a and 2B tree roots up lifting concrete | Beth E | Ongoing, on annual maintenance register |
| Discussion with Chappy Paul for potential assistance with fundraising | Katrina V | Ongoing |
| Liaise with Lisa N regarding chocolate drive | Louise D | Ongoing during chocolate drive |
| Enquire about school approved hot chocolate | Tuckshop | Ongloing |
| Update the Memorandum of Understanding with OSHC | Sascha V/Julie B/Beth E | HOLD |
| Further discussions for Operations manager – business units | Sasha V | HOLD |
| Follow up outcome from sound engineer visit re: CPAC | Sascha V |  |
| Follow up regarding trial of homework club | Louise G |  |
| Include monetary figure on web site for fundraising along with percentage | Katrina V |  |
| Apply for P&C of the Year, need someone to attend conference | Colin F/Katrina V |  |
| Update email contact details for reply emails | Sascha V/Lisa N |  |

**2017 PARENT SURVEY RESULTS**

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| Investigation drinking fountain for down at the oval | Sascha V |  |
| Senior toilets still outstanding in the plan for renovation | Sascha V |  |
| Parking issues in OSHC carpark: Review of signage and process | Sascha V/Beth E |  |
| BBQ area being designed and researched | Sascha V |  |

**COMPLETED ITEMS FROM PREVIOUS MEETING**

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| Cobwebs to be removed from CPAC Hall – on hold until scissor lift hired | Sascha V | COMPLETE  |
| List of approved suppliers for OSHC debit card use | Sascha V/Julie B | COMPLETE |
| Amendments of Admins for P&C Facebook page | Katrina V/Lisa N | COMPLETE |
| Follow up with Herman Vorster regards advertising on Div 11 Newsletter | Katrina V | COMPLETE |
| Completion of annual P&C member survey | Louise D | COMPLETE |
| Follow up OSHC gift or subsidise Christmas party | Louise D | COMPLETE |
| OSHC Appreciation Day | Louise D | COMPLETE, Follow up a date for next year |
| Advise if chocolates to be added to end of term pizza meal | Lisa N | COMPLETE |
| Further lighting quotes for CPAC | Gavin K | COMPLETE |
| Follow up requirements for QR code scan system and if it can work along side Munch Monitor | Katrina V | COMPLETE |
| Arrange P&C window for cash payments | Katrina V | COMPLETE |
| Signup genius for disco to include cover for P&C Cash window | Katrina V/Marian F | COMPLETE |
| Unable to accept membership form as didn’t attend, follow up | Louise D | COMPLETE |

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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
* CPAC lighting quotes received, approved and installed
* Purchased 32 x fluro vests to identify volunteers and officials at events
* Current Project Updates
* CPAC Kitchen
* Defib
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| **P&C Reports*** OSHC
* Tuck shop
* Uniform Shop
* CPAC
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* P & C Qld
* Treasurer’s Report
 | Julie BlackJanine MarshallTania HamenkoRichard DannehlLouise GarnettLisa NielsenKate Robinson/James Noel |
| **School Reports*** Admin Report
* Classroom Parent Representatives (CPR)
* Student Council Report
* Acceptance of reports as true and correct
 | Beth EverillMarian FrewJo CookeALL |
| **Fundraising** * Entertainment Books
* Chocolate Drive
* Disco – Summary and debrief
 | Anna JuppLisa NielsenKatrina Voevodin |
| **New Business*** Acceptance of any new membership applications
* Draw the Volunteer Challenge winner
* Second hand uniforms – Consignment/Online/Web page ?
* Robina beanies/scarves
 | Sascha VoevodinKatrina VoevodinKatrina Voevodin |
| **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 |