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| **Robina State School - Parents & Citizens Association**  Agenda for General Meeting  **Date: 21.2.18 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 |
| **Special Guest**   * Amanda Short – ALH Group |  |

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| **Previous Meeting**   * Ratification of previous minutes – 31.1.18 * Review of actions noted in previous minutes | |  | | |
| **Subject/Details** | | **Action Officer/s** | | **Outcome** | **Priority** | |
| Follow-up the old computer going to uniform shop with new hard drive installed and internet connection | | Sascha V | |  | 3 | |
| Business review of Uniform shop complete, follow up outcomes | | Elisha S | |  | 1 | |
| Updates to events calendar | | Katrina V | | When needed | - | |
| Follow up outcome from sound engineer visit re: CPAC | | Sascha V | |  | 1 | |
| Completion Certificate for CPAC kitchen requires signatures | | Sascha V/Beth E | |  | 1 | |
| Follow up the repair/replacement of CPAC projector prior to ANZAC day | | Sascha V/Allison J | |  | 1 | |
| Review of CPAC hire procedures/agreements and management | | Elisha S | |  | 1 | |
| Comm Games link to be added to website | | Katrina V | |  | 1 | |
| Obtain quotes for P&C Aprons for use in tuckshop and other events, follow up | | Katrina V | |  | 1 | |
| Current advertisers in Perspex box to be contacted and offered advertisement on website or refund | | Elisha S/Katrina V | |  | 1 | |
| Perspex boxes outside tuckshop to be removed | | Alison J/Mark B | |  | 1 | |
| Discussion over doing an EOI for next school holidays (OSHC) due to Comm games | | Elisha S/Julie B | |  | 1 | |
| Discussion over the need for 2 weeks holiday during Christmas break | | Elisha S/Julie B | |  | 3 | |
| Check warranty agreement for new prep playground as soft fall is becoming uneven | | Alison J | |  | 1 | |
| Follow up with church (CPAC hirers) about the possibility of jointly funding air conditioning | | Sascha V | |  | 1 | |
| Obtain quotes for refurbishment of toilets and re-do the flooring (of other toilet) | | Alison J | |  | 1 | |
| Obtain quote for A/C maintenance (BPS) | | Alison J | |  | 1 | |
| Obtain quote for A/C maintenance (Current maintenance agreement) | | Sascha V | |  | 1 | |

The following items have been completed since the previous meeting.

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| Look into social media maintenance official – this will be addressed with the appointment of a Community Liaison Officer | Carmel B/Katrina V | COMPLETE | 3 |
| Need a strategic plan for capital works for 2018 | Executive | COMPLETE | 1 |
| Advise regarding quotes from EQ re: wireless upgrade | Carmel B | COMPLETE | 3 |
| Clarification of Choc drive figures in last treasurers report | James N | COMPLETE | - |
| Provide final details on Cookie Dough fundraiser when available | Katrina V | COMPLETE | - |
| Distribute P&C logo alternatives for committee feedback | Katrina V/Louise D | COMPLETE | - |
| Installation of a safe that can be used by tuckshop and uniform shop when necessary | Sascha V | COMPLETE | - |
| Motions accepted to go ahead with CPAC tinting, follow up | Sascha V | COMPLETE | 1 |
| Job description and advertisement for Community Liaison Officer position to be done and appointed ASAP | Executive | COMPLETE |  |

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| **Correspondence**   * Inwards – Email received from community member Re: school grounds * Outwards – * Actions arising from Correspondence | Fiona Grounsel  Louise Duncan |
| **P&C Executive Update – Actions by the Executive**   * General * Confirmation of any Officer Decisions made since last meeting   - Community Liaison Officer Position   * Current Project Updates (only if any progress has been made since last meeting) |  |
| **P&C Business Reports**   * OSHC * Tuck shop * Uniform Shop   **Acceptance of report as true and correct** | Elisha Salkeld |
| **P&C Reports**   * CPAC * P & C Qld * Robina Parent Network * Treasurer’s Report   **Acceptance of report as true and correct** | Richard Dannehl  Fiona Grounsel  TBA  Kate Robinson/James Noel |
| **School Reports**   * Admin Report * Student Council Report   **Acceptance of reports as true and correct** | Carmel Baker  TBA  ALL |
| **Fundraising** |  |
| **New Business**   * You can sit with me programme * Acceptance of any new membership applications | Shon Stromer  Sascha Voevodin |
| **General Business (for Next Meeting)**   * Please note that directly following the next meeting (14 March) we will be holding our AGM. All executive positions will be stood down and available for re-election. All committee members membership will lapse and all are required to re-apply for the next year. * 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 |