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| **Robina State School - Parents & Citizens Association**Agenda for General Meeting**Date: 09.05.2018 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*** Jodie Roberts – Presenting Playground Options
 | Sascha Voevodin |
| **Previous Meeting*** Ratification of previous minutes – 26.04.2018
* Review of actions noted in previous minutes
 | All |
| **Special Guest*** Jodie Roberts – Presenting Playground Options
 | Sascha Voevodin |
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| **Subject/Details** | **Action Officer/s** | **Outcome** | **Priority** |
| Junior & Senior Toilets 3 x quotes to be finalised & Committee Vote | Kath/ Allison/ Sascha | In progress |  |
| Uniform shop computer follow-up / requires Internet | Sascha V |  |  |
| Business review of Uniform shop complete, follow up outcomes | Elisha S |  |  |
| Updates to events calendar | Katrina V | When needed |  |
| Follow up sound engineer visit re: CPAC | Sascha V |  |  |
| Completion Certificate for CPAC kitchen requires signatures | Sascha V | In Progress |  |
| Review of CPAC hire procedures/agreements and management | Elisha S / Sascha V |  |  |
| Large Perspex box for poster outside tuckshop to be tailored | Sascha V |  |  |
| Discussion over the need for 2 weeks holiday during Christmas break | Elisha S/Julie B |  |  |
| Check warranty agreement for new prep playground / soft fall uneven | Alison J |  |  |
| Follow up possibility of jointly funding for CPAC and BAS implications | Sascha V | Ongoing |  |
| Obtain quote for A/C quotes for Library and Hall | Sascha / Allison / Kath |  |  |
| Multi-cool: Follow up re: current service agreement for P&C A/C | Kate R |  |  |
| Review Breakfast Program & Birthday Box Results | Elisha S  |  |  |
| Obtain quotes for replacement food processor and coffee machine | Elisha S/Janine M |  |  |
| CPAC Suggestions /Actions reviewed and prioritised / Installation | Sascha V / Allison J |  |  |
| Minutes for meeting and final decision on projector purchase | Felicity L |  |  |
| Playground Options presented by Project Manager | Jodie Roberts |  |  |
| CPAC Safe Quote & Vote | Sascha V |  |  |
| Check Email / Domain for Secretary & Ops Manager as unable to receive or send emails at intermittent times and from specific emails | Sascha V |  |  |

The following items have been completed since the previous meeting.

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| **Correspondence** Inwards – * Email received from Safe-tech account for front gate
* Email received from Committee Member re: unaddressed issue with AGM
* Email received from Mark Blinks regarding covering walkways areas.
* Email received by staff and volunteers – regarding New P & C Policy
* Email received from Lynne in the Library with regards to volunteers required for Book Fair from the 21/5/18 – 25/05/18.

Outwards –* Amended Minutes from 14.03.18 sent to LD and SV by secretary with requested changes as per previous minutes.

Actions arising from Correspondence - |  Rebecca CorkeryFelicity LeerALL |
| **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)
 | Sasha Voevodin |
| **P&C Business Reports** * OSHC
* Tuck shop - *April & May*
* Uniform Shop - *April & May*

**Acceptance of report as true and correct** | Elisha Salkeld |
| **P&C Reports*** CPAC – *April & May*
* P & C Qld
* Robina Parent Network
* Treasurer’s Report *April & May*

**Acceptance of report as true and correct** | Elisha SalkeldFiona GroundselLouise DuncanKate Robinson/James Noel |
| **School Reports*** Principals Report
* Responsible Behaviour Plan
* Student Council Report

**Acceptance of reports as true and correct** | Carmel Baker |
| **Fundraising**  | Louise Duncan |
| **New Business*** Acceptance of any new membership applications
 |  Sascha Voevodin |
| **General Business (for Next Meeting)*** To be noted on General Business form
 | All |
| **Date of Next Meeting / Close Meeting*** 6.30pm Weds 13th June,2018
 |  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 |