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| **Robina State School - Parents & Citizens Association**Agenda for General Meeting**Date: 25.07.18 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**Monique Sarasola – Rackley Swimming school. | Sascha Voevodin |
| **Previous Meeting*** Ratification of previous minutes – 25.07.2018
 | All |

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| **Subject/Details** | **Action Officer/s** | **Progress** |
| Uniform shop & OSHC computers to be replaced with new workstations | Sascha V |  |
| Review of CPAC hire procedures/agreements and management | Elisha S / Sascha V |  |
| CPAC condition report / scope of improvements / prioritisation | Sascha V / Elisha |  |
| Engineers Report required for CPAC Cooling |  |  |
| CPAC window retinting and door issues | Jodhi / Sascha V |  |
| Obtain quote for A/C quotes for Library and Hall & BAS implications | Sascha V / Allison |  |
| Multi-cool: Follow up regarding current service agreement for P&C A/C | Kate R |  |
| CPAC Projector Minutes to be completed | Felicity L |  |
| Junior Playground Development Date to be confirmed | Jodhi R |  |
| CPAC Glass Door Frame & Tinting | Jodhi R / Sascha V |  |
| Walkie Talkies for OSHC | Sascha V |  |

* Refurbishment of Junior Toilet refurbishment & floors commenced & completed over break.
* Senior toilet floors to be completed in September 2018.
* Future plans for Grade 6 toilet upgrade.
* Jodhi is following up on the type of glass used in the CPAC and information about the type of tinting.
* Elisha, James & Richard reviewing Booking System for CPAC and accounting systems.
* CPAC Projector -Minutes required about decision made and all relevant votes. FL
* Felicity to assist music department with Twilight Concert
* Playground obstacles, board games, times tables and wall decals– LG & CB
* Online Booking System for CPAC, ES & JN & RD
* Calvary wanting cooling solution for CPAC asap as nervous about hire through another summer without solution
* Scope of works for CPAC – paint control room, audio sockets, CPAC safe.

The following items have been completed since the previous meeting.

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| Banners for Music $1869 in gst |  |
| Shed for Gardening |   |
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| **Correspondence** Inwards – Monique Rackley Swimming SchoolOutwards –Actions arising from Correspondence - |  Rebecca CorkeryFelicity LeerALL |
| **P&C Executive Update – Actions by the Executive*** General
* Purchase of shed for garden club
* Confirmation of any Officer Decisions made since last meeting
* Confirmation of Calvary / Councillor Vorster Event dates
* Current Project Updates (only if any progress has been made since last meeting)
* Ballistraid for Prep Area
* Tuckshop Quote Progress
* Volunteers rewarded for time in tuckshop
* Posters completed for Twilight, Fathers Day & Fiver for a Farmer
 | Sasha VoevodinJodhi RobertsKatrina Voevodin |
| **P&C Business Reports** * OSHC
* Snack Shack
* Uniform Shop
* CPAC

**Acceptance of report as true and correct** | Elisha Salkeld |
| **P&C Reports*** P & C Qld
* Robina Parent Network
* Treasurer’s Report
* James signatories question

**Acceptance of report as true and correct** | Rebecca CorkeryCass GersbachKate RobinsonJames Noel |
| **School Reports*** Principals Report
* Student Council Report

**Acceptance of reports as true and correct** | Carmel Baker |
| **Fundraising** * Father’s Day
* Fiver for a Farmer
* Online poll for fundraisers
* Colour Run
* Trolley Bag Fundraiser
* Twilight Concert
 | All |
| **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** |  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 |