|  |
| --- |
| **Robina State School - Parents & Citizens Association**  Agenda for General Meeting  **Date: 13.06.18 Time:** 6.30pm **Location:** Staff Room |

|  |  |
| --- | --- |
| **Item** | **Action Officer/s** |
| **Opening**   * Welcome to existing members, new members, and any visitors | Sascha Voevodin |
| **Attendance / Apologies**   * To be noted on Attendance form * Kate Robinson * Rebecca Corkery * Louise Duncan | All |
| **Special Guest**   * Jodhi Roberts – Final Playground Options / Feedback * Belinda Meginley – School Safety Advisor | Sascha Voevodin |
| **Previous Meeting**   * Ratification of previous minutes – 09.05.18 * Review of actions noted in previous minutes | All |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject/Details** | **Action Officer/s** | **Outcome** | **Priority** |
| Uniform shop computer replaced with CPR computer | SV |  | 3 |
| Future Combined Events Calendar 2018 | SV |  |  |
| Safe Transition Stage Riser | FL / KE |  |  |
| Tint of replacement CPAC Window | SV |  |  |
| Review of CPAC hire procedures/agreements and management | ES / SV |  |  |
| Perspex box to be tailored | SV |  |  |
| Discussion over the need for 2 weeks holiday during Christmas break | ES/JB |  |  |
| Options for repair of damaged Soft Fall area | AJ / JR |  |  |
| Sidewalk Obstacles / times tables and wall decals | LG |  |  |
| Obtain quote for A/C quotes for Library and Hall & BAS implications | SV / AJ/ KE |  |  |
| Multi-cool: Follow up re: current service agreement & remove | KR |  |  |
| Clarification of Breakfast / times / marketing | ES |  |  |
| Coffee Machine obtained and Installed in tuckshop | ES/JN |  |  |
| CPAC Suggestions /Actions reviewed and prioritised / Installation | SV / AJ |  |  |
| Minutes for meeting and final decision on projector purchase | FL |  |  |
| Playground Options presented by Project Manager | JR |  |  |
| CPAC Safe Quote & Vote | SV |  |  |
| Check Email / Domain for Secretary & Ops Manager as unable to receive or send emails at intermittent times and from specific emails | SV |  |  |

The following items have been completed since the previous meeting.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Correspondence**  Inwards –  Outwards –  Actions arising from Correspondence - | Rebecca Corkery  Felicity Leer  ALL |
| **P&C Executive Update – Actions by the Executive**   * General * **Confirmation of any Officer Decisions** made since last meeting * $270 Book Fair Prizes * $550 Repair of EV Speaker * $550 QAST Tuckshop Tune up * $2500 10 hours HR Consultant review * Replacement of Tuckshop Sandwich Maker * Customer Liaison Officer * **Current Project Updates** (only if any progress has been made since last meeting) * Jodhi Roberts – Playground Feedback and Motion to Approve * Tint required for replacement glass on CPAC | 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   CPAC phone   * P & C Qld * Robina Parent Network * Treasurer’s Report *April & May* * *P&C Executive Banking Roster* * *Online Ordering for supplies / Petty Cash policies* * *NAB Signatures finalised*   **Acceptance of report as true and correct** | Elisha Salkeld  Fiona Groundsel  TBC  Kate Robinson / James Noel |
| **School Reports**   * Principals Report * Responsible Behaviour Plan * Student Council Report   **Acceptance of reports as true and correct** | Carmel Baker |
| **Fundraising**   * Donation from Dog & Parrot of $3000 * Greatest Race Financials * Mother’s Day Financials | Katrina Voevodin |
| **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 25th July 2018 | Sascha Voevodin |

|  |
| --- |
| **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 |