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| **Robina State School - Parents & Citizens Association**Agenda for General Meeting**Date: 13.06.18 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
* 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 |
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| **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.

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| **Correspondence**Inwards – Outwards –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
* $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 SalkeldFiona GroundselTBCKate 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 |

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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 |