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| **Robina State School - Parents & Citizens Association**Agenda for General Meeting**Date: 26.04.18 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*** None
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| **Previous Meeting*** Ratification of previous minutes – 14.03.18
* Review of actions noted in previous minutes
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| **Subject/Details** | **Action Officer/s** | **Outcome** | **Priority** |
| Uniform shop computer follow up as wont turn on | 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 sound engineer visit re: CPAC | Sascha V |  | 1 |
| Completion Certificate for CPAC kitchen requires signatures | Sascha V/Beth E |  | 1 |
| Replace and Installation of CPAC projector  | Sascha V/Allison J | **COMPLETE** | 1 |
| Review of CPAC hire procedures/agreements and management | Elisha S |  | 1 |
| Current advertisers in Perspex box to be contacted and offered advertisement on website or refund | Elisha S/Katrina V |  | 1 |
| Large Perspex box for poster outside tuckshop to be tailored | Sascha V |  | 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 about the possibility of jointly funding cooling for CPAC and BAS implications | Sascha V |  | 1 |
| Further quotes for refurbishment of junior toilets required (not including flooring) | Alison J |  | 1 |
| Obtain quote for A/C quotes for Library and Hall | Alison J |  | 1 |
| Multi-cool: Follow up regarding current service agreement for P&C A/C | Kate R |  | 1 |
| Review Breakfast Program & Birthday Box Results | Elisha S  |  |  |
| Obtain quotes for replacement food processor and coffee machine | Elisha S/Janine M |  |  |
| Follow Up Purchase of Freezer for OSHC | Executive / Julie B |  |  |
| Review need to market RPN Subscription | Katrina V / Louise D |  |  |
| CPAC Suggestions /Actions reviewed and prioritised / Installation | Sascha V / Allison J |  |  |
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The following items have been completed since the previous meeting.

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| Approval / Purchase and Installation of CPAC Projector | Sascha V | COMPLETE | 3 |
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| **Correspondence** * Inwards – Email received from Safe-tech account for front gate – JN

 \_ Email received from School Umbrella Australia – LD* Outwards –
* Actions arising from Correspondence
 |  Rebecca Blake-boroughFelicity 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)
* CPAC PROJECTOR
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| **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** | Elisha SalkeldFiona GrounselLouise DuncanKate Robinson/James Noel |
| **School Reports*** Admin Report
* Student Council Report

**Acceptance of reports as true and correct** | Carmel BakerTBAALL |
| **Fundraising**  |  |
| **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 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 |