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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-borough  Felicity Leer  ALL |
| **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 |  |
| **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 Salkeld  Fiona Grounsel  Louise Duncan  Kate Robinson/James Noel |
| **School Reports**   * Admin Report * Student Council Report   **Acceptance of reports as true and correct** | Carmel Baker  TBA  ALL |
| **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 |