



AGENDA

Date: April 3rd 2019 **Time:** 6:30pm

Location: CPAC Meeting Room

Item	Action Officer/s	
Open meeting <ul style="list-style-type: none"> Welcome existing members, new members, visitors 	President	
Attendance / apologies (to be noted on attendance form) <ul style="list-style-type: none"> Special guests 	All	
Previous meeting <ul style="list-style-type: none"> Ratification of the previous minutes Review of action items from previous minutes: 	All	
<i>Action items from previous minutes:</i>		
Subject/Details	Action officer/s	Outcome
Visit Merrimac SHS & Mudgeeraba Creek SS to view fans	Katrina V	
Projects for 2019	Jodhi R	
Artwork for Dog and Parrot Playground decals	Katrina V	
Online volunteer induction process launched	Katrina V	
Creation of financial support program for students achieving regional, state or national representation	Fiona G	
Purchase Griffith Uni home readers	Louise G	DONE
Compare CMS & Employsure	Katrina V	DONE
Present options for RPN / Parent Communication tool at next meeting	Katrina V	
Correspondence <i>Inward/Outward:</i> <ul style="list-style-type: none"> (Email) RACV Royal Pines Resort - ENTERTAIN your school mums while raising funds! The High Tea Party is COMING to the GOLD COAST MAY 18 (Email) Natasha Moses - email regarding exclusion of children from OSHC for vacation care (Email) ECEC - Compliance notice regarding Natasha Anderson complaint (Letter) Health Pantry Fundraising (Letter) Australian Fundraising promotional material (Letter) Earn and Learn Program 	Secretary	
<i>Actions arising from correspondence</i>		

ROBINA STATE SCHOOL PARENTS & CITIZENS ASSOCIATION

<p>Executive Update <i>Executive decisions since last meeting:</i></p> <ul style="list-style-type: none"> ● Appointment of Lisa Turner as OSHC Lead Coordinator - 35 hrs/wk ● Move Educational Leader and Assistant Coordinator roles to Permanent Part-Time - 35 hrs/wk each ● Purchase of 10 hours from Fresh HR Insights - \$2,475 (inc GST) ● Purchase of self-inking stamp for inside cover of readers - \$42.45 inc GST <p><i>Any other completed items or updates since last meeting:</i></p> <ul style="list-style-type: none"> ● Lanyards purchased ● Mod 2 furniture purchased, delivered & assembled ● Colour run completed ● Chess tournament canteen completed ● Griffith Uni readers purchased and arrived 	<p>President</p>
<p>Fundraising</p> <p><i>Update on recent fundraising:</i></p> <ul style="list-style-type: none"> ● Chess tournament canteen - \$1080 (less expenses) raised for Chappy Paul ● School Run4Fun Colour Explosion - Total fundraising revenue of \$10,096.15 as of Friday 29 March (before expenses) <p><i>Upcoming fundraising events:</i></p> <ul style="list-style-type: none"> ● 8 May - Mothers day stall + regiftathon ● 11 or 18 May - Election BBQ ● 2019 Fundraising Events calendar to be finalised and distributed for next meeting 	<p>VP of Fundraising</p>
<p>Projects</p> <p><i>Update on projects:</i></p> <ul style="list-style-type: none"> ● Project priorities for 2019 <ul style="list-style-type: none"> ○ CPAC & Library cooling ○ Senior playground ○ Tuckshop extension ○ Water bubblers on oval ○ More seating around school ○ Improved bag racks ○ Year 6 toilet upgrade & beautification of classroom area ○ External security CCTV cameras 	<p>VP of Projects</p>
<p>Reports</p> <p><i>P&C Operations Report (Tuckshop, Uniform Shop, OSHC, CPAC)</i></p> <ul style="list-style-type: none"> ● Business arising from Operations Report <ul style="list-style-type: none"> ○ Motion to approve purchase of new commercial microwave for Tuckshop to replace one moved to CPAC kitchen <p><i>Acceptance of Operations Report as true and correct</i></p>	<p>Operations Mgr</p> <p>Treasurer</p> <p>Principal</p>

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<i>Treasurer's Report</i> <ul style="list-style-type: none">• Business arising from Treasurer's Report <i>Acceptance of Treasurers Report as true and correct</i> <i>Principals Report</i> <ul style="list-style-type: none">• Business arising from Principals Report	
General Business <ul style="list-style-type: none">• Tuckshop volunteer incentive program• Garden club proposal	Katrina V Jodhi R
New member applications Acceptance of any new member applications	President
Close meeting Date of next meeting: Wed 8 May @ 6:30pm CPAC Meeting Room	President