



Muirfield High School P&C Association

Annual General Meeting Agenda

Wednesday 13th March 2024

Time: 7:30PM

Venue: Staff common room



1	Welcome	Charmaine Hetem	7:30PM
2	Attendance & call for 2025 members	Charmaine Hetem	7:33PM
3	Adoption of minutes of previous meeting	Charmaine Hetem	7:34PM
4	Business arising from previous AGM	Charmaine Hetem	7:35PM
5	Audited financial report	Charmaine Hetem	7:36PM
6	Out-going President's report	Charmaine Hetem	7:41PM
7	Elections	Returning officer – Jennifer Reeves	7:46PM
	• President		
	• Vice Presidents		
	• Secretary		
	• Treasurer		
8	Elections of sub-committee members	Returning officer – Jennifer Reeves	7:51PM
	• Canteen - Convenor - Treasurer - Secretary		
	• Uniform shop - Convenor - Treasurer - Secretary		
	• CAPA - Convenor - Treasurer - Secretary		
9	Approval of Signatories (Removal and Addition)	New P&C President	7:56PM
10	Close of meeting	New P&C President	8:00PM