



Muirfield High School P&C Association

General Meeting Agenda

Wednesday 21st February 2024

Time: 7:30PM

Venue: Virtual meeting via Zoom.



1	Welcome	Charmaine Hetem	7:30PM
2	Attendance	Charmaine Hetem	7:35PM
3	Apologies	Charmaine Hetem	7:37PM
4	Adoption of minutes of previous meeting	Charmaine Hetem	7:39PM
5	Business arising from previous minutes		
	• Close unused St George Account	Charmaine Hetem	7:41PM
	• Add Charmaine Hetem as an Qkr! authorised person to make changes to the Qkr! app and associated bank accounts.	Charmaine Hetem	7:42PM
6	Correspondence In/Out	Charmaine Hetem	7:43PM
7	P&C Reports		
	• President report	Charmaine Hetem	7:45PM
	• Treasurer report	Charmaine Hetem	7:55PM
	• Canteen report	Charmaine Hetem	8:05PM
	• Uniform shop report	Charmaine Hetem	8:15PM
	• CAPA report	Charmaine Hetem	8:25PM
8	General business	Charmaine Hetem	8:30PM
9	Principal's report	Jennifer Reeves	8:40PM
10	Close of meeting	Charmaine Hetem	9:00PM