



Muirfield High School P&C Association

## General Meeting Agenda

Wednesday 8<sup>th</sup> May 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		
	<ul style="list-style-type: none"><li>Close unused St George Account</li></ul>	Charmaine Hetem	7:41PM
	<ul style="list-style-type: none"><li>Add Charmaine Hetem as an Qkr! authorised person to make changes to the Qkr! app and associated bank accounts.</li></ul>	Charmaine Hetem	7:42PM
6	Correspondence In/Out	Charmaine Hetem	7:43PM
7	P&C Reports		
	<ul style="list-style-type: none"><li>President report</li></ul>	Charmaine Hetem	7:45PM
	<ul style="list-style-type: none"><li>Treasurer report</li></ul>	Charmaine Hetem	7:55PM
	<ul style="list-style-type: none"><li>Canteen report</li></ul>	Charmaine Hetem	8:00PM
	<ul style="list-style-type: none"><li>Uniform shop report</li></ul>	Charmaine Hetem	8:05PM
	<ul style="list-style-type: none"><li>CAPA report</li></ul>	Charmaine Hetem	8:10PM
8	General business		
	<ul style="list-style-type: none"><li>P&amp;C to host coffee morning for school staff</li></ul>	Charmaine Hetem	8:15PM
9	Principal's report	Jennifer Reeves	8:20PM
10	Close of meeting	Charmaine Hetem	9:00PM