



Muirfield High School P&C Association

General Meeting Agenda

Wednesday 11th September 2024

Time: 7:30PM

Virtual meeting via Zoom



1	Welcome	Charmaine Hetem	7:30PM
2	Attendance	Charmaine Hetem	7:32PM
3	Apologies	Charmaine Hetem	7:33PM
4	Adoption of minutes of previous meeting	Charmaine Hetem	7:34PM
5	Business arising from previous minutes		
	<ul style="list-style-type: none">Add Charmaine Hetem as an Qkr! authorised person to make changes to the Qkr! app and associated bank accounts.	Charmaine Hetem	7:35PM
	<ul style="list-style-type: none">P&C needs own virtual meeting account. Microsoft Teams was suggested as an alternative to Zoom.	Charmaine Hetem	7:36PM
	<ul style="list-style-type: none">School staff morning coffee Coffee van booked for 23 August 8AM to 10:15AM	Charmaine Hetem	7:37PM
	<ul style="list-style-type: none">Motion: P&C donation for Year 12 gifts. \$1,833.64 to be paid the school.	Charmaine Hetem	7:38PM
	<ul style="list-style-type: none">Motion: Remove Alida Schiller and Sarah Alwan as signatories from all St George bank accounts.	Charmaine Hetem	7:39PM
6	Correspondence In/Out	Charmaine Hetem	7:40PM
7	P&C Reports		
	<ul style="list-style-type: none">President report	Charmaine Hetem	7:41PM
	<ul style="list-style-type: none">Treasurer report	Charmaine Hetem	7:45PM
	<ul style="list-style-type: none">Canteen report	Charmaine Hetem	7:46PM
	<ul style="list-style-type: none">Uniform shop report	Charmaine Hetem	7:47PM
	<ul style="list-style-type: none">CAPA report	Charmaine Hetem	7:48PM
8	General business		
	<ul style="list-style-type: none">Motion: P&C to provide morning tea/recess to school staff at the end of October for Teacher's Day 25 October 2024. Canteen to do the catering.	Charmaine Hetem	7:50PM
9	Principal's report	Jennifer Reeves	7:55PM
10	Close of meeting	Charmaine Hetem	8:10PM