



Muirfield High School P&C Association

General Meeting Agenda

Wednesday 16th October 2024

Time: 7:30PM

Venue: Staff common room



1	Welcome	Charmaine Hetem	7:30PM
2	Attendance	Charmaine Hetem	7:35PM
3	Apologies	Charmaine Hetem	7:38PM
4	Adoption of minutes of previous meeting	Charmaine Hetem	7:39PM
5	Business arising from previous minutes		
	<ul style="list-style-type: none">P&C needs own virtual meeting account. Microsoft Teams was suggested as an alternative to Zoom.	Charmaine Hetem	7.40PM
	<ul style="list-style-type: none">National Teacher's Day morning tea Canteen to cater for staff morning tea. To be served at recess on 25 October 2024.	Charmaine Hetem	7:45PM
6	Correspondence In/Out	Charmaine Hetem	7:50PM
7	P&C Reports		
	<ul style="list-style-type: none">President report	Charmaine Hetem	7:55PM
	<ul style="list-style-type: none">Treasurer report	Charmaine Hetem	8:00PM
	<ul style="list-style-type: none">Canteen report	Charmaine Hetem	8:05PM
	<ul style="list-style-type: none">Uniform shop report	Charmaine Hetem	8:10PM
	<ul style="list-style-type: none">CAPA report	Charmaine Hetem	8:15PM
8	General business	Charmaine Hetem	8:20PM
9	Principal's report	Jennifer Reeves	8:30PM
10	Close of meeting	Charmaine Hetem	9:00PM