



Muirfield High School P&C Association Incorporated

General Meeting Agenda

Wednesday 9th November 2022

Time: 7:30PM

Virtually meeting via Zoom



1	Welcome	Charmaine Hetem	7:30PM
2	Attendance	Charmaine Hetem	
3	Apologies	Charmaine Hetem	7:35PM
4	Adoption of minutes of previous meeting	Charmaine Hetem	7:37PM
5	Business arising from previous minutes		
	• Xero Accounting system	Charmaine Hetem	7:40PM
	• P&C funding towards playground upgrade	Charmaine Hetem	7:45PM
	○ Donate \$60,600.00 to the school to assist with funding of first phase		
6	Correspondence In/Out	Charmaine Hetem	8:00PM
7	P&C Reports		
	• President report	Charmaine Hetem	8:05PM
	• Treasurer report	Charmaine Hetem / Christina Sipkes	8:10PM
	• Canteen report	Charmaine Hetem	8:15PM
	• Uniform shop report	Lisa Wilmshurst	8:20PM
	• CAPA report	Charmaine Hetem / Jason Montgomery	8:25PM
8	Principal's report	Fiona Clifton	8:30PM
9	General business		8:50PM
	• Motion: Donate \$350.45 to the school to pay for the Year 12 gift bags	Charmaine Hetem	
	• Motion: Close unused St George Account BSB: 112-879 Account number: 440 433 387 Current balance: \$0.00	Charmaine Hetem	
10	Close of meeting	Charmaine Hetem	9:00PM