



Muirfield High School P&C Association Incorporated.

General Meeting Agenda

Wednesday 8th June 2022

Time: 7:30PM

Venue: MHS Staff common room

Families can also join the meeting virtually 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 on 11 May 2022	Charmaine Hetem	7:37PM
5	Business arising from previous minutes		
	Xero Accounting system – on hold	Charmaine Hetem	
	Wearing sports clothes to school	Charmaine Hetem	7:39PM
	Motion: Request uniform policy review		
	Bank signatories	Charmaine Hetem	7:44PM
	Motion: Donate \$2000 to the school for student well-being and gift expenses	Charmaine Hetem	7:45PM
6	Correspondence In/Out		
	Request received to add P&C meeting minutes and Agendas to the school website, as well as P&C Facebook page.	Charmaine Hetem	8:00PM
7	P&C Reports		
	President report	Charmaine Hetem	8:10PM
	Treasurer report	Charmaine Hetem / Christina Sipkes	8:15PM
	Canteen report	Charmaine Hetem	8:17PM
	Uniform shop report	Lisa Wilmshurst	8:20PM
	CAPA report	Charmaine Hetem / Jason Montgomery	8:23PM
8	Principal's report	Fiona Clifton	8:25PM
9	General business		
	Motion: Donate \$1,109.35 to pay for Year 12 gifts (printed mugs with Year 12 photo)	Charmaine Hetem	8:55PM
10	Close of meeting	Charmaine Hetem	9:00PM