



Muirfield High School P&C Association Incorporated.



General Meeting Agenda

Wednesday 14th September 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 on 8 June 2022 & 10 August 2022	Charmaine Hetem	7:37PM
5	Business arising from previous minutes		
	• Xero Accounting system – on hold	Charmaine Hetem	
	• Bank signatories	Charmaine Hetem	7:40PM
	• School request P&C funding towards playground upgrade	Charmaine Hetem	7:42PM
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		
	• World Teachers' Day 28 October 2022	Charmaine Hetem	8:45PM
	• P&C Voluntary Contributions	Charmaine Hetem	8:50PM
10	Close of meeting	Charmaine Hetem	9:00PM