



Muirfield High School P&C Association

General Meeting Agenda

Wednesday 13th September 2023

Time: 7:30PM

Venue: Staff common room



1	Welcome	Charmaine Hetem	7:30PM
2	Attendance	Charmaine Hetem	7:35PM
3	Apologies	Charmaine Hetem	7:37PM
4	Adoption of minutes of previous meeting	Charmaine Hetem	7:39PM
5	Business arising from previous minutes		
	• Close unused St George Account	Charmaine Hetem	7:42PM
	• Add Charmaine Hetem as an Qkr! authorised person to make changes to the Qkr! app and associated bank accounts.	Charmaine Hetem	7:43PM
	• Vacant P&C positions:	Charmaine Hetem	7:44PM
	○ Canteen sub-committee		
	▪ Convenor		
	▪ Treasurer		
	▪ Secretary		
	○ Uniform shop sub-committee		
	▪ Convenor		
	▪ Treasurer		
	▪ Secretary		
	• P&C Donation to school	Jennifer Reeves	7:50PM
	○ Looking into Table Tennis tables		
6	Correspondence In/Out	Charmaine Hetem	7:55PM
7	P&C Reports		
	• President report	Charmaine Hetem	8:00PM
	• Treasurer report	Charmaine Hetem	8:05PM
	• Canteen report	Charmaine Hetem	8:10PM
	• Uniform shop report	Charmaine Hetem	8:15PM
	• CAPA report	Charmaine Hetem	8:20PM
8	Principal's report	Jennifer Reeves	8:25PM
9	General business	Charmaine Hetem	8:50PM
10	Close of meeting	Charmaine Hetem	9:00PM