



Muirfield High School P&C Association

General Meeting Agenda

Wednesday 8th November 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	7:41PM
	• Add Charmaine Hetem as an Qkr! authorised person to make changes to the Qkr! app and associated bank accounts.	Charmaine Hetem	7:42PM
	• Vacant P&C positions:	Charmaine Hetem	7:43PM
	○ Canteen sub-committee		
	▪ Convenor		
	▪ Treasurer		
	▪ Secretary		
	○ Uniform shop sub-committee		
	▪ Convenor		
	▪ Treasurer		
	▪ Secretary		
	• P&C Donation to school	Charmaine Hetem	7:44PM
	○ Motion: Donate \$27,986 to the school to fund the purchase and installation of 5 permanent outdoor table tennis tables.		
	• Teachers Day morning tea 27 October 2023	Charmaine Hetem	7:48PM
6	Correspondence In/Out	Charmaine Hetem	7:50PM
7	P&C Reports		
	• President report	Charmaine Hetem	7:55PM
	• Treasurer report	Charmaine Hetem	8:00PM
	• Canteen report	Charmaine Hetem	8:05PM
	• Uniform shop report	Charmaine Hetem	8:10PM
	• CAPA report	Charmaine Hetem	8:15PM
8	General business		
	• Motion: Donate \$2000 to the school for student & staff wellbeing and special ad hoc expenses (this is a longstanding arrangement between the school and the P&C)	Charmaine Hetem	8:20PM
9	Principal's report – including a campus visit to view completed building works	Jennifer Reeves	8:30PM

