**COMO PRIMARY SCHOOL P&C ASSOCIATION**

**AGENDA FOR GENERAL MEETING NO. 18/01**

General Meeting to be held on **Wednesday 14th February 2018** commencing at **7.00pm** in the school staff room.

1. **Present and Apologies**
   1. New members full name and email addresses
2. **Confirmation of previous minutes.**
3. **Business arising from previous minutes**

*Action 1: Craig to ask Lollypop lady if she knows when her leave is coming up, to allow a newsletter message that there could be a chance of no coverage.*

*Action 2: Andrew asking contact if he can get jumper signed by an Eagles player*

*Action 3: Andrew will organise someone to come and look at oven.*

*Action 4: Emma to organise purchase of trays with own money and reimburse with receipts or use petty cash.*

*Action 5: Jeff to find out if there are any housekeeping requirements.*

1. **Correspondence**

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1. **Reports**
   1. **President**
   2. **Board**

* Board Report
  1. **Principal**
* Principal’s Report
  1. **Treasurer’s**
* Treasurer’s Report

1. **Matters arising from Committees**
   1. **Fundraising Committee**
   2. **Banking Report**
   3. **Uniform Shop Report**
   4. **“Comovers’**
   5. **Class Representatives**
   6. **Safety Committee**
   7. **Canteen Committee**
2. **General Business**
3. **Other Business**
4. **Date of next meeting**
5. **Close of meeting**