

# **LESMURDIE SENIOR HIGH SCHOOL P&C INC.**

## **Agenda for Executive Meeting to be held on**

***Monday 11<sup>th</sup> May 2020***

*\*\*Note – all persons present who wish to vote on any motions or elections at any meeting need to be 2020 financial member (cost 50 cents per year).*

1. MEETING OPENED & WELCOME TO MEMBERS

2. APOLOGIES AND PERSONS PRESENT

3. GENERAL BUSINESS

3.1 Canteen Operations

4. DATE OF NEXT MEETING

4.1 Monday 18<sup>th</sup> May 2020 - TBC

5. CLOSURE

**Lesmurdie SHS P&C Minutes**  
**11 May 2020 Executive Committee Meeting (via Zoom)**

<b>Item number</b>	<b>Details</b>	<b>Action</b>
1	<b>Quorum established and meeting declared open at:</b> 6:36pm	
2	<b>Attendance</b>	
2.1	<b>Present</b> Kelly Murphy, Beth Campbell, Adam Gordon, Leo Surjan, Pam Rushton, Deanna Richardson, Sarah Kneale	
2.2	<b>Apologies</b>	
3	<b>Minuets</b>	
3.1	<b>Previous Minuets form</b> <b>Confirmed:                      Seconded:</b>	
3.2	<b>Matters arising from previous meeting</b> Job Keeper payment application has been sent.	
4	<b>Reports</b>	
4.1	<b>President:</b> Not Required	
4.2	<b>Principal:</b> Not Required	
4.3	<b>Canteen:</b> Not Required	
5	<b>General business</b>	
5.1	<b>Canteen Operations</b> There was a discussion held about some text messages that had been sent from one canteen employee to another, these messages were brought to the attention of the P&C committee by the receiver of the messages. It was decided by the executive team that due to the nature of the messages a written warning will be issued to the sender. Leo will discuss the matter with Pam further, write up and present the written warning on Tuesday 12 <sup>th</sup> May 2020.  The P&C committee will develop a code of conduct for canteen staff to try and avoid any more issues of this nature in the future.  Because this matter had occurred it was suggested it was possibly a conflict of interest having canteen staff on the committee. No decision was officially made in regards to this.  Leo will contact the education departments COVID-19 team to get confirmation regarding having the P&C meetings back on school grounds as on Monday 18 <sup>th</sup> May 2020.	
6	<b>Other business</b>	
7	<b>Date of next meeting:</b> Monday 18 <sup>th</sup> May 2020	
8	<b>Closure of meeting time:</b> 7:10pm	

Signed

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P&C President

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P&C Secretary