JUNCTION PARK STATE SCHOOL PARENTS & CITIZEN'S ASSOCIATION

Role/Subcommittee/Working Party REPORT

Meeting details	
Date	
Date of Report	
Subcommittee/Working Group Convenor/Role Holder	
Subcommittee/Working Group Members	

Successes: Things going well	
1	
2	
3	
4	
5	

Roadblocks: Things getting in the way that you may need help with	
1	
2	
3	
4	
5	

Coming Up: Activities/actions on the roadmap	
1	
2	
3	
4	
5	

Decision Register: Actions that have been implemented	
1	
2	
3	
4	
5	

Expenditure Approval*				
	Item	**Notes**	**Cost**	**Approval (Y/N)**
1				
2				
3				
4				
5				

*P&C Constitution
23.7.1 No expenditure, except as a matter of urgency as approved by a majority of the Executive Committee, may be incurred without the prior approval of the Association.
23.7.2 All expenditure must be submitted for approval of payment at a general meeting or special meeting of the Association.

Recommendations: Motions you want to raise and be endorsed	
1	
2	
3	
4	
5	

Financial Position: Attach financial statements if applicable	
1	
2	
3	
4	
5	

Addendum: Specific items needing greater detail