



Parent Committee Meeting

Minutes

Date: 27 June 2006, 6.00pm-7.30pm **Meeting:** #01

Attendance: Cassandra Eastham; Tania Kouranos; Danielle Rowe; Teha Smart; Sarah Wilson; Sharon Carrafa; Bree Hall

1 Apologies

Jo Johnson; Emma Jones; Rebecca Skabar; Sandy Black; Eleanor Fitzmaurice; Jenna Anderson; and Sonia Gleeson

2 Confirmation of minutes

Not Applicable

3 Actions from previous minutes

Not Applicable

4 Chairs Report

Not Applicable

5 General Business

5.1 Matters requiring discussion/decision

5.1.1 Nomination & Election of Committee Executive (Chair, Secretary & Treasurer)

During this process, each attending member outlined their background and personal interest in attending the committee. Members then nominated themselves for the executive roles. It was concluded that, given that as half the committee members were absent, the vote for these roles will be deferred to the next meeting. There was agreement a Treasurer was not required at present however, this will be reviewed as deemed necessary.

Noted: 1) *Chair Nominees: Teha Smart, Cassandra Eastham, Sonia Gleeson*
2) *Secretary Nominee: Danielle Rowe*

Agenda 1) *Elect a Committee Chair & Secretary from nominees*
Action: 2) *Ratify decision not to have a treasurer*

5.1.2 Timing of meetings

The Committee schedule of dates/times were discussed. Members agreed the schedule was not suitable and concluded the meetings would be better suited to the last Saturday of every month at 9.00am. This schedule is to be confirmed at the next meeting.

Agenda *Confirm Committee meeting timetable at the next meeting*
Action:

5.1.3 Methods for effective communication between families & the Smartie Pants team

The committee acknowledged the current methods of communication were adequate, however, the Parent Communication Strategy required further work. Specifically discussed, was the regularity of Parent Newsletter; the use of the whiteboard, communication notice boards in the foyer and the use of the front door for “important advice”. The Committee concluded further discussion was required at the next meeting. The committee requested a section be provided in the newsletter for a message from the Parent Committee.

Noted: *Parent Newsletters to occur on a bi-monthly basis*

Agenda 1) *Review the Parent Communication Strategy*

Action: 2) *Ensure provision is made for a Parent Committee Report in future newsletters*

Action *The Whiteboard notices should be used for communication of daily occurrences and should be dated and presented in an orderly fashion*

Responsibility: *Sharon Carrafa*

5.1.4 Nominate items for purchase using proceeds from fundraising

Smartie Pants requested the Committee review its recommendations to purchase outdoor equipment, in particular a cubby house or portable gym equipment, with the proceeds from the fundraising. The Committee heard of Smartie Pant's intention to build a play fort from its own funds and therefore requested the money be used to purchase an indoor/outdoor “Funworld” play station.

Approved *The Committee approved the purchase of a “Funworld” play station with fundraising money.*

5.2 Matters requiring ratification of executive decision

Not Applicable

5.3 Matters for noting and where appropriate acceptance of recommendations

Not Applicable

5.4 Other Business

5.4.1 The Committee agreed all committee meetings should commence on time irrespective of members present and conclude strictly 1.5 hours after commencement. Should this decision be taken, it will, by default, deem a quorum unnecessary.

Agenda *Ratify decision to commence committee meetings on time irrespective of*

Action: *members thereby deeming a quorum to be unnecessary*

5.4.2 Parent Committee Role

There was discussion regarding the role of the Parent Committee within Smartie Pants. It was established the Committee's role would be to, in consultation with Smartie Pants management, review (where necessary) policies of Smartie Pants and work together to ensure the policies are both equitable to parents and represent Smartie Pants' philosophy. The Parent Committee will be governed by itself with representation from Smartie Pants Management and Team to be present. The option of sub-committees is available and would be the decision of the Committee. The Committee agreed a Terms of Reference was required for the Committee.

Action *Teha Smart, in conjunction with Smartie Pants Management, to draft and circulate the Committee's Objective and Purpose which will later form part of the Terms of Reference fashion*

Responsibility: Teha Smart

5.4.3 Parent Committee Liaison

It was established that the Parent Committee would be the voice of the parents and should therefore be accessible should parents wish to communicate any concerns or praises to the team of Smartie Pants. In this, it was determined that a Parent Committee Liaison would be ideal to facilitate this communication. This role will report directly to the Parent Committee and will be separate to communications provided directly to Smartie Pants by parents. This role will be defined under the Parent Committee Terms of Reference. Teha Smart was nominated as the Parent Committee Liaison

Agenda *Ratify nomination of Teha Smart as the Parent Committee Liaison*

Action:

Action: *Organise an email address for Parent Committee Liaison post nomination decision*

Responsibility: Sharon Carrafa

5.4.4 Outline of Agenda

The Committee agreed to the outline of the agenda with no amendments.

6 Matters requiring ratification of executive decision

7 Next Meeting

29 July 2006, 9.00am – 10.30am

Location: Smartie Pants

Distribution: **Committee Members; Andrea Wecke; Caroline Caldwell; Georgie Sutherland; Jacquie Lancaster; Mark Richardson; Rachael Al Nobl; Sarah John; Shantelle Hudson; and Renee Kelly**