



21 May 2006

Dear interested Parent Committee Member,

Thank you for your interest in our parent committee. The table below outlines a proposed schedule of dates for our Parent Committee Meetings over the next 6 months. These dates shall be tabled and changed or accepted at our first Parent Committee Meeting. Please indicate at this meeting if you have any problems or would prefer any changes to the time, date or venue for each meeting. Also attached is a copy of the format/agenda for the meeting.

Date	Time	Venue
Tuesday, 27 June 2006	6:00 – 7:30pm	Smartie Pants
Wednesday, 26 July 2006	6:00 – 7:30pm	Smartie Pants
Thursday, 24 August 2006	6:00 – 7:30pm	Smartie Pants
Friday, 22 September 2006	6:00 – 7:30pm	Smartie Pants
Monday, 23 October 2006	6:00 – 7:30pm	Smartie Pants

Parent Committee Members

- Cassandra E
- Dannielle R
- Jo J
- Rebecca S
- Sandy B
- Sarah W
- Sonia G
- Tania K
- Teha S

Other interested parties for committee agenda/minutes distribution

- Andrea W
- Caroline C
- Georgie S
- Jaqui L
- Mark R
- Rachael A
- Sarah J
- Sarah M
- Shantelle H

We look forward to working together to make Smartie Pants a really special place for all our children to enjoy and grow within.

Kind Regards,

Natalie Higgins & Sharon Carrafa

Smartie Pants Parent Committee Meeting

Agenda 1.

Scheduled for Wednesday 10 May 2006

1 SECTION I

- 1.1 Apologies
- 1.2 Confirmation of minutes - NA
- 1.3 Business arising from the minutes - NA
- 1.4 Chairs Report - NA
- 1.5 Order of Agenda

2 SECTION II

- 2.1 Matters Requiring Debate & Decision
 - a. Nomination & Election of an committee executive (Chair, Secretary & Treasurer)*
 - b. Methods for effective communication between families & the Smartie Pants team*
- 2.2 Matters Requiring Ratification of Executive Decision - NA
- 2.3 Matters Requiring Noting & Where Appropriate Acceptance of Recommendations

3 SECTION III

- 3.1 Other Business
- 3.2 Next Meeting
- 3.3 Distribution