

**SMARTIE PANTS
PARENT COMMITTEE MEETING**

MINUTES

Date: 28th October 2006

Attendance: Dannielle Rowe, Sharon Carrafa, Sonia Gleeson & Jo Johnson, Emma Jones & Sarah Wilson,

Apologies: Teha Smart, Jenna Anderson, Cassandra Eastham, Tania Kouranos, Rebecca Skabar, Eleanor Fitzmaurice & Sandy Black,

Confirmation of minutes:
Read and Accepted.

Actions from Previous Minutes:

Action No.	Action	Responsibility
001/ 8	Discuss Committee Terms of Reference in conjunction with the template and allocate complete sections	DONE
001/ 10	Sharon to organize a e-mail address for the Parent committee	DONE
001/5	Parent Committee report to be included in Newsletter	Sonia to Do
002/ 1	Program evaluation to be circulated and discussed- Sub Committee to Discus	C/Fwd
002/ 3	Smartie Pants Philosophies are to be read by committee and discussed further as to amendments or addition	Accepted/ Done
003/1	Parents to be made aware or 'Parent notification of child's illness or injury register' by staff in the room.	Newsletter/ Done
003/3	Sub-Committee to be set up for Christmas Party	Jo/ Emma

5: General Business:

- Christmas party to be held on Saturday 9/12/06, Jo and Emma to investigate possible locations, Santa Clause. All invited to share your in-put via a sub- Committee to meet again on Saturday 11/11/06, please contact either Emma or Jo with your feed back or suggestion via email if you would like to attend.
- Parent Committee members are invited to put something together for the next newsletter any ideas, suggestion or feed back welcome. Please bring to next meeting.
- Sonia will draft an introduction of the P.C to go into the next newsletter.
- Parent Liaisons contact details to be put on white board for all parents to view. Also to be put on Website
- Emma provided a template for the Terms of Reference, P.C viewed and accepted.

- P.C members reminded to email Dannielle before next meeting any Agenda Items they would like to include.
- Sub- Committee of Emma, Eleanor, Sarah and Rebecca discussed the Process for Evaluation and have agreed it is to be Bi-annually to cover 30% of the class room population randomly. Sub- Committee to finalize at next meeting
- Emma will provide an Evaluation form for next meeting.
- Committee read and accepted the Centers Philosophy's.

6. Matters requiring ratification of executive decision

- Not Applicable

7. Matters for noting and, where appropriate, acceptance of recommendations.

- Not applicable

7. Other Business

- A Link to the Parent Liaisons contact to be made available on the Website
- Sharon to address staff re- Doors to the center opening at 7am, punctually.
- Sharon to organize a Clock for front door so that we all run on the same time.
- Darren to add a feed back icon on website for all to use

8. Next Meeting

Saturday 25th November 2006- 9.00am, Smartie Pants.

Meeting closed 10.25am