

**SMARTIE PANTS
PARENT COMMITTEE MEETING**

MINUTES of 20th January 2007

Attendance: Dannielle Rowe, Sharon Carrafa, Emma Jones, Sarah Wilson, Megan, Cassandra Eastham, Tania Kouranos, Teha Smart, Sonia Gleeson & Rebecca Skabar

Apologies: Jo Johnson

Confirmation of minutes:

Meeting of 25th November 06 Read and Accepted.

4: Actions to Be Completed:

5: General Business:

- Water being available to children when having outside play, & jumpers being removed or put on depending on weather regardless of child's arguments has again been raised and Sharon is to remind staff to be aware of those who have not had a drink and/or are over/ under dressed.
- No outside play time at all in hot weather, carer will use discretion as to early morning or late afternoon play depending on weather.
- Personal belongings are being misplaced, parents are to notify staff thru the newly issued communications book of lost items, or if the child has brought in a comfort toy.
- Hats are to be hung up in rooms after wearing for all parents to find.
- Communication books now handed to all parents.
- One off incident raised the issue again of handovers not being completed, staff need to be reminded of any accident/ injury taking place and form to be completed and information passed on to staff.
- Roster will change in the coming weeks to have consistency in staff greeting and saying good bye to the children, to prevent handover errors.
- Hey De Ho will continue to run in to the New Year.
- Newsletter is to be sent out in the coming week.
- The issue of art smocks being worn was raised and carer's are to be more observant when paints are out.
- A sub-committee for fund raising has been organized with Sonia, Sharon, Sarah and Emma, an email is to begin the meetings with a focus on Easter.
- Sharon and Megan have created some new policies and procedures, for the P.C to review via an email before the next meeting, including a Parent orientation, room program and child communication folders.
- The issues of doors opening on time was again raised, Sharon had alarms in place to remind staff of opening times, and will again address the problem.

- All on the Parent committee agreed that the new sign in sheets are great and are working effectively.
6. **Matters requiring ratification of executive decision**
 - Not Applicable
 7. **Matters for noting and, where appropriate, acceptance of recommendations.**
 - Not applicable
 8. **Other Business**
 9. **Next Meeting**
Saturday 24th February 2007- 9.00am, Smartie Pants.

Meeting closed 10.35am