

**SMARTIE PANTS
PARENT COMMITTEE MEETING**

MINUTES of 29th September 2007

Attendance: Dannielle Rowe, Natalie Higgins, Tania Kouranos, Sarah Wilson and
Sylvana Sirianni

Apologies:

Confirmation of minutes:

Meeting of 24th November 2007 Read and accepted

Actions from Previous Minutes: Completed

Actions for Next Meeting

Action No.	Action
009/1	Staff to introduce an Inventory system for belongings
009/2	Natalie to look at aesthetically improving the layout of Invoices
009/3	Natalie to look into the orientation procedure of children changing rooms.
009/4	Children in the kinder room are to have toothbrushes- parents needed to know if their child has one in the room.
009/5	Notice of all future Parent committee meetings to be posted on front doors

5: General Business:

- The centre has purchased computers for all rooms and they will be introduced shortly.
- The Kinder room will be introducing new routines to help children with the transition from Day-care to school.
- Natalie to look into the orientation procedure of children changing rooms. Parents weren't made fully aware of their Childs movements, better introductions to the rooms routines, procedures, setup and teachers is needed. A possible meet and greet night may be required for parents to attend the centre and meet all carers.
- Usage of the communications books needs to be addressed with the staff, as they are not being used on a regular basis by the carers. Parents need to have questions answered and this is the most effective way of correspondences without taking up carer's time during the day.
- The introduction of an inventory system is to be further investigated to ensure all belongings such as creams, medication, toothbrush; hats etc are moved with your child as your child is moved within the centre. All children are required to have a toothbrush but no one is keeping track of them, therefore teeth are not always being brushed.
- The new Bias policy was read and discussed, all agreed that the centre has a fair and respectfully run centre and addresses problems as they arise.
- Committee meetings will be held monthly on a rotating weekly, weeknight roster to accommodate more families to attend.
- Natalie is going to put all future meeting dates on the entrance doors in the hope more parents will attend.

9. Next Meeting

Tuesday 18th March 8pm- Smartie Pants

Future Meetings:

Tuesday 18th March 8pm- Smartie Pants

Saturday 26th April 9.30am- Smartie Pants

Tuesday 27th May 8pm- Smartie Pants

Saturday 28th June 9.30am- Smartie Pants

Tuesday 29 July 8pm- Smartie Pants

Saturday 30 August 9.30am- Smartie Pants

Tuesday 30 Sept 8pm- Smartie Pants

Saturday 25 Oct 9.30am- Smartie Pants

Tuesday 11 Nov 8pm- Smartie Pants

Meeting closed

11.30am