

**SMARTIE PANTS
PARENT COMMITTEE MEETING**

MINUTES of 24th February 2007

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

Apologies: Rebecca Skabar

Confirmation of minutes:

Meeting of 20th January 2007 Read and Accepted.

4: Actions to Be Completed:

Act: No.		Responsibility	Completed	
005/5	New policies/procedures handed to P.C for review.	P.C	March Meeting	
006/1	Room procedures handed to P.C for review at next meeting	P.C	March Meeting	
006/2	P.C report/ communication to be included in newsletter	Cassandra	2 Weeks	
006/3	Sharon to provide more feedback on the introduction of Children reports	Sharon	March Meeting	
006/4	Orientation procedures to be emailed to P.C for review and feedback	Sharon	March Meeting	
006/5	Natalie to follow up with staff the procedure of returning soiled clothes to parents.	Natalie	March Meeting	
006/6	Natalie to make medication/ change of detail forms available on-line	Natalie	March Meeting	
006/7	Sharon to notify parents in Newsletter of forms being available on web page for downloading	Sharon	Next Newsletter	
006/8	Fund raising sub- committee to meet and focus on Easter.	P.C Sub-Committee	March Meeting	
006/9	Events calendar to be emailed to P.C for their information	Megan	March Meeting	

5: General Business:

- 1 Megan handed out room programs for Parent Committee to read and review for next meeting.
- 2 Feedback from Parent surveys has raised the need/want for reports on children, a developmental summary not overly comprehensive. Parents can follow up more in parent interviews once reports are issued. Sharon and Natalie looking into introducing such report providing feedback from carer's observations over a 1 week period every six weeks, on skills, language, motion etc. Review type and level of review still be discussed and agreed upon.
- 3 Parent/ Children orientation was discussed, policy and procedure to be emailed to P.C for review and feedback.
- 4 The issue of P.C agenda items and role was discussed, and all agreed not to carry forward issues raised in previous meetings, as these should be resolved, if not then the topic is to be taken up directly with either Sharon or Natalie as it's not being dealt with or resolved. Issues raised will be assigned to a carer and actioned so it is followed thru.
- 5 Sharon to provide staff feedback from issue raised once staff meeting has been

- 7 All agreed that the Communications book is great and working well.
- 8 Down loading of forms such as Medications & change of details are to be made available on- line from web site.
- 9 Medication forms can be recurring, but to be discussed with staff member before beginning administration. Medication form instructions to be also included on web page. The possibility of leave forms to be available on-line to be investigated all details to be in next newsletter.
- 10 Dannielle to be apart of a safety review work shop with Natalie and Megan, details to be confirmed.
- 11 Fundraising sub-committee met and came up with several ideas, such as Raffles, Trivia night including silent auction, Fete, Chocolate sales and gift cards. 4-5 Fundraisers per year and the focus to be on where the money is spent to promote sales of tickets. Day Care special events calendar to maybe co-inside with fund raising. Milestones such as monies rose, and where it was spent to be advertised in centre for all to see. Sub- Committee to meet and focus on Easter as next fund raiser. Any suggestions for fund raising welcome via email to either Sonia or Emma.
- 12 Megan to email events calendar to Parent committee.
- 13 Special events days are to be held for 1 week so all children can participate and that all parents are aware of activities taking place.
- 14 Issue of the top playground not providing enough stimulation for children was raised, and is currently under review with the introduction of more indoor activities to be used outdoors and a cubby house on its way.
- 15 Soiled undies as an issue were raised, and to be communicated via communications books for any concerns. Carer's to be more aware of children toilet training and toileting themselves. Undie checks rather than nappy checks to be introduced.
- 16 Parent testimonials/ positive feedback invited for web page/ advertising etc, to be sent to Sharon via email if you would like to put something together.

6: Matters requiring ratification of executive decision

- 1 Not Applicable

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

- 2 Not applicable

8. Other Business

9. Next Meeting

Saturday 31st March 2007- 9.00am, Smartie Pants.

Meeting closed 10.40am