

**SMARTIE PANTS
PARENT COMMITTEE MEETING**

MINUTES of 25th July 2007

Attendance: Dannielle Rowe, Sharon Carrafa, Cassandra Eastham, Megan Pinn, Tania Kouranos & Rebecca Skabar and Sylvana Sirianni

Apologies: Teha Smart, Sarah Wilson

Confirmation of minutes:

Meeting of 2nd June 2007 Read and Accepted.

Actions from Previous Minutes:

Completed, following to be carried forward

008/5	Extra Medication box to be added into Kinder room		
008/7	Art Smocks to be supplied from home- Notify in Newsletter		
008/6	Cassandra to invite more parents to join committee via the Newsletter		

5: General Business:

- 1 It was agreed to remove action 006/3 - Sharon to provide more Feed back with the introduction of Learning stories to the Pip Squeaks and Kinder Rooms. To be re-introduced once accreditation has been met.
- 2 Photo Introduction of Teha, to be put up in front foyer and all staff photos to be updated on room doors for parents, yet to be completed. An introduction of teha is available on Web site.
- 3 Invite Parents to register their email address on the website to receive their Newsletter via email, notice to go out in next newsletter
- 4 The possibility of a Trivia night has been cancelled due to lack of help/ interest.
- 5 Events Calendar has been posted on entrance doors, and successful.
- 6 Medication Administration notice emailed to all P.C and read.
- 7 Foyer entrance has notably been cleaned of all clutter and room information and changes more visable on entrance.
- 8 Donations to centre such as toys, clothing art supplies to be left on desk and labeled as a donation.
- 9 Going forward any policies/ procedures for review will ne posted on the website for all parents to review, comment on. Not just the P.C members.
- 10 Christmas party to be held Saturday 2nd December- options are Eltham miniature Railway, Rae Bears, Bundoora Animal Farm or Wriggle it.

- 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 25th September 9.30am- Smartie Pants

Meeting closed 10.30am