

**SMARTIE PANTS
PARENT COMMITTEE MEETING**

MINUTES of 31st March 2007

Attendance: Dannielle Rowe, Sharon Carrafa, Emma Jones, Megan Pinn, Cassandra Eastham, Tania Kouranos, Teha Smart & Rebecca Skabar.

Apologies: Sarah Wilson, Sonia Gleeson

Confirmation of minutes:

Meeting of 24th February 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	Carry Fwd April meeting
006/1	Room procedures handed to P.C for review at next meeting	P.C	March Meeting	Completed
006/2	P.C report/ communication to be included in newsletter	Cassandra	2 Weeks	Completed
006/3	Sharon to provide more feedback on the introduction of Children reports	Sharon	March Meeting	Carry Fwd April meeting
006/4	Orientation procedures to be emailed to P.C for review and feedback	Sharon	March Meeting	Completed
006/5	Natalie to follow up with staff the procedure of returning soiled clothes to parents.	Natalie	March Meeting	Carry Fwd April meeting
006/6	Natalie to make medication/ change of detail forms available on-line	Natalie	March Meeting	Completed
006/7	Sharon to notify parents in Newsletter of forms being available on web page for downloading	Sharon	Next Newsletter	Completed
006/8	Fund raising sub- committee to meet and focus on Easter.	P.C Sub-Committee	March Meeting	Completed
006/9	Events calendar to be emailed to P.C for their information	Megan	March Meeting	Carry Fwd April meeting

5: General Business:

- 1 Megan to email room Policies/ Procedures for Parent Committee to read and review for next meeting. Resuscitation Protocol has been updated to meet standards.
- 2 Children reports to be discussed by Sharon and Natalie via a Staff team building workshop, and progress to be discussed at next meeting.
- 3 Centres long term vision and goals to be discussed at team building workshop, to have staff goals all on the same page as centre management.
- 4 Parent/ Children orientation was discussed after P.C read and reviewed a few recommended changes to wording and layout to be made by Sharon.
- 5 A child orientation checklist to be included in handbook, with items such as Met Staff, Room programs issued, individual child program discussed and testimonial given.
- 6 A soiled clothing procedure was issued to P.C all read and agreed that procedure is good, with the addition of a laundry list to be displayed in the bathroom of

Medication is given.

- 8 Medication forms are to be on coloured paper, completed forms are to be returned to child via communication book. (Issue is Parent downloads onto white paper- to be further discussed).
- 9 A more effective use and procedure of Medication forms was discussed at length, all agreed that needs further improvements with a lot of the procedure left to the Carers memory with a large margin for error, P.C to make any suggestions on improvement of administration procedures.
- 10 The issue of medication not being administered was raised and the procedure on how to ensure this isn't ongoing was discussed at length, with no real outcome. It was suggested that a Medication tear off slip be provided on the medication administration form for carers to place in child communication book once given, an alarm in each room as a reminder of times medication is to be given, One senior care provider to be responsible for the medication register and communicate it via a whiteboard in individual rooms. If in doubt carers are to call Parents.
- 11 Fundraising sub-committee Easter raffle to be held this Thursday at centre follow Easter egg hung and bonnet parade, funds raised to be discussed next meeting. A collection tin for the Good Friday Appeal to be also available on the day.
- 12 Sharon suggested a bulk toy/furniture sale to parents thru the centre as a way of fundraising; all agreed it should be further discussed later in the year.
- 13 Events calendar handed out, with the suggestion that it makes a part of the Christmas calendar for parents to keep on their fridge.
- 14 The Christmas party and concert were discussed to be a combined event.
- 15 Effective drop off procedure blurb has been added to the Web page by Sharon to help with child settling into centre.
- 16 Photo introduction of Teha- parent liaison to be put up in foyer with contact details.
- 17 Staff updates and administration issues to be on a monthly updating procedure with introduction of new staff, members to be on white boards in foyer, staff photos on website to be updated.
- 18 Sign in sheets have not been effectively used in recent weeks with meals, sleep and wet nappy/toilets times not being marked, staff to be reminded the importance of this for parents.
- 19 Parents are to be encouraged to use their communication books for further communication.
- 20 Newsletters to be issued on Monday, going forth the rooms are to do a projection of what the children will be discussing/ learning.
- 21 This issue of sun smart policy for hot days was discussed, with no changes or amendments to rules, other than carers to be reminded to apply sunscreen 15 minutes prior to outdoor play.

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 28th April 2007- 9.00am, Smartie Pants.

Meeting closed 10.45am