Parents and friends meeting 22/07/2014
Minutes
0900

Present: Taryn, Kate, Elissa, Belinda, Toni, Nicole, Mel, felicity
Welcome to Lisa, Jo, Michaela, Tiffany, Kristy, Scott, Simon

Corrine Davis spoke regarding the Art/Music show.
DATE: Friday 12th September
Helpers required for set up in the hall. boards delivered on Tuesday
Need to work out admission prices and inclusions..? $5 for family
ticket. Nice to have alcohol available...perhaps a glass of wine for
parents included in ticket price or sell on night... Thinking 6.30 to 9
time frame.
Each class will also make an art work which will be auctioned on the
night....Auctioneer Garth Bateson (to be confirmed)
Would like to have a couple of raffle prizes..hampers with art supplies
etc
Supper: families bring a plate
Marcia suggests having a time slot i.e. 6.30 – 7.00 where kids are
minded by staff, so parents can peruse the works then children
brought over to hall
Corrine suggests parents who are creative may like to include a piece
in the show

Action: Nic Lane to head up organization of night.
Request for donations for raffle prizes via newsletter

**Principal’s report**
Welcome
Grateful to the new parents attending today,
School Improvement Survey’s will be sent out soon, if you receive one
please complete. Honest feedback most appreciated
Enrolments sitting at 18-20
Sacramental program starting soon
Grade 5/6 campers returned last week
Instagram account created for sharing of camp photos...by end of week
it had 77 followers. any feedback regarding this appreciated
Artificial turf and chess/hopscotch area being created with fundraising
money
Apologies for the confusion re assembly location last Friday
It is in church except for first Friday of the month, where it will be in
the multi purpose room
President’s report/business

Re student awards. Parents would love to be notified if their child is to receive an award at assembly. Streamline process of notifying parents? by putting in newsletter, using the likes of instagram...school Instagram account may be an option.
Duncan ....easily fixed to notify parents Any problems should first be communicated to classroom teacher and failing that to Duncan

Communication.

The committee would like to improve their communication in the school community...highlighted recently by the cancellation of our Bunning’s BBQ -due to lack of volunteers. Taryn emphasized it is very difficult at times to have enough parent volunteers to run fundraising events, even though events are promoted in the newsletter. Elissa highlighted that hot lunch volunteers are hard to come by, even though requests for helpers is put in newsletter Michaela suggests if parents are better informed as to which events are fundraising ones. If parents are aware it’s a fundraising event for the school. ultimately for our kids benefit..then they would be more likely to put their hand up to volunteer.
Action: Toni will head up a new role of communications officer.

Feedback received that there is a lack of information about who the “p and f” are, what they do, where the fundraising money is spent. Taryn explained that the p and f does not hand over a “giant” cheque at the end of the year. As a need arises in the school the p and f are approached and whenever possible contribute towards the cost of the requested item/s i.e. recent purchase of portable shade tents, artificial turf for half court. On the school website there is also a brief rundown of what the schools P and F is about.
Action: Toni will use the likes of “twitter” to get information out to the parents.
Improve access to pand f minutes.... Brief summary in newsletter Full minutes via link from either school newsletter or sms
**School reports**
Feedback regarding these has been received
- Comments received that reports too “generic”
- Information was a “surprise/shock” to parents
- Too objective
- Presentation needs improvement...ie coloured front page, a photo of your child
Duncan will report back on this as staff will be meeting to discuss and agrees format is terrible but there are only a few software options that meet the formal requirements

The aim is to a) provide a written report on your child’s progress and b) to show that your child’s teacher knows and likes your child

Feedback received that it would also be useful to include in the report what you can do at home to help your child’s progress and what the teachers will do.

**Parent teacher interviews**

Feedback that on some occasions a half hour wait was experienced. 
Suggestion.... to make interviews 15 min
Suggestion from Lisa .... Each school term, teacher allocates 15 minutes at end of school day, for parent/ teacher discussion
Suggestion... Portfolio of child’s work sent home prior to interview

**Term three: What’s on**

Head lice check
Would like to have some more parent helpers.
Action: Place request in newsletter + training will be provided, need to be available for 2-4 hours on the day of check.
Belinda Requests lice check forms pre filled with child’s name ...it saves the team time
Elissa report that the council nurse will be available to speak with parents if child requires treatment or pick up.

**Fathers day stall.**
Belinda suggests combining this with head lice check...
Have gifts on trolleys in staff room
Kids can shop while they wait for their check

Next check is two weeks prior to fathers day.
There are already items in stock from last years stall. But will need to
purchase more things...
Action. Toni will advertise for a volunteer to run the stall

Michaela suggests accessing some of the many grants available

Action: dependant on a volunteer to put in submissions

Lengthy discussion (+++ ) re fundraising, what is the parents and
friends? Difficulty in finding volunteers for events; often it’s the same
parents/families that take on a great deal of the workload time and
time again.
Michaela has commented that there are some parents unhappy with
certain aspects of the school. ..Michaela and Duncan to discuss
Discussion re use of social media to communicate with parents
Outcome:
Highlight on website school Newsletter etc how fundraising money
benefits our children i.e. shade tents,
Strive to improve communication with/within school community to get
information out
Jo has a prep contact list and will relay via email, information to prep
parents on p and f news, working bee’s, fundraising etc

**Chocolate orders:**
Taryn will contact Kate regarding these.
@ Next meeting Toni will report on Hi 5’s, vision portraits and show
bags

Last but not least........Ben and Toni have a 600litre chest freezer they
will be donating to the P and F....thank you very much guys.

Next pand f meeting Tuesday 12th august @0900

Meeting closed at 1115hrs