

P&C meeting agenda/ minutes

Monday 6.30pm – Staffroom

Agenda – discussion topic	Raised by
1. Meeting open – 6.30pm	
2. Actions from previous meeting	All Members
3. Meet and Greet New families	Daryl
4. Progress report from branding subcommittee	Colin
5. Other fundraising opportunities – what can we be doing as a group during the time of establishing the brand committee	Daryl
6. Laptop for P&C Treasure	All Members
7. School Newsletter & Website – A P&C voice!	Jo
8. Next Meeting	All members
9. Explore further Patron/Ambassador/Champion for SEWS and possibility of charity ball in 2015 -	All members
10.	
11.	

Date: 20th October 2014

Time: 6.30pm

Attendance: Daryl Perry, Colin Ward, Terrie Scott

Absent :

Apologies : Namita Biswal, Alexandra Betty, Maureen Dagg and Deb Howarth

Actions from previous minutes	Progress
Daryl – to follow up with variety and report back next meeting	Variety has accepted submission. P&C to pay/donate to the school \$53,000 to cover the final cost of the bus (Variety shortfall). Daryl to work with Maureen to transfer funds. COMPLETED
Maureen to report back on Sergeants Contact	Maureen contacted and then Daryl sent an email but has had no reply Maureen to follow up again and report back IN PROGRESS
Jo to update on new Brochure	Jo to send to graphic designer information by end of week 4 2014 with collated information from Namita and other staff. Thanks to Namita for sending through information to support brochure SENT TO GRAPHIC DESIGNER
Jo to update on social media at SEWS	Face book page to be launched at family fun fair – 24/10/14 COMPLETED: School plan 2015-2017 to also target media
Jo to report back next meeting on new ideas and how school will move forward with Christmas cards Jo to investigate further e-Christmas cards	School has purchased an envelope making machine and all classes will complete art works that will be cut and pasted or printed onto cards. The senior classes at present are completing the cards for 2014 annual presentation day for selling. They are working with 'fighting chance' in a work experience opportunity. Cards are being made with student using switch adapted scissors, envelop machine and the students will press with folding envelops, and sticking paintings. – Great senior class initiative – DESU students will be sending paintings and also making cards for selling in 2015. Rubber stamp purchased with school name/logo and acknowledgement of students art and card making. Sandy Hirsch – to lead running as a Technology and Design project with senior school – Working on Plan to give to executive for sales... Brand committee to pick up and to follow up e-cards- on to company that offers an e-card system (not big money return perhaps but more a school promotion)
Deb and Heather to organise mail out to corporates on completion of brochure	Deb and Heather to follow when brochure is ready To be completed
Jo – to update list with pictures and what resources will be used for corporate sponsorship	Completed
Jas will write a letter to parents asking for their contributions to a wish list for their children "what do they want to see in the school" to make requests for donations.	Jo to follow up with Jas to see where she is up to In progress

<p>Maureen to distribute letter for wish list items to all families</p>	<p>When letter is completed from Jas – Maureen to send to families In progress</p>
<p>Maureen to report on new treasurer and necessary hand over</p>	<p>New Treasurer – Alexandra Betty – Maureen completed hand over and will work with Alexandra and support if/when needed</p>
	<p>Alexandra made apologies, she unable to make night meetings Daryl will make contact with Alexandra to make alternative arrangements for treasurer report at P&C meetings</p> <p>Alexandra now inducted into P&C treasurer role - Completed</p>
<p>Jo- to invite executive to next meeting</p>	<p>Postponed – this was occurring to run New School Planning with P&C – time line for completing school plan 2015-2017 has extended due to DEC roll out of information – Schools have to the end of term 1 for completion of plan – this is good as allows more time to work with community on a shared vision for the school and to agree upon strategic directions. Jo will arrange with executive to attend a meeting in term 1 2015 New School Plan to be sent to staff and community for input in week 9 2015</p>
<p>Jo- to send out letter to parents asking for ideas for a mission statement – a one line on how they see/describe ‘SEWS’</p>	<p>Jo - see above – letter will be distributed before the end of year 2014 Completed – Feedback received and incorporated</p>
<p>P&C employed bus drivers – Wages increase request</p>	<p>Michael (P&C employed bus driver who drives the coaster) sent an email to Maureen requesting a wage increase,</p> <p>Maureen forwarded this to Daryl. Completed Daryl investigated current contracted driver wages (through private contractors not DEC) and discovered SEWS P&C is paying both their drivers substantially over the going rate. Daryl has the figures that if we paid our bus drivers the going rate the P&C would save significantly Michael (coaster bus driver is 40 dollars per hour) Michael oversees the maintenance of the buses, attends to services etc ... however he also drives the bus home (benefit).</p> <p>Steve (smaller bus driver is 30 dollars per hour) leaves bus at school.</p> <p>Jo suggested that Maureen call ASTU to find out bus driver wages in case private contractors are not paying appropriately To be completed Jo mentioned that Michael drives the coaster and this is a special licence however when SEWS obtains new bus this is a normal licence</p> <p>Question: Do the SEWS bus drivers have a contract? Answer: No</p> <p>Maureen to call ASTU and enquire about bus driver wages To be completed Daryl to return email to Michael (bus driver) explaining that he is paid over the going rate and there will not be a 2014 pay rise To be followed up – Maureen to get comparative wages of drivers – Michael is rate is more than bus drivers working directly for DEC Transport</p>
<p>School PR – Brand/Vision Statement</p>	<p>Great conversation and ideas surrounding this – Great ideas need to now have a informed strategy Build a brand →work out who to approach however do not over saturate the market→target different areas of the market → need to put forward a work shop on strategies→develop a framework -focus on content, mission statement, strategy. Daryl to purchase Australian Philanthropy Directory To be purchased David to see if he has a copy – Follow up with David – Jo to send David and Email David to approach head of community groups KPMG Catherine Hunter (based King St Warf Sydney) and request a consult in strategy and look at content. – All agreed that happy to attend meeting in Sydney Completed - Branding Committee formed with support of Paul Griffiths – Consultant (volunteering) – Branding Committee has now met 2x Colin to create & share framework focusing on content mission statement & strategy Completed – Operating model and terms of reference now completed</p>

<p>New Strategic Planning 2015-2017 for Community</p>	<p>Jo to email P&C the planning Power Point and will discuss at the next meeting. Completed Jo will send to parents and email to gain their collective vision for the school Ask parents What does it mean to you? Completed Jo to organise executive to attend the meeting when P&C will focus on the new planning and give further input Postponed – to further noticed if needed The following ideas for a mission statement were explored</p> <p>SEWS to be the best integrated services school in NSW To provide a comprehensive list of services, tools and technology, expert staff to a variety of students with individual learning and support needs</p> <p>Working in partnership with the community, exemplary level of expertise in staff, every moment is a learning and teaching moment, blended skills that allow for the holistic student including health, welfare, education Used to form both Mission and Vision Statement along with other staff and community feedback</p>	
<p>Agenda - discussion topic</p>	<p>Action</p>	<p>Person responsible</p>
<p>1. Meeting Open</p>	<p>Meeting Open 6.30pm</p>	
<p>2. Actions from previous meeting</p>	<p>see above information</p>	
<p>3. Meet and Greet New families</p>	<p>Unfortunately no new families in attendance</p>	
<p>4. Progress report from branding subcommittee</p>	<p>Colin provided – information on how the branding committee was formed and the aim of the committee – to move to a higher order level to ensure SEWS is being noticed to gain support for resources to supplement current donations – Branding committee to support the strategy plan of the school – the directions Terms of reference has been designed & built – charter When ready we will bring in either new or additional members to support the charter By 4th quarter this year 2015 Brand Committee needs to be in full operation</p>	
<p>5. Other fundraising opportunities – what can we be doing as a group during the time of establishing the brand committee</p>	<p>How can we get out to more parents to use their contacts to support the school eg: Terrie gaining vouchers for Christmas hamper raffle, Namita linking Kiwanis to the school who have supported events through funding BBQ. Networking with people you already to know to support the school.</p>	
<p>6. Laptop for P&C Treasurer</p>	<p>This was endorsed by members of the P&C through email – that P&C funds supported this – ACER Lap top has been purchased and delivered to Treasurer – Alexandria Completed</p>	
<p>7. School Newsletter & Website – A P&C voice!</p>	<p>P&C to find ways to engage with parents – whatever way a parent can contribute we want to be able to support – Is it worthwhile? – Agreement – Daryl to send Jo email for blurb for newsletter – and FB (abridged version) Teachers/Staff– to engage actively as members of P&C to ensure engagement/feedback from parents – How do we make this work for them to attend meetings? Jo to ask staff to be a representative on the P&C to be a ground force voice to our school.</p>	
<p>8. Explore further Patron/Ambassador/ Champion for SEWS and possibility of charity ball in 2015 -</p>	<p>Did not address – possible focus once meeting with Catherine Hunter and focus is defined To be followed up with Branding Committee – 26th March 2015.</p>	
<p>9. Next Meeting</p>	<p>No meeting date set – Jo will email P&C and enquire with new date</p>	
<p>10.</p>	<p>Meeting Closed</p>	

