

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. New Business – New Treasurer, Family Fun Fair, New Strategic Plan – forward planning 2015 onwards, lend lease opportunities to support SEWS – Other new business?		All Members
4. Next Meeting		All Members
5. Meeting Closed		
6.		
7.		
8.		
9.		
10.		
11.		
Date: 18 th August 2014 – Monday		Time: 6.30pm
Attendance: Colin Ward, Namita Biswal, Terrie Scott, Daryl Perry, Jo Gardiner, Angela Llyod Absent : Apologies : Deb Howarth, Maureen Dagg, Jas Tamana		
Actions from previous minutes	Progress	
Daryl to report back buses	<p>DP- Variety on track, another meeting next month. Ford Transit – ford bringing out new model and pricing and detail available therefore no formal quote for variety to support – this is slowed process. Daryl spoke to ford representative and he is sending information for Daryl to submit to variety hopefully this will be done before their September meeting.</p> <p>Variety supports 1/3 of cost. P&C funds will support 2/3 cost of bus.</p> <p>DP – revisited the concept of business plan for support to supplement funds for the school</p> <p>NB- Question? what if we get the funding for two buses and therefore we will have three buses to operate renting third bus to DEC ASTU to bring in additional funds.</p> <p>DP – worked with Maureen – investigating the funds for the school from ASTU renting buses – paid on the number of seats used not size of bus but if funding comes in opportunity to rent third bus possible.</p> <p>NB – Second bus proposal and submission to be explored DP – Second bus funding application to be looked at early 2015</p> <p>DP – to follow up with variety and report back next meeting</p>	
Maureen to investigate and contact sergeants	<p>In process – Maureen will follow up with second call</p> <p>MD – to report back next meeting</p>	
Jo and Namita to work on school brochure and proposal to offer families to network with and to send to wider corporate community	<p>Jo has made contact with graphic designer and accepted quote to have this completed.</p> <p>Jo gave Namita copy of brochure from former school as a guide to support ideas for SEWS brochure.</p> <p>NB - to feedback to Jo and give further information for brochure content</p> <p>JG- to submit information to graphic designer to move ahead with brochure completion and update P&C</p>	
Jo to update on social media at SEWS	<p>Face book page up (not live). Jo asked Jennie Kyles (resident school photographer) to take more up to date photos of school location shots to upload on new Face Book Page. Jo meeting with Matt Eastman teacher overseeing social media at SEWS and Norma Kendall DP to finalise authority/permission to publish note to send home and signed by parents. Jo is aiming for this to be live by end of term.</p> <p>JG- to update next meeting</p>	

<p>Maureen advise of response from AST regarding approval to continue to use bus post 15 years</p>	<p>Jo to ask Maureen to follow up ASTU for bus 15 years</p> <p>JG and MD – to report back</p>	
<p>Colin to report back on Promotion companies</p>	<p>CW – What’s your brand? What’s your value proposition? What’s your mission statement? PR companies link to the above concepts. Technically have a clear vision/brand – media digital strategies linked to a business plan. How do we release our brand (school promotion) how do we deliver our ‘brand’ school to others. How do we differentiate ourselves from other schools with young people with disabilities or schools in general</p> <p>Colin still working with PR companies looking at how do you market a school to a corporate world – Our market is the wider city – who do we target – corporate and the local area</p> <p>CW – to report back next meeting on continual consultations with PR companies proposals. Colin to set up a meeting with PR companies and Jo</p>	
<p>Namita to report back on Macquarie University</p>	<p>Namita sending more emails to gain support. Explained LEAP (volunteering by students) to support the wider community. Namita to send email to LEAP to see if support can be for SEWS.</p> <p>NB – to report back on further progress next meeting</p>	
<p>Jo to report back on follow up with teachers regarding art and Christmas cards for fund raising</p>	<p>Time bound – Jo to work with teachers on time frame to have cards to produce. Jo to discuss further with staff on how many cards can be made, price of cards, cards per class or whole school or individual students work on cards</p> <p>DP – suggested trial 2014 to look at increase commodity in 2015 and further</p> <p>CW – Suggested E cards – Jo to investigate further</p> <p>JG – to report back next meeting on new ideas and how school will move forward</p>	
<p>Deb and Heather to organise mail out to corporates on completion of brochure</p>	<p>Deb and Heather to follow when brochure is ready</p>	
<p>Jo to report back on contact with Brigidine, Ravenswood Sydney Grammar etc. to see if they would support a trivia night for SEWS to raise funds. Ask about events i.e. music concerts – plays - schools organise performance charge and SEWS gets proceeds.</p>	<p>Jo emailed head masters and mistresses and awaiting response</p> <p>JG – to update next meeting</p>	
<p>Jo – To devise a list of smaller donation/support requests list in consultation with staff</p>	<p>Jo sent list to Jas (see below)</p> <p>NB- suggested to link what resources will be used for</p> <p>DP – two buyers 1. Instant purchase happy to donate 2. Selling the enrichment of purchase to support school</p> <p>JG – to update list with what resources will be used for</p>	
<p>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.</p>	<p>Jas to write letter to send home to parents for wish list items</p>	
<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</p>	
<p>Maureen to advise of response to email requesting a new parent for treasury position</p>	<p>Alexandria Betty – mother of Nikalus – Maureen to work with Alexandria and train in role and pass on Daryl’s details</p> <p>MD – to report back next meeting</p>	
<p>Agenda - discussion topic</p>	<p>Action</p>	<p>Person responsible</p>

1.	Meeting Open 6.30pm	
2.	Actions from previous meeting (see above information)	
3.	New Business – New Treasurer, Family Fun Fair, New Strategic Plan – forward planning 2015 onwards, lend lease opportunities to support SEWS – Other new business?	
4.	New Treasurer - Alexandria Betty – mother of Nikalus – Maureen to work with Alexandria and train in role and pass on Daryl's details	
5.	Family Fun Fair – All activities booked – including, variety dogs, wheelie warriors, fire engine, clowns	
6.	New Strategic Planning SEWS – 2015 – 2018 and beyond Jo explained the new procedure and community consultation for the next planning phase – School Management Plan. Shared vision – 3 strategic directions – goals- milestones reporting. Jo suggested that members work as smaller consultation group and then open draft to wider parent/carer population. Jan next year plan due – meeting for strategic meeting 15 th September – Jo to present to committee the above and invite executive JG- to invite executive to next meeting JG- to send out letter to parents asking for ideas for a mission statement – a one line on how they see/describe 'SEWS'	
7.	Lend Lease Opportunities to Support SEWS – working bee – Jo submitted ideas for working bee to Jas CW – get lend lease in the week before the fun fair to grounds clear JG – to flag clean up grounds CW idea to Jas to forward to lend lease	
8.	New concept – Book to buy \$99 that lists Australian and International Philanthropist to explore further sponsorship. Daryl met with Ros McDonald and she is willing to look over promotional material. New concept – Patron/Ambassador/Champion for the school – further investigation next meeting – 2015 Charity Ball possibility	
9.	Next Meeting 15th September Monday 6.30pm - Agenda items – New strategic planning, explore further Patron/Ambassador/Champion for SEWS and possibility of charity ball in 2015	
10.	. Meeting Closed	
11.		

Minutes taken by: J Gardiner

Wish List Items from staff – Emailed to Jas Tamana 18th

- Funding for ProloQuo to Go on all f2f class iPads, three for DESU teachers iPad and possibly another for an iPad to go out to students for use prior to families funding their own
<https://itunes.apple.com/au/app/proloquo2go/id308368164?mt=8>
- A reloadable credit card for use to purchase iPad apps so teachers don't need to purchase iTune gift cards for small app purchases leaving unused balance on one iPad account or iTunes gift card for app purchases
- Big Mac Communication Switches - <https://www.spectronicsinoz.com/product/bigmack-communicator-enhanced/>
- Small blue mattresses for student physical education programs - <http://www.edex.com.au/happy-landing-mat-1-x-2m.html?cmp=cel&trigger=ac>

- Clear storage containers for our classroom resources. 28 to 30 Litre would be ideal for shelves
<http://www.teaching.com.au/catalogue?catalogue=MTA&category=MTA-STORAGE-CONTAINERS-PLASTIC-1>
- Swivl camera - attached is a website link for more information but this little device allows you to use your iPhone, iPad or iPod to do hands free video recording. I thought they would be a great tool for use in the classroom and on FT's (or even for some tutors). <http://www.aptech.com.au/new-swivl-personal-cameraman.html>
- iPad Mounts <http://www.spectronicsinoz.com/product/inclusive-ipad-mounts>
- Large outdoor musical wooden instruments - <http://www.kimbowman.net/>
- Accessible Triangular Picnic Tables and Seats - <http://www.bottonandgardiner.com.au/>
- Sensory and Educational Outdoor wall panels – see ideas at <http://www.playchimes.ie/>
- Sport Sensory Activities - http://www.teaching.com.au/product?KEY_ITEM=BRU332-3&KEY_ALIAS=BRU332-3
- iPad storage basket - They sell them as a Set of 4 @ \$179 exc GST and delivery - <http://www.pclocs.com.au/products/accessories/>
- Head Switch, arm and clamp x 4
- Product is shown in the Kangaroo catalogue on line but *not* in the school's current Kangaroo catalogue Product code is RT 164. Product price is \$1635.46 exc GST \$1799.01 inc GST. This represents a 29% reduction from \$2,299.00 http://www.hop.com.au/product?KEY_ITEM=RT164&KEY_ALIAS=RT164
- The giant products could be fun and educational! Gardiner Chess and checkers as discussed could be a great addition to the playground.
Prices: giant chess set 640mm high \$545
Giant checkers set \$265
Mat for chess and checker \$75
Giant extenders (30cm) for giant chess set \$350

email: info@gardinerchess.com.au
 web: www.gardinerchess.com.au
 Tel: 07 5522 7221
 fax: 07 5522 7760

Wish list items / hydrotherapy



18. Inflatable Upright Float

A\$15.95 Buy Now



Giant Ring Toss

A\$60.05 Buy Now



40. Panel Ball - 122cm

A\$15.45 Buy Now



11. Aquafit Swim Ring - Medium

A\$96.90 Buy Now



07. Aquafit Gathered Posture Pillow

A\$75.65 [Buy Now](#)



08. Hydrotherapy Neck Float

A\$71.70 [Buy Now](#)



09. Aquafit Buoyancy Collar

A\$59.80 [Buy Now](#)



10. Theraquatics Foam Collar- Adult

A\$26.50 [Buy Now](#)



11. Theraquatics Foam Collar- Child

A\$23.20 [Buy Now](#)



12. Bodyfit Collar

A\$42.75 [Buy Now](#)



13. Aquafit Head Support - Large -
TEMPORARILY OUT OF STOCK

A\$69.40 [Buy Now](#)



14. Aquafit Head Support - Medium -
TEMPORARILY OUT OF STOCK

A\$69.40 [Buy Now](#)



15. Aquafit Head Support - Small -
TEMPORARILY OUT OF STOCK

A\$69.40 [Buy Now](#)