

P&C meeting agenda/ minutes

Monday 6.30pm – Staffroom

Agenda – discussion topic	Raised by
1. Meeting open – 6.30pm	
2. Actions from previous meeting	
3. New Business – Daryl Perry reported on Charity Golf Day	
4. Next Meeting	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

Date: July 21st 2014 – Monday

Time: 6.30pm

Attendance: Daryl Perry, Jo Gardiner, Namita Baswal, Colin Ward, Matthew Gile

Absent : Jas Chaudhary – turned up but could not access school

Apologies : Katrina Clark, Deb Howarth, Maureen Dagg

Actions from previous minutes	Progress
<p>Daryl to review the configurations to ensure the schools needs are still met. This will be done by looking at the buses that have 4 wheelchair spots</p>	<p>DP: Configurations – VW Crafter and Ford Transit = 4 spaces for wheelchairs and 10 seats, manual transmission. This will replace the 1999 model Toyota Coaster which in accordance with DEC AST will be not able to be used. The Coach is 2004 model and still has 4 years before we need new bus.</p> <p>CB: Can coaster be traded in? Both coaster and coach can be traded in or sold.</p> <p>DP: Meeting with Variety on 21.7.14 – looks promising for funding. They support SEWS as a quality recipient. Variety will pledge 1/3 of payment of bus. SEWS submission goes meeting at variety next week. Variety will also support 2nd bus. P&C has funds to move on the first bus with variety 1/3 support.</p> <p>NB: What about the second bus? Agreed to move on this in 12 moths once the coaster has been replaced.</p> <p>Idea! To keep the coach 2004 model for and offer it as an additional run and thus increase the income for the P&C/School while it is still able to be used. All members agreed</p> <p>DP: Alerted all members that the P&C is a Charitable Institution and therefore has tax rebates and no GST</p> <p>Alerted members of payments of buses not being accurate based on KM travelled and the size of the bus. Daryl has written to AST to alert them and will follow up on the P&C to be paid correctly and reimbursed.</p> <p>Daryl to report back next meeting</p>
<p>Maureen to investigate and contact sergeants</p>	<p>In process – Maureen awaiting returned call</p>
<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>	<p>JG: Started the brochure will send to Namita for input and further collaboration</p> <p>Jo & Namita to continue work on this</p>
<p>Jo to organise staff member to take on role of social media coordinator and look into DEC regulations/policy development</p>	<p>JG: Have given the role of Social media and promotion to Matt Eastman teacher in SEWS DESU – he is very abreast of technology and social media. Policies have been explored and Jo will be meeting with Matt this coming Thursday to discuss further. Matt has started a face book page. School needs different permission acceptance from families and will need to revise their permissions and have these sent to families, signed and returned.</p> <p>NB: When will this be pushed out? Agreed as soon as possible and to add a link to the home page of the website “like SEWS FB”</p> <p>MG: Suggested we look at CPA FB page and Bear Cottage for ideas and models of social promotion</p> <p>Jo to follow up when this will be possible and to work with Matt to get out new permissions.</p>

	Matthew to send Jo links to CPA and Bear Cottage	
Jo and Maureen to write to transport to grant extra time regarding the bus 15 years	JG: Letter written to transport – awaiting approval Maureen to advise response for AST	
Colin to look into pro bono PR company	CB: May not be pro bono – Investigated three companies 1. Word a storm 2. Magnum PR 3. Mango. Have spoken at length with Monica from Word a storm. SEWS needs to increase their market presence which will be reflected in greater community support. Greater community = Sydney. Increase the identity of the school and recognise corporate sponsorship. The PR company will help build a brand and use social media appropriately. Building a brand – Colin is awaiting to hear back from the other two companies and will review their services and process when all three have responded. Forward plan is to in August met with companies have then look at the school and discuss with then building the school as brand in the market. Gather figures and final proposal then explore budget. Colin to report back at next meeting	
Namita and Colin to work with Macquarie University to support PR of the school	NB: Contacted social media faculty at Macquarie Uni – explored each profile of teachers in this area. Sent a detailed email to a teacher who has a research project in social media asking would she like to do a project for SEWS PR strategy. Namita will send a copy of the email and suggested that if we are going to send out messages to community it is good that we have a consistent message and approach – all members agreed NB: raised another idea and suggested that we could contact the Uni to have speech and OT students work on our site as part of their professional practice to assist our community funded therapists at SEWS. Jo gave contact name of Prof Jennifer Stephenson who leads special education at Macquarie for support. NB: raised idea of fundraising and suggested art Christmas cards to sell perhaps using the Richard Kidziac Art entries or other student's art work. CW: Advised 1 st Sunday of every month at St Ives Show ground there are stalls and could be an opportunity to sell cards or things the students make for fundraising Namita to send a copy of the email she sent to the teacher at Macquarie Uni. Jo to follow up with teachers regarding art and Christmas cards for raising funds	
Deb and Heather to organise mail out to corporates on completion of brochure	Deb and Heather to follow when brochure is ready	
Jo to contact 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.	Jo to complete this	
Jo – To devise a list of smaller donation/support requests list in consultation with staff	JG: Jo sent an email to staff asking for wish lists – waiting for responses will follow up in staff meeting this Wednesday Jo will send information to Jaz who will comprise list and get prices. 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. Jas will send this to Jo/Maureen who will distribute to all families.	
Maureen to send out an email requesting a new parent for treasury position Daryl to send out letter to parent body requesting assistance	JG: Maureen has sent an email to all parents requesting a representative and in particular a parent who spoke of interest of the treasury role – awaiting response Maureen to advise of responses	
Agenda - discussion topic	Action	Person responsible

1.	Meeting Open 6.30pm	Daryl Perry
2.	Actions from previous meeting (see above information)	
3.	New Business – Daryl reported back on Charity Golf Day – Day was a success. A lot more money raised this year at auction. SEWS Families donated a 10 trip to their coast holiday home and 6 bottles of Moet which raised funds.	
4.	Next meeting: All agreed we need to keep momentum and next meeting was set for Monday 18 th August, 2014 at 6.30pm	
5.		
6.		
7.		
8.		
9.		
Minutes taken by: J Gardiner		

Additional: Jas Chaudhary turned up to the meeting however unfortunately could not access to the building. Jas spoke with Jo the following day and requested the wish list of resources for the students and will compile the list with prices to which will support fundraising ideas and efforts with corporate sponsors. Jo asked Jas if she would write to the parents/carers asking them what resources they would like to see in the school for their children to add to the 'wish list' which can support willing donators/financial contributors.

Jas also mentioned an idea regarding lend lease and will raise this further at the next meeting.