

# P&C meeting agenda/ minutes

## Monday 6.30pm – Staffroom

Agenda – discussion topic	Raised by
1. Brief Introductions of Attendees	All attendees introductions
2. Buses	Daryl
3. Fundraising	Daryl
4. School Promotion and Connecting to Wider Corporate Community	Namita
5. Roles of the P&C	Daryl/Maureen
6. Next meeting	
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**Date:** June 23<sup>rd</sup> 2014 – Monday

**Time:** 6.30pm

**Attendance:** Michael Brent, Matthew Gile, Namita Baswal, Deb Howarth, Heather Martens, Daryl Perry, Maureen Dagg, Colin Ward, Jo Gardiner Jaz Chaundry

**Absent :**

**Apologies :** Rosemary Hlaing, Kirsty Fisher, Naomie Nozawa, Jeff & Simone Brown

Actions from previous minutes	Progress
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

Agenda - discussion topic	Action	Person responsible
1.	<b>All attendees introduced themselves and their affiliation with the school and P&amp;C</b>	All attendees
2.	<p>DP - Buses @ SEWS – once buses hit an age of 15 years can no longer be used as a transport bus for students with disabilities. In October 2014 one bus is 15 years; the small bus still has 3 years. Daryl presented the configurations for the proposed new buses and confirmation that Variety will be visiting with him to the school early in Term 3.</p> <p>MD – Raised the issue that the current coaster has 6 wheelchair spaces and we cannot drop down to 3 spaces has to be at least 4. Deb Howarth agreed as this supports students attending Allowah for respite.</p> <p>DP- Informed group that the only buses with 4 wheelchair spaces are either a manual or a Mercedes which places a 30,000 increase on price. DP explained that Jo (principal) asked for automatics and smaller buses (not 22 seater) as this opened availability of increase numbers of staff being able to drive the vehicle supporting student programs</p>	<b>Daryl</b> 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
3.	<p>The school buses earn 25,000 per year. This year the school requested (2014) a wish list for 48,000. How can this be sustained yearly to support programs at the school. School needs to have</p> <p>P&amp;C needs to look at how we can look at raising further funds to support the school.</p> <p>How can fundraising be managed – Getting all parents on board to see who they know to get connected to the school and donate through the SEWS association.</p> <p>Is Sargent pies still approachable to support the school?</p>	<b>Maureen</b> to investigate and contact sergeants
4.	Develop a proposal/prospectus to push the profile of the school and the current needs for support. Highlight the charity (SEWS Association) to inform of tax deduction. – Nam and Jo to work on school promotional brochure – exchange	<b>Jo and Namita</b> to work on

email information to work on product

NB – individuals to use their own resources, performance or event to raise money. Narrow it down to 2-3 fundraising activities to raise funds with specific purchases in mind.

It was decided that the buses and hall will be the focus for fundraising with the buses being the immediate concern and the hall being a longer term fundraising initiative.

DP – Corporate groups now have social responsibility – parents to network with their wider circles to look at sponsors/supporters of SEWS

School and P&C to develop a proposal and what we are presenting to the community and what we are requesting support for.

Explore social media to promote the school -

CW - Marketing strategy

1. Approaching businesses – eg. Develop a brochure (school promotion)
2. Social Media – logo school profile – for twitter/fb/website
3. Promoting this to parents/carers

Work on the timeline (i.e. October Bus deadline ) – As social media/school profile and then deliver to parents and corporate

MD – DEC transport will allow a bit more time (bus out of use in October) if you prove you are working towards replacing it.

CW- Long term to invest in a PR company – to support the promotion of the school for support

MB – approach a university 'media/promotion unit – to see if students want to pick this up as a project thus reducing the cost on the school

NB – Works at Macquarie University and could look into this

MG – develop a face book page and you tube promotion –

CW- need to consider the cost in the maintaining of the operations

JG – have to explore DEC regulation for social media and ensure compliance

NB- Explore a brand ambassador

DH – when brochure/proposal is developed – parent support to do a mail out –

MB – Connect Private school connections and SEWS for a charity ball/trivia night

JC – Develop a Wish list for supporters to donate funds – a list that is outside the bigger items – buses and hall for smaller donations/financial support

Fundraising - Short term fund raising is for bus

Fundraising - Long term fund raising is for hall

Develop - Small list of items/resources

Include on brochure the SEWS Association details to support tax deduction

school brochure and proposal to offer families to network with and to send to wider corporate community

**Jo** to organise staff member to take on role of social media coordinator and look into DEC regulations/policy development

**Matthew** to support the FB page development in collaboration with staff member approached by **Jo**

**Jo** and **Maureen** to write to transport to grant extra time regarding the bus 15 year limit in October

**Colin** to look into pro bono PR company

**Namita** and **Colin** to work with Macquarie University to support PR of the school

**Deb** and **Heather** to organise mail out to corporates on completion of brochure

**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

		<p>charge and SEWS gets proceeds.</p> <p><b>Jo</b> – To devise a list of smaller donation/support requests list in consultation with staff</p>
5.	<p>Roles of the P&amp;C – Maureen is a former parent and has been doing the treasury position on the P&amp;C for many years she wants to pass this position on to a parent. This position involves keeping the books and working with the buses. Maureen is happy to support any parent who takes on this role.</p>	<p>Maureen to send out an email requesting a new parent Daryl to send out letter to parent body requesting assistance</p>
6.	<p>Next meeting Monday 21<sup>st</sup> July – Agenda to be sent – 6.30pm start</p>	
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<p><b>Minutes taken by: J Gardiner</b></p>		