Parent Council Meeting

Thursday, 20 October 2016

Meeting opened at 7.00pm

<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1. Present: Linh Vu (Chair), Geoff Gaudet (Treasurer), Alex Lee (Business Manager), Razina Karani (Staff), Anjum (Staff), Cosmin Gavenea, Connie Wong, Natalie Thompson, Shannon Edwick, Caroline Le, Dhalia. Apologies: Emelinda Stephen (Principal), Van Vu (Secretary)</td>
<td>Linh Vu</td>
</tr>
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**Agenda Items**

<table>
<thead>
<tr>
<th>A2.</th>
<th><strong>Principal’s Report</strong></th>
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<tr>
<td></td>
<td><strong>Welcome to Korben and Jaimie this term. Also, welcome to Asami who is the new Education Assistant on Monday, Thursday and Friday replacing Donna.</strong></td>
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<td><strong>This term’s theme is Botany. Please encourage your children to share news relating to the theme. Flower arranging job is being introduced this term. Parents are welcome to bring in flowers &amp; glass jars for the classroom.</strong></td>
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<td><strong>School uniform: Dark blue pants that are easy to put on and take off, sensible shoes (no thongs) to ensure safety of children when playing on playground equipment. With the weather warming up, there will be water play and gardening activities hence parents MUST pack a set of spare clothes.</strong></td>
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**Important dates to note:**

- **14th Nov:** Photo Day. All children must wear uniform and look presentable.
- **16th Nov:** Zoo excursion. Please drop off the children at 8.30am (not 8.45) to allow the teachers time to get the children ready. Bus leaves at 8.50 sharp. Presently, we have 9 parent volunteers. Mrs Stephen will decide on the number of volunteers. Pick-up is at 12.30pm.
- **27th Nov:** Family Picnic. Time & location will be firmed up closer to the date.
- **21st Nov:** Parent Teacher Meetings will commence. A notice with session times will be put up closer to the date.
- **13th Dec:** Concert and graduation Day. Teachers are planning a Nativity scene for the concert. If parents have any objections, please communicate your concerns with Mrs Stephen. Religion is part of cultural studies in Montessori. Children are being taught to value differences and diversity. This is in line with the WA curriculum and Early Years Learning Framework. Details about costume requirement for the concert will be provided closer to the date. Parents are responsible to provide the costumes.
- **14th Dec:** Last day of school. **ALL** children are to be picked up at 12pm. There will be a class party for the children. Santa will make an appearance and hand out pressies. Parents are to provide the lovely presents amounting to $10 per gift, wrapped and with the children’s name on it.

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<th>A3.</th>
<th><strong>Chairperson’s Report</strong></th>
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<td><strong>Status of hiring new Principal/Head Teacher and staff changes</strong></td>
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<td><strong>With limited pool of highly experienced Montessori teachers in WA, the School managed to shortlist 2 candidates out of 10 applicants. A 2-step interview process was actioned, followed by a reference check and concluded by a unanimous vote for Ms. Fleur Van Butzelaar. She has 16 years of Montessori experience ranging from early childhood to Cycle 2 classroom teaching (6-yo). Fleur has a Graduate Diploma in Primary Education from ECU and a Diploma in Montessori Education from London Montessori Centre. Presently, she is pursuing her Graduate Certificate of Education (Early Childhood Studies) at ECU to be completed middle of next year. She also possesses good communication, management and people skills according to her references &amp; interviews. Fleur’s official start date is Term 1/ 2017; however, the Council plans to introduce her to the School community at the year-end concert.</strong></td>
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<td><strong>Starting Term 1/ 2017, Fleur will be the new Principal/ Head Teacher, teaching 4 days a week &amp; 1 day for DOTT (Duty Other Than Teaching). Mrs Stephen will be teaching 1</strong></td>
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**Owner**

- Emelinda Stephen
- Read by Razina Karani in Emelinda’s absence

**Owner**

- Linh Vu
### Agenda Items

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- day a week on Fleur’s DOTT day. Razina will no longer be in a teacher role but she will be the Education Assistant (EA) for 3 full days and 2 half-days. No change to Anjum’s role.
- Asami will resume her EA role from Term 2/2017 when the new building is up and running and the 2 new programs (Playgroup and Extended care) are launched.

#### Status of the Building & Playground Upgrade project

- Development Application has been submitted and pending approval.
- Current lease agreement is being revised taking into account the new building.
- The musical cubby house will be installed week beginning 24th October.

#### Term 4 key activities:

- School survey: get feedback to enable the School identify areas to improve.
- A letter of intention to continue enrolment will be sent home with parents. This is very important for budgeting purpose.
- Mini party for Mrs Stephen during Concert Day. Previous 2 Chairpersons (Jo Chen and Lan) have been informed and they have been tasked to invite ex-parents to the party. Chairperson will request a parent to take on the responsibility to prepare a photo collage for Mrs Stephen. Each family to contribute $10 towards a farewell gift to Mrs Stephen. Natalie Thompson has offered to purchase a gift. Concerns were raised that the Concert is on a week-day – it might be difficult for ex-students & ex-parents to attend. Alternative option is to have the mini party on the Family Picnic.

#### A4. 2017 Fundraising and other activities calendar

- No detailed discussion given the low attendance of the parents.
- For 2017, there will only be 1 fundraising activity per term. Emphasis placed on profitable activities. Parents are expected to volunteer for the following activities are planned for 2017 in the next Parent Council Meeting:
  - Term 1: Movie day
  - Term 2: Mother’s Day High Tea
  - Term 3: Father’s Day Casino Night
  - Term 4: Bunnings Sausage Sizzle
- In 2017, Parent Council Meeting will be held only once per term. Mandatory for all Option 2 families.
- Bring back indoor cleaning as part of Busy Bee in Term 2, 3 and 4. This saves the school approximately $2k.

#### A5. Round Table ABCDs (A=Achievements, B=Benefits, C=Concerns, D=Do Nexts)

- Questions were raised about the money saved & set aside for Nature Playground & the previous playground designs. The Council answered that all savings have been put into the Building Funds for the upcoming Building & Playground upgrade.
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| **A6.** Meeting Objectives and Deliverables  
Detailed 2017 Fundraising Discussion is scheduled for next meeting. | Linh Vu |
| **A7.** Close of Meeting 8:30 pm  
Next meeting to be held on **Thursday, 1 December 2016, 7pm** | Linh Vu |
## Decision Sheet – Thursday 20<sup>th</sup> Oct 2016

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Decision</th>
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<tbody>
<tr>
<td>D1</td>
<td>Family Picnic</td>
<td>Date decided is Sunday 27&lt;sup&gt;th&lt;/sup&gt; November.</td>
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<tr>
<td>D2</td>
<td>End of year children’s party</td>
<td>Gift valued at $10 to be provided by parents for their respective child. Have the gift wrapped and labelled with the child’s name.</td>
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<td>D3</td>
<td>Farewell gift to Mrs Stephen</td>
<td>Each family to contribute $10.</td>
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<td>D4</td>
<td>Fundraising</td>
<td>Only 1 activity per term for 2017</td>
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<tr>
<td>D5</td>
<td>Parents Council Meeting</td>
<td>Only 1 per term from 2017</td>
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<tr>
<td>D6</td>
<td>Busy Bee</td>
<td>Indoor cleaning is added to the Busy Bee tasks in Term 2,3 and 4.</td>
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<td>D7</td>
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**Minutes Approval**

__________________________________________  ____/____/____

*Chairperson – Linh Vu*
### Action Items - Thursday 20th Oct 2016

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<tr>
<th>Action Items</th>
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<th>Due Date</th>
<th>Status</th>
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<tbody>
<tr>
<td>Ac1.</td>
<td>Sandra Gyles</td>
<td>5/5/2016</td>
<td>In Progress</td>
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<td>Administration to investigate the cost of purchasing uniform items (ie. Tracksuit pants, shorts, skirts/skorts) from supermarkets and then on selling them to the parent community. <em>It was decided that a sample of each item be procured so that the Principal can decide on the exact colour.</em></td>
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<td>Ac2.</td>
<td>Linh Vu</td>
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<td>Ac3.</td>
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<td>Ac4.</td>
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<td>Ac5.</td>
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### Completed Action Items from Previous Meeting

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<tr>
<td>Ac1.</td>
<td>Linh Vu</td>
<td>ASAP</td>
<td>Done</td>
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<td>Linh to email all parents and see if they are interested in attending the First Aide Course and organising it if enough interest is shown by the parent community. <em>Not enough interest – No First Aide course scheduled.</em></td>
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<td>Ac2.</td>
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<td>Ac3.</td>
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<td>Ac4.</td>
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<td>Ac5.</td>
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