Meeting opened at 6:30pm

1. **Reflection and Welcome**

   Denise welcomed all the new Parent Liaisons to the team and thanked everybody for the great turnout.

2. **Attendance and Apologies**

   As per book – too many to list – 27 in total.

3. **Last Month’s Minutes**

   Proposed – Denise Ruysch  
   Seconded – John Leyden

4. **Matters Arising from Minutes**

   The new format of the Parent Liaison Team was discussed and agreed that it is working well having one parent liaison per class however, it is great to have Parent Helpers available as well. Everybody should have received their “Welcome” letter from the Convenors by e-mail.

5. **Administration**

   Michelle informed the team that e-mail will be our way of communication this year. All the Minutes of Meetings and Agendas will be forwarded by e-mail.

   It was decided that the Parent Liaison Handbook in paper format will not be needed this year. Instead Michelle will be forwarding an updated version by e-mail for the Liaisons to print out what they might need.

   Anybody needing an updated Class list can e-mail Michelle and she will arrange it.

6. **Treasurer’s Report**

   See attached.

7. **Class Events**

   Class get-togethers are now being listed each week in the Newsletter as a reminder to parents. Michelle needs to receive an e-mail including all details of date, time and place as well as specifically which classes are
involved (whole of year etc.) by Thursday night. We will only be including the coming week’s events.

You still need to forward a copy of your note/invitation to both Denise and Michelle for confirmation before distribution to your class. You will need to check the School Calendar before confirming the date to ensure there are no “School” events eg. band performances or liturgies.

8. **Notes to Classes**

We discussed that the notes which go out to parents from individual Parent Liaison members cannot include the St. Andrew’s School logo as it may be seen to be coming directly from the School Administration not from our team.

Denise suggested that perhaps you could create your own “logo” relevant to the meaning of the Class Room name.

9. **Swimming Carnival**

We have rostered on parents to help out in the Team Tents on the day. It was mentioned that parents are only to help out if needed and that the Year Sevens need to be responsible and take charge.

It was decided that we would take a “wait and see” approach to whether the Toilets would need to be “manned” all day or whether parents and teachers would check at regular intervals.

It was mentioned that the School should consider selling the Program of Events at the Carnival on the day.

10. **Liturgy Morning Teas**

Denise mentioned that when arranging morning tea/lunch after Liturgy for your class group you need to consider the logistics involved in setting up Toogoolawah as a location. It is possible, but you will need to bring around the urn, however, for safety issues, you cannot turn it on until after the children have left the room. All the chairs also need to be stacked up. The Year 6 team had their get-together at Pepper N Salt after their liturgy and advise that it was a success.

11. **Parent Liaison Get-Together**

Denise has invited the Parent Liaison Team to a lunch at her place and we proposed Friday 27th March at 11:30am BYO Plate and Bottle. We will get a note out to everyone closer to the time.

12. **Fundraising Nights**

Denise put forward her idea of having a Movie Night as our first fundraiser which was met with great excitement. A date is yet to be set but preferably a few weeks before the Fair. There will be two sessions, the first at 6:30 for Prep to Year 3 and the second from 8:30 for Years 4 to 7.

We are planning on the Trivia Night in Term 3 and the Disco in Term 4.
13. **Car Park Duty**

It was noted how well the drop off system has been working in Clyde Court and how everybody has been polite and accepting of the way things are done.

Denise Ruysch and Michelle Cranny will be seen in Clyde Court on a regular basis every Tuesday morning for the foreseeable future as a reminder of the system. It was mentioned that the details of the “Stop Drop and Go” system and location should be included in the Newsletter so the Community knows it is available.

It was proposed that we need a volunteer to stand at the Hogarth Road “2 Minute Parking” zone to remind parents that it is not a car parking area.

14. **General Business**

(a) School Photos – Megan Bergman mentioned that the family photos package includes one colour photo and two black and white photos and how is unsuitable in most situations. John is happy for us to look at other companies with a more suitable package.

(b) Parent Liaison Cupboard in Tuckshop – Jacqui Cummins volunteered to sort through the Parent Liaison cupboard in the tuckshop.

15. **Close**

Meeting closed at 7:30pm.
Meeting – 3rd March 2009

St Andrew’s Community Association is solvent. The following Balance Sheet represents the current position:

Total Assets: $ 33,281.58

Represented by:
- CBA Bank Account $ 33,217.83
- Parent Liaison Float $ 3.75
- Deposit on Equipment for 2009 Fair $ 60.00

Total income for the period 01/01/09 to 28/02/09 is $260.43 with total expenses of $650.

Net loss for the period is -$389.57

A full report of the Community Association balance sheet and profit and loss statement for the period is held in the Association file.

Jo Spencer
Treasurer