Meeting opened at 2.10pm

Attendance – See attendance book
Apologies – Jacqui Cummins, Michelle Walsh, Jacki Ivey, Madonna Maher
Welcome and introductions by Denise Ruysch

New Parent Liaison format outlined:-
✓ One liaison per class
✓ Each liaison will co-ordinate the information in relation to their own class
✓ All letters must be sighted by Convenor or Secretary before being sent out
✓ Use email for most correspondence between Liaison Team and parents/teachers
✓ Each year level should co-ordinate to have at least one representative per year level at each meeting
✓ Meetings will be the first Wednesday of each month at 6.30pm – everyone in the Community is welcome to attend.

Next Step for Liaisons:-
✓ Each person should produce an introductory letter, and the friendship tree for their class
✓ Highlight the name of any person whose information is missing from the tree and return to the teacher to follow up

Elections:-
Denise declared all positions open.
Steven Klein directed elections, results as follows:-
Convenor Denise Ruysch
Co-Convenor Megan Bergman
Secretary Michelle Walsh
Treasurer Jo Spencer

Ongoing business - Last year’s convenors were asked to hand in their folders

New students - Year level Liaisons should be notified by their class teacher, they are to collect friendship tree info and email that information to the parents of that year level, and provide new parent with friendship tree information

There is a Parent Liaison code to be entered for the photocopier machine. Liaisons are asked to be mindful of staff if photocopying (email is preferred).

There will be a ‘Parent Corner’ in the School Newsletter where upcoming class events will be posted. Liaisons are asked to have the information for this to Denise by the Sunday night prior.

Parent Liaison Group will be having a section on the website…watch this space