1. **Safija Bristina**, Head Teacher Mathematics, presented an overview of the teaching of Mathematics at a Middle School. Her presentation is attached.

2. **School Lockers.** Suzy reported the follow-up to last meeting’s discussion and reported the new lockers are due for installation. Parents who ordered lockers have been debited the $100 fee without notification of their arrival. As the demand is strongest from year 7 students, it was suggested that a $20 deposit be paid at Orientation and orders are made in advance. The P&C has not had involvement with the ordering and installation of the lockers.

3. **Student Diaries.** A recent discussion on the parent email list has focussed on students using their diaries to organize their work and communicate tasks to parents (the summary of discussion is attached below). The meeting considered some of the issues raised in the email discussion.
   
   **Key Points:**
   
   (a) There was an agreement that students should be taught and encouraged by teachers to consistently use their diaries. There is evidence from other schools that a system can be established and be effective, but it may need to be introduced for year 7s so that a tradition can be developed.
   
   (b) A DET website service recently advertised in “Side by Side” may assist students with their organization. This will be investigated.
   
   (c) The school should produce a homework/task planner for years 7, 8, 9 similar to the year 10 product. The issue will be discussed again at the meeting on 30 June.

4. **Technology for teachers.** Stacey has investigated the usage of laptops by staff. A machine has now been allocated to each faculty to increase usage.

5. **Art Show.** Suzie reported on the work of the “Likeart” committee (parents can still join this dynamic and exciting committee). The flyers advertising the event were tabled (attached). The meeting agreed to allocate $400 for food and investigate security. The show will occur on 15 & 16 August, with a Friday night opening from 6.30-9.30pm, accompanied by the Band, and 10.00-4.00 pm Saturday. Parents will be requested to assist. Anyone can contribute work. There will be a gold coin entry for customers, an entry fee for artists and no charge for student entry. Revenue will mainly come from a commission of 15%.

6. **Future meetings.** The meeting agreed that the teaching of Science and Art should be covered at meetings later this year. We also need to discuss with Andrea and schedule the 2008 Community Forum.

7. **The Uniform Shop.** Winter stock is selling very well and the income is steady.
8. **Orientation Day.** This item was flagged for discussion at our September meeting.

9. **Wine Stocks.** Fran will approach a local shop to house 5 pallets of Glenbrook cleanskins that will be donated to the P&C.

10. **School Oval.** The working bee for the school oval has been postponed due to

    (a) The dangers involved in the proposed task of installing poles for the shade cloth.

    (b) The need for a discussion in the school community about the proposed uses for the oval. It is apparent that community groups will seek access to the oval but insurance and ball screens with the depot need to be investigated.

The meeting was closed at 9.00 pm

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**Summary of Email Discussion**

I would like to ask if we could make better use of the school diary as a communication tool between parents and students.

In particular, I am keen to get general feedback from my son/teachers about assignments or homework - due dates, notices, events etc. If students were consistently asked to write this info in at the end of each session - I know they are suppose to - but I also know it doesn’t always happen - and I would dare assume it could always happen - but as a general rule... Then teachers could continue to reinforce that the diary is there to help students with time management planning/remembering etc. - parents would be encouraged to sign the diary once a week to show their interest and help in updates.

The only way this could happen is if the school took a more active role - perhaps allocating a weekly review process with the roll call the teacher where the teacher would view the students diary once a week and sign it - thereby highlighting in red any outstanding notices/assignments etc.

As a new parent- I am sure this has been done before? but I would like to put it forward again- as I have a child who has organizational difficulty and I know - as parent of yr11 and yr9 students that it is only going to get worse.

Appreciate your thoughts or advice on how to proceed with this argument- given I can’t attend the meeting this semester.

VB

Yes great idea. Particularly year 7 students so a habit is formed early to reinforce patterns etc. This would be developed for that 3-way communication thing between student, teacher and parent that seems to be so hard to maintain in high school due to the busy schedule of education. I have a son in yr7 and have needed to call
teachers at school about my son’s problems with assignments and/or progress and have always found them to be very informative and approachable. In support

J.H

I agree children should be trained in diary use. Each teacher should ask the students to put their diary on the corner of their desk EACH lesson and the teacher should move around the class before each period ends and check that info is there. If not, the child should be held back until it is done. This routine should be instilled hard in year 7.

I have also read a recent issue of ‘Side by Side’, the newspaper put out by DET, which talks about a pilot program for schools whereby they can upload all permission notes and assignments onto the internet quite simply. I tried the link and it hasn’t worked and so rang the IT section of DET and they said they would follow it up for me. I am chasing it up (in my role on the P & C at another school) as it seems a simple way to keep parents informed. It can be sold to teachers as an effective way of keeping parents on the ‘assignment case’ thereby lessening the teacher’s job. When I have more info, I will email you.

J.F

This has been discussed before at P and C in years past – it seems that teachers lose the impetus to keep enforcing these things with the non compliant students. Lots of schools have these diaries and have good intentions to have students use them and parents note them etc – it seems to be a big thing in year 7 and drops off as students take responsibility for their own learning and time management. My daughter would hate a whole school process and does not need this nannying (Year 10)

I would suggest that, so that this does not appear daunting for teachers, that it be limited to YEAR 7 – this is when they have to get in the swing of high school and it is so different from primary school. We love the whole year calendar of assessments and assignments we got for year 10 this year as it has helped greatly in planning homework and study times. This is the first year my daughter has been given such a thing – could this tool be developed for years 8-10 with diary system suggested by Vicki for Year 7?

The constraint is always teacher time and I don’t know how you overcome that without more resources in public education.

M.W

I concur with Vicki comments so far as...

I am very conscious of (and sometimes guilty of not chasing up myself) my need to know what work needs to be done from home both when the work is allocated and due dates and what material is given to my daughter in that regard.
I am not always around my daughter to manage this responsibility and in this busy world and with so much technology to facilitate workflow of this kind my thoughts are as follows:

I have always thought the best way to handle this issue would be to have homework emailed to parents and kids [or at least have it stored on the school website] with each piece of work having an issue date and due date (notwithstanding subject and topic etc.). I know this dream is constrained both technologically and resource $ and people wise for the school but is my preferred option and for what its worth this is my feedback in this case.

I work in IT and if I can contribute anything in my capacity in this regard would be happy to explore on behalf of the school and parents.

G.P.

I agree. Teachers should also be encouraged to write comments about the student in the diary. Parents should also write comments if they have any on the diary. The school diary is a very important tool so we as a parent know what is happening. Thank you.

V.G.

I have a son who is in year 9 and I think this is a very good proposal. I give all the support to formulate a resolution on the meeting on 2 June. I wish I could attend all of those meetings but most of the time my other commitments with a child in year 11 make it very hard. But I will try to attend the 2 June meeting to support this proposal.

Regards
S.T.

I have continually asked at each Parent Teacher evening for the support of the teachers with the school dairy.

The teachers all say they will support me but there has been no follow through. I even went to his school advisor Mr Furlong who saw him once and again there has been no follow through. I sign it each week and only once has Mr Furlong signed it since the beginning of the year. Consistency is so important with this age group!

A.D

I agree 100% with this idea from Vicki. It would make life much easier and would 'calm' our house somewhat of a morning!

A.M
Brilliant idea. I also have problems tracking work requiring completion by my son. There is no ongoing communication between the school/teachers and interested parents who are unable to arrange appointments with teachers or attend meetings due to work commitments.

T.D