

Date: 25/3/11

We build strong PEOPLE
strong FAMILIES strong COMMUNITIES

Time:

Attendance: John Clark 20 minutes

Action

Notes

- Centre Forum. Top to print off.
- ground checklist → John printed ✓
- ARSS permission
- About me's
- policy review ✓
- changes + reflections ✓
- staff signing registry.
- 1st aid checklist

- about about older fees. Some outstanding, printed new debtors report. John to speak with all
- Zabic issue with Ezy pay, printed transaction listing, talked it through. John to ask them to bring in bank statement to check what they have been charged.

- John to arrange principal meet, Tues or Wed AM. → as signage and guide catch up.

- Blank school newsletter.

- John Cert IV training → speak with Wrayen.
- Food handling / drink preparation.

- opening & closing procedures
 - new bus ~~at~~ procedures
 - waivers. for bus run. → John to draft up.
 - Myra letter Joe to do.
- was → went through coordinators report and 8
filed off all items.