

Class Coordinator Meeting Minutes – 15 February 2016

Attending: 34 Coordinators

Apologies: Tracey Collett, Yan Shang, Petrina Walker, Kristy Lewis

1. Principals

Diana outlined the importance of the coordinators role across the school with particular reference to supporting new families by making contact early in the first few weeks of their arrival and again once they have settled. This is particularly important given the JS now numbers over 400 students.

She referenced the newly updated class coordinators handbook as a one stop guide to helping coordinators fulfill the role. Coordinator letters need to be approved prior to sending by the Dean or herself via her PA, Gaynor Kimber (refer to the handbook). Kate Dickson affirmed that all communication be sent to her prior to dissemination to the appropriate year groups in the Middle School.

Trudi informed the group that she will be sending the class email contact lists to the coordinators shortly along with the contact details of coordinators in the same year group. Trudi reminded us to always bcc the approved letter to ensure parents' privacy is upheld. Also to ensure we send the information to both parents.

Diana requested that all information be streamlined as best possible to reduce the amount of information parents receive more than once, referring parents instead to the links that they may find the most up to date information on upcoming events. This is through the School website via the school calendar and upcoming events or Facebook or the weekly newsletter (under Community Notices). We were also reminded to encourage parents to click on the appropriate calendar apps so they receive reminders and information that are pertinent to their needs.

Diana talked about the picnic outlining that parents were encouraged to come along, bring some nibbles or buy dinner there. She hopes we will encourage year groups to find each other using the signs to assist families gathering and getting to know each other. This year there will also be a Senior School sign. Diana is considering reviewing the JS Cake stall after this year. She emphasised the importance of encouraging fresh baking for this event and suggested that parents might like to get together to get the baking done in a convivial way.

Grandparents day is coming up and we need 30 volunteers to help serve on the day. Please contact Nicky if you can help or direct others who can lend a hand to email Nicky too.

Dave Scott introduced himself and talked briefly about his teaching career. He outlined his interest in the Coordinators role and welcomed feedback from the team.

Kate Dickson discussed the slightly different focus of the Middle School Coordinators with a subtle shift from one that helps the teacher in the classroom to a strong focus on connecting families across the Middle School year groups outside the classroom. She recommended touching base with the classroom teacher to identify early what the teacher hoped for in terms of support throughout the year. For example, whether they needed help with end of term lunches, etc.

An important outcome for the Year 7 group is to help School organise the formal in Term 3 and for Year 7 and 9 coordinators in particular to make contact with the new families in their classrooms asap. There are also new families in Years 8 and 10, so they will need contact from their coordinators soon too please.

Kate highlighted organising a casual drop in coffee for the MS year groups. Also to be mindful to try to cater for the working parents with an evening event.

KFF runs a parent morning tea in a parents home termly. This is all set to go on March 23 9 - 11 30 am in Dairy Flat (register with Trudi Petrie) . This is a great, relaxed forum to meet for your year group, particularly to invite new parents along. Please use this event as a ready made platform to connect. New Parent Dinners are coming up soon too.

2. Mark Reynolds, Director of Marketing

Mark Reynolds introduced his new role as Director of Marketing at Kristin. He outlined his focus on community connectivity and engagement and how that may best occur for parents. He talked about the importance of consistency of the message. He acknowledged the Kristin Difference and the role of parents as ambassadors for the School. He is delighted to have a ready made focus group with the breadth of experience within the Class Coordinators group. Please contact Mark directly if you have any queries or questions in regard to Communication and marketing at Kristin (mreynolds@kristin.school.nz).

Trudi Petrie is the main contact point for class coordinators to receive information and will be supporting Mark Reynolds with his role.

3. Pamela Peryman, Director of Development

Pamela Peryman spoke to the coordinators about her new role as Director of Development at Kristin. She outlined the commitment to develop a greater philanthropic focus at School. Pamela referred to the Breakfasts with Tim Oughton last year as the beginnings of this development. Pamela shared that the Foundation was pledged \$130,000 last year. We also heard that the Foundation Fund will be used to develop school programmes and initiatives that are of primary importance in the new School Prospectus that we received last year.

Lucy Wilson will work closely with Pamela as the Alumni manager.

4. KFF

Nicky highlighted the need for new coordinators to have support and to offer another opportunity for coordinators to get to gather as year groups. A Coordinator Workshop meeting has been arranged for 2pm, Wednesday 2 March in the Staffroom, main admin building. Please come as a year group if you wish to have a venue to arrange term events. If you are a new coordinator several KFF Executive members will be there to help you directly to better understand the role of the Coordinator and help you plan Term 1 and 2.

Nicky asked for coordinator support asap regarding the upcoming Term 1 events. Please email her if you can help.

The KFF Executive is looking for 2016 members, particularly in the Junior and Middle School. Please consider contacting Nicky if you are interested in the role.

5. Issues arising in the meeting

Traffic

Several coordinators fed back concerns parents have regarding traffic management issues. The potential to use the exit on Bass Road was also discussed. Diana clarified that council restraints make it impossible to use the Bass Road exit before 4pm. We heard that the Kristin roading has been designed by traffic management experts.

Mark noted a communication on parking will be sent to the Kristin community and signage will be considered.

MS Houses

The changes to the MS House system was discussed. Coordinators fed back the potential to clarify with parents and students the rationale for the House system. Perhaps with more information regarding what the benefits of this move are, particularly for families who do not yet have Senior School students. Parents talked about the students feeling a bit insecure about the changes particularly with camp coming up.

Kate highlighted that the students have already received information about the system yet acknowledged that the feedback was valuable and she will ensure that students are helped during the transition phase.

Website Issues

Coordinators suggested that there may be benefits in further streamlining the website so that parents can get immediate easy access to up to date information without too much navigation.

Mark acknowledged that was useful feedback and that a review of the website was underway.

Prospectus

Coordinators discussed the new prospectus and there was mention of a need to be mindful of environmental impact of printed material. The meeting noted there was positive reaction to the new Kristin prospectus and parents were encouraged to share it with family and friends.

Next Coordinator meeting scheduled for Term 2, Tuesday 10 May, 1.30pm, LIC.