



Dover Court Association Meeting Minutes #2 (2016/17)

Purpose of the DCA

- Everyone as a parent or guardian is a member of DCA
- Objectives
 - i. Foster the relationship between the school and parent communities
 - ii. Establish and engage in activities to support the school and advance the education of students
 - iii. Co-ordinate and organize activities, functions and information services that promote and encourage a spirit of community

DCA Communications 'how will we communicate?'

- Email: This has been established and in use for DCA communications
- Facebook page: This has been established and in use for DCA communications and parent information
- Class Rep Coordinators and Class Reps
- School web site
- Central Teacher communication on DCA activities

WHEN: Tuesday 1st November 2016 @ 8.00pm

WHO: All Parents/Guardians

WHERE: Dover Court International School, Cooper Hall

1. Chairman's Welcome & Update: Zoe Hancock

- Update

2. Events held since last meeting

- Family picnic – Great feedback. Mr Short + some teachers attended.
- Transitions workshop – Held and good attendance
- Singapore Expat Solutions "Welcome to the Red Dot" – Request to have this session earlier next time. Valuable session.

3. Upcoming Events – Autumn Term

- Halloween Trunk or Treat – Friday 4th November – final preparations
 - i. Cars to at school between 4.30 - 5.30pm. Allocation of spot to park will be done on the day. 27 cars in total for trunk or treat
 - ii. Entry Tickets to be sent home with children tomorrow. 2 ticket sessions one to start at 6.15pm and one for 7.15pm. On arrival will receive a ticket for photo booth, one to vote for best car and one voucher for collection of gift on way out
 - iii. For trunk or treat cars – cater for 500 sweets/gifts
 - iv. Drink sales – bottles of water
 - v. Whats App group for Support crew on the day/evening
- Parents Quiz night – Friday 11th November – final preparations
 - i. Deadline for team submission Wed 2 Nov
 - ii. Need to confirm Fish & Chips next week to caterer
 - iii. Raffle prizes take to Reception – tickets to be sold on the night
 - iv. Aprox 20 tables submitted to date
- Christmas Tree decoration
 - i. Decorating of trees/areas to be allocated to classes or groups
 - ii. 6-7 areas to be done around the school
 - iii. Decorating to be done by last week of November
 - iv. Logistics to be worked out and communicated
- Christmas Fair – Saturday 10th December from 4-7pm
 - i. Photo booth
 - ii. Nominations for Santa Clause (humans) and a suit received
 - iii. Centre Stage Story telling
 - iv. Food
 - Japanese
 - Indian
 - Cakes

- v. Music arranged
 - vi. Updated list of class fair activities to be sent out next week and any class not listed can nominate an activity
 - vii. Promotional materials to be sent out
 - viii. Upper school busking group tbc (Zoe)
4. Treasurers Update: Csaba Horvath
- Financial position
 - Society status
5. Other Actions
- Request for parent involvement / speakers
 - i. At cubs a pilot career parent spoke to the group – good feedback and request to extend this type of activity across the school
 - ii. Suggestion to send out a Survey requesting parent details/volunteers for career mentoring or information session. Could suggest dates and parents advise topic and availability
 - iii. Could have forms requesting speaker nominations at the Quiz night
 - iv. Suggestion to have a nutritionist speak at the school (contact is doing at other schools) – for parents. Next action to get a brief of her service and presentation details
 - Service opportunities
 - i. Looking for parents/community that work with charities and could provide opportunities for students to assist with their charity
 - ii. Suggestion for Upper school children to assist with ECAs – is happening in some
 - DCA Thank You to Teachers and Administration staff (all)
 - i. Breakfast/Morning Tea – with food cooked by parents
 - ii. Logistics to be worked through and communicated
 - Welcome morning for New to School parents for Term 2
 - i. Expecting 80 new students
 - ii. Date: 6th January 2017
 - iii. Logistics to be worked through and communicated

NEXT MEETING DATE: January 2017

Committee Roles & Members

Chair – Zoe Hancock
 Vice-Chair - Rebecca Smith
 Secretary – Ann Geehman
 Treasurer – Csaba Horvath
 Social Media – George Bullworthy
 Lower Primary Rep Coordinator – Leandra Gferer
 Upper Primary Rep Coordinator – Karyn Pereira
 Secondary Rep Coordinator – Diane Price

Committee Members

Efe Ogundowole, Jill Rodavich, Shino Sanda, Sue Easton, Richa Shukla, Karen Ormond