



**SIPPS Parents & Citizens Association**

**AGM MINUTES**

**Wed 28 April 2021 in the School Library**

**Attendance:** Caroline English, Leanne Hayllar, Stewart Duncan, Nicole Melidonis, Emmy Druce, Lorna Raine, Felicity Harris, Tracy Lee Reaper, Claire Bennett, Mercy Mutema, Stephanie Potts, Ruby Adams

**Apologies:** Claire Anglim,

AGENDA ITEM	RESPONSIBILITY BY WHOM / WHEN
<p><b>Acceptance of previous Minutes</b> Accepted by Felicity Harris</p>	
<p><b>Principals Report – attached</b></p> <ul style="list-style-type: none"> <li>• <b>Easter Hat Parade</b> – a great success. Thank you to the P&amp;C and baking volunteers for their tasty afternoon tea fundraising efforts.</li> <li>• <b>Toilets Refurb</b> – all approved, work will commence in the next school holidays</li> <li>• <b>COLA</b> – drainage will be fixed</li> <li>• <b>NAPLAN</b> and <b>Check in</b> assessments happening this month</li> <li>• <b>School phones internal lines – into Canteen</b> - Being checked</li> </ul> <p><b>Mothers Day Stall</b></p> <ul style="list-style-type: none"> <li>• Send reminders via multi channels before 3 May</li> </ul> <p><b>Uniform Shop</b></p> <ul style="list-style-type: none"> <li>• QKR – currently asking for contact numbers so we can get hold of people if problem with orders.</li> <li>• Agreed photos of uniforms needed in QKR and items specified male or female – Lorna to action</li> <li>• Agree to increase prices for term 4 / Summer uniforms.</li> <li>• Set up Volunteer Roster for Uniform Shop</li> <li>• Need volunteers to take over for next year – advertise in all channels</li> </ul>	<p>Felicity and Tracy-Lee and Caroline</p> <p>Lorna</p> <p>Mercy Felicity Felicity and Caroline</p>

<p><b>Canteen</b></p> <ul style="list-style-type: none"> <li>• Collect database of working with children certifications. Stewart to set up QR code based database collection. Need to sight original to verify.</li> <li>• Claire to manage database and save on P&amp;C Google Drive</li> <li>• Pie warmer purchased.</li> </ul>	<p>Stewart</p> <p>Claire</p>
<p><b>Voluntary Contribution</b></p> <ul style="list-style-type: none"> <li>• Agree to ask for \$50 per child per term, or they can nominate amount – For Terms 2 and 3.</li> <li>• Caroline to share feedback after Term 2.</li> <li>• Felicity to provide support paragraph for Voluntary Contribution by next week. Explain what the contribution goes towards and clarify difference between school and P&amp;C voluntary.</li> <li>• Stewart to design one pager from P&amp;C to support appeal.</li> </ul>	<p>Felicity</p> <p>Stewart</p>
<p><b>Bank</b></p> <ul style="list-style-type: none"> <li>• Lorna to look at changing banks</li> </ul>	<p>Lorna</p>
<p><b>Next Event Planning</b></p> <ul style="list-style-type: none"> <li>• Special Launch – Wed 16 June – Steph, Sony, Melissa</li> <li>• Disco – August. Bop Til You Drop. 13 / 20/27 – Emmy to book date.</li> <li>• Local Election / Fathers Day – 4 Sep</li> <li>• SIPPS Spectacular – about 7 Sep. \$5 – cash or QKR</li> <li>• Camp Out – Oct – Felicity to email Rhonda for oval usage / best dates. Aim for 16 Oct</li> <li>• Kindy Orientation – 3 and 10 November.</li> </ul>	<p>Steph</p> <p>Emmy</p> <p>TBC</p> <p>TBC</p> <p>Felicity and Stewart</p> <p>TBC</p>
<p><b>Class Parents</b></p> <ul style="list-style-type: none"> <li>• Be clear that it is for class related comms only, no personal / negative commentary acceptable.</li> </ul>	<p>Tracy-Lee</p>
<p><b>Bandamonium</b></p> <ul style="list-style-type: none"> <li>• Agree to purchase 8 at \$100 each. Send Lorna invoice. Storage place tbc.</li> <li>• Felicity to invite parents to provide their details to go on band contact list in next newsletter.</li> </ul>	<p>Steph</p> <p>Felicity</p>
<p><b>Pavers</b></p> <ul style="list-style-type: none"> <li>• Pavers has been delivered and stored on site.</li> <li>• School is getting landscaping quotes and awaiting permission from Assets.</li> </ul>	<p>Caroline</p>
<p><b>Cyber Lady</b></p> <ul style="list-style-type: none"> <li>• Emmy to liaise with Caroline on topic and times</li> </ul>	<p>Emmy</p>

<p><b>Entertainment Membership</b></p> <ul style="list-style-type: none"> <li>• Emmy to keep sending emails to felicity to include in newsletter</li> </ul> <p><b>Year 6 Farewell</b></p> <ul style="list-style-type: none"> <li>• Year 5 parents to host event. Tracy Lee to ask year 5 class group who wants to be on event committee.</li> <li>• \$1000 approved for kick off kitty</li> </ul> <p><b>Tennis Courts</b></p> <ul style="list-style-type: none"> <li>• Now reopen for bookings</li> <li>• Fences being fixed. Greenery being trimmed.</li> <li>• Felicity to check contact s and commence advertising.</li> <li>• Stewart to manage bookings.</li> </ul> <p><b>Next meeting</b></p> <ul style="list-style-type: none"> <li>• <b>Wednesday 9<sup>th</sup> June, 7.15pm, Library.</b></li> <li>• <b>2021 AGM November 17th 2021</b></li> </ul>	<p>Emmy and Felicity</p> <p>Tracy-Lee</p> <p>Felicity Stewart</p>