



SIPPS Parents & Citizens Association

AGM AND MEETING MINUTES

Wed 17 Nov 2021

Attendance: Caroline English, Leanne Hayllar, Alison Wright, Stewart Duncan, Nicole Pruden, Lorna Raine, Felicity Harris, Emmy Druce, Tracy-Lee Reaper, Claire Bennett, Mercy Mutema, Greg Raine, Rene Price, Karen Deane, Jess Powell, Mani Raman, Jadene Vituli, Danny Mesrop, Ason Wong, Judy.

AGENDA ITEM	RESPONSIBILITY BY WHOM / WHEN
<p>Acceptance of previous Minutes Accepted by Emmy Druce</p>	
<p>AGM A big thank you to all our committee members for their support and efforts throughout 2021. A special note of appreciation to Stewart Duncan who went over and above as Vice President, stepping up to fill the shoes of President and leading most of the initiatives throughout the year.</p> <p>Farewell and thank you to outgoing members with year 6 children nearly finished at our school. Stephanie Kosasih as Band Coordinator, Mercy for her dedication as Uniform Shop Coordinator this year and Sony Robson for her vast contribution over many years as Secretary, Canteen Manager, Library Fundraiser, and all the other Events she coordinated.</p> <p>New Roles Congratulations and thank you to the following people stepping into these roles for 2022:</p> <p>Executive Committee: President – Stewart Duncan Vice President #1– Nicole Pruden Vice President #2 – vacant – taking nominations Treasurer – Lorna Raine Secretary – Rene Price</p> <p>Other roles: Communications Coordinator– Felicity Harris Canteen Coordinator – Claire Bennett</p>	

Uniform Shop Coordinator – Tanya O’Brien
 Fundraising / Events Coordinator – Jess Powell and Rene Price
 Class Parent Coordinator – Karen Deane (supported by Tracy-Lee)
 Band Coordinator – Emmy Druce
 Tennis Court Coordinator – David Xiao
 Grants Coordinator – Vacant – Taking nominations

2022 membership payments made by:

Cash: Claire Bennett, Jess Powell and Emmy Druce.
 QKR: Felicity Harris, Stewart Duncan, Nicole Pruden, Lorna Raine, Tracy-Lee Reaper, Rene Price, Karen Deane, Jadene Vituli, Ason Wong, Judith Balias.

End of Year Reports:

- 1. Principal’s Report (Caroline) – attached**
- 2. President’s Report (Stewart) - attached**
- 3. Treasurer’s statement (Lorna) – available on request**
 Closing bank balance \$53,555.63
- 4. Uniform Shop (Mercy)**
 - Proposing to have all new uniform purchases through QKR only.
 - Mercy to share proposed pricing increases this year for alignment and for Tanya to update pricelist.
 - Felicity to publish new pricelist on website
 - Request to get second-hand items on QKR
 - Suggestion to have rack of second-hand items available at school for parents to be able to access outside of fortnightly uniform shop. School did not think this was viable in the school office.
 - Felicity to promote collection of secondhand items before the end of the year when parents are cleaning out.
 - Felicity to promote QKR encouraging everyone to get on it with plan to move to sole payment option.
- 5. Canteen (Claire)**
 - Congratulations on the Healthy School Guidelines certificate achieved this year
 - Covid safety plan in place to recommence canteen from next week.
 - Raised \$4.5K this year
 - Request made on whether we could arrange a standard cupcake and / or icy pole order available for children’s birthday. Discussed challenges with Canteen only operating one day a week and limited freezer space. Option to have cupcakes delivered to school if interested parent is passionate to explore options and supplier for committee review.
- 6. Class Parents (Tracy Lee / Karen)**
 - WhatsApp Group is now the preferred method by all classes
 - (A small number of people are not on it and are emailed

Mercy
Tanya

Felicity
Lorna

Felicity

Felicity

<p>separately)</p> <ul style="list-style-type: none"> • Need to collect class data early in the new year to get the groups started and the class parents' roles filled • Social engagement needed early on with class parents to guide their role and encourage social interaction to engage parents – especially K-2 	<p>Karen</p> <p>Karen</p> <p>Karen</p>
<p>School End of Year Presentation Day</p> <ul style="list-style-type: none"> • Wed 8 Dec • To be run over 3 sessions by Cohort during the school day – parents to connect online via zoom. • President (Stewart) to present on behalf of the P&C at the 3 sessions • Stewart to assist Leanne with the live stream. 	<p>Stewart</p> <p>Stewart</p>
<p>Year 6 Farewell</p> <ul style="list-style-type: none"> • Mon 6 Dec – Tracy Lee and Nicole • Being held at the St Ives Bowling Club • Committee agreed to increase budget limit up to \$3,500 if needed, due to offsite additional expenses. • Risk Assessment to be submitted 10 days prior 	<p>Tracy-Lee and Nicole</p>
<p>Stationery Packs</p> <ul style="list-style-type: none"> • Caroline/Rhonda to share stationery lists this week with Stewart • Stewart to price up each pack and have Lorna add to QKR • School office and Felicity to communicate options to purchase via P&C with pricing detail, or option for parents to purchase themselves. • Stewart to coordinate stationery purchase and pack collation to be issued directly to the kids in their first week of school. 	<p>Caroline / Rhonda</p> <p>Stewart</p> <p>Rhonda / Felicity</p> <p>Stewart</p>
<p>Local Election</p> <ul style="list-style-type: none"> • Sat 4 Dec • The Government has confirmed elections will go ahead onsite at schools. • Committee agreed to go ahead with BBQ and Cake Stall – Jess to coordinate. • Bacon and Egg and sausages in the morning, sausages in the afternoon. • Stewart to prepare the required Covid safety plan • Any parent volunteers must be double vaccinated and wear a mask • Public voters do not need to be vaccinated. • Contactless handing out of sausages (long tongs) • Felicity to share volunteer roster website with Jess • Risk Assessment to be submitted 10 days prior – Felicity to share template and assist process • Emmy to purchase cake boxes to be issues out to kids from school 	<p>Jess</p> <p>Stewart</p> <p>Felicity</p> <p>Felicity and Jess</p> <p>Emmy</p>

<p>office</p> <p>New Kindy Orientation</p> <ul style="list-style-type: none"> • Thurs 9 and Fri 10 – P&C rep to attend on one of these days to give a short speech about the P&C. • Greg and / or Stewart volunteered – tbc with Caroline <p>P&C End of Year Social Dinner</p> <ul style="list-style-type: none"> • Agree to hold on the weekend with families • Discussed Sat 11 Dec or Sat 18 Dec or Jan, tbc – Felicity to coordinate date and booking <p>Kindy playdate – Athena Park</p> <ul style="list-style-type: none"> • Sat 29 Jan • Felicity to communicate in Best Start Flyer and usual channels • Karen to attend as existing school parent who also has new Kindy child starting. Stewart also plans to attend. <p>New Parent Connections Morning Tea</p> <ul style="list-style-type: none"> • First day of Kindy • Fri 4 Feb, 9:15am • Caroline to confirm when possible if parents can be onsite to host this • P&C to regroup to arrange simple morning tea and rep to attend and give a welcome speech <p>Gate intercom</p> <ul style="list-style-type: none"> • P&C have agreed to fund an intercom for the new gate - Caroline to get quotes <p>Teachers Kitty</p> <ul style="list-style-type: none"> • P&C agreed to fund \$100 per teacher for general class kitty for 2022 • Caroline to advise how many teachers <p>Bubblers Grant</p> <ul style="list-style-type: none"> • We were successful in a grant application for new water bubblers – thank you and congratulations to Stewart for his efforts in this application process. • \$21,000 successful grant. This may be about \$10,000 short of total cost. • Caroline to obtain quotes and kick off the process. • Ideally this would be completed over the Christmas holidays. • P&C to discuss making up shortfall. <p>Year 6 Farewell Day</p> <ul style="list-style-type: none"> • Fete cannot go ahead due to Covid restrictions this year • Individualised party bags will be issued instead @ \$5 per child. 	<p>Greg or Stewart?</p> <p>Felicity</p> <p>Felicity Karen and Stewart</p> <p>Caroline</p> <p>Tbc</p> <p>Caroline</p> <p>Caroline</p> <p>Caroline</p>
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