

Canteen and Uniform shop price increases agreed on.
P&C unable to accept Service NSW/ Premiers Back to School vouchers. Need to update records. School is registered, but P&C needs to update records. Complex process. Vouchers can be accepted for camps and excursions. Cannot be used in Uniform Shop.

Tennis courts – gates went in last week; next stage is to talk about how this will all work practically.

Banking – Lorna has sent some info to clarify this evening. See below.

New Kindy playdate at Athena Park went well.

Thank you to Karen for getting all the new class parents and Whatsapp groups sorted.

- **Treasurer's report**

Bank balances: Westpac \$25K and Bendigo Bank \$50K.

All going well with school back and uniform orders coming in now.

Lorna still needs to claim \$ from hall speaker upgrade, will liaise with Rhonda.

Caroline provided a formal document for Treasurer during the meeting – Stewart to pass this on to Lorna.

Signatories required discussed in the meeting.

Westpac signatories:

- Lorna Kathleen Raine, Treasurer
- Stewart Duncan, President
- René Price #2, Vice President
- Mani Raman #1, Vice President > **to be added as signatory**

Bendigo signatories:

- Lorna Kathleen Raine, Treasurer
- Stewart Duncan, President > **to be added as signatory**

- **Uniform shop report**

Everyone is dressed and looking smart for 2023!

School bags arrived in time for newcomers to the school.

School ties in 2023 > these have to be changed to elastic ties due to strangulation risk. Tanya can get supplier to do this; try to see whether the ties we already have could be converted into the elastic ties. May do a couple of different sizes/ lengths.

ACTION: Elastic ties need to be sorted by winter 2023, strongly advised for ALL students to replace their ties. Tanya to proceed with facilitating this.

Communication strategy to be discussed and parents notified later this term, once Tanya knows timelines of stock arrivals etc.

Uniform shop will be open every EVEN week – open on 17/02 (every second Friday during term time).

- **Canteen report**

Opens again Monday 27/02/23.

Small % increase in 2023, updated on Qkr!

Menu has remained the same.

Volunteer roster up and running – René has volunteered every second week, thanks René!

Food will be ordered from the same person this year. Claire to clean the kitchen, fridges etc next week prior to opening canteen.

Still looking for a deputy Canteen Coordinator.

Lorna (via Stewart)

Tanya

Claire

<ul style="list-style-type: none"> Band report No band report – try to get a band parent to feedback to P&C. Discussed who the best person is to coordinate this. Kate has all details of students in the band. Senior Band and Junior Band Whatsapp groups to be considered. ACTION: Secretary to take Band report off future meeting agendas. Class parent report Class parent for every class has been identified, and a few additional parents to support these roles. Handouts for parent info night (next week) prepared re how to join class Whatsapp groups. Karen needs all class teachers email addresses, to be forwarded to class parents > ACTION: Karen to liaise with Rhonda. Fundraising report Upcoming Election day 25/03/23, flyer sorted > ACTION: Felicity to send out on Monday 20/02/23. Loads of large cake boxes in the canteen, trestle tables needed. Plan is for BBQ and cake stall, and one point of payment (credit card). Pricing to be similar to 2022. Easter Hat Parade 06/04/23 – Claire to bake biscuits again, thank you! Will do a coffee and tea stand. Easter raffle to be arranged > ACTION: Needs to be put on Qkr! Felicity to follow up with Lorna. Claire to purchase easter eggs as prizes. Lucas offered assistance as his partner has a baking business and may be able to help. Mother’s Day – 2 weeks into Term 2 (Friday 12/05/23). Breakfast \$15 per adult, kids free (mother and child) Mother’s Day stall (Wednesday) 10/05/23. Christmas raffle made \$500 profit (on Presentation Day 2022) Thank you to Jess for the beautiful Kindy morning tea! 	<p>Karen</p> <p>Jess</p>
<p>Gold coin membership:</p> <p>Tanya O’Brien Mani Raman Kirstin Hopkins Jess Powell Stewart Duncan Karen Deane René Price Claire Bennett Felicity Harris Lucas Mertens</p> <p>Above members all provided gold coin donation.</p>	<p>Stewart</p>
<p>SIPPS catchment and boundaries:</p> <p>Confirmed on 21/12/23, to be reviewed annually. President of another P&C has already asked how it was done, Stewart did a huge amount of work, thank you again! This has all been updated online. Start 2024 (students are still ‘out of area’ until then)</p>	<p>Stewart</p>

<p>Marketing proposal following DEC offer of \$\$\$:</p> <ol style="list-style-type: none"> 1- P&C contribution to the digital screen \$30,000 (marketing tool) 2- Social Media 3- Online video 4- St Ives Shopping Centre screens, to run a week prior to each school tour 5- Print materials, new banners, IGA notice board 6- Paid media <p>Increase in cost estimates, printed materials, letterbox drops esp in new catchment area.</p> <p>Dollar amount would be matched 'in kind' by P&C e.g., video, equipment hire, banners up, going to daycares to talk about the school etc.</p> <p>Stewart to circulate to P&C group asap.</p>	Stewart
<p>P & C Fundraising goals for 2023:</p> <p>Flyer to go out between week 7 & 8 – we had 4x fundraising goals from 2022 (interactive whiteboard, gate, canteen upgrade, K-2 bathroom upgrade)</p> <p>Discussed 2023: Canteen upgrade to be continued (stainless steel), K-2 bathroom, solar (various grants available and NSW government would fund 50% - may not do this through P&C funds), laptops (needing to replace a few), hands-on teaching equipment for classrooms/ enhance classroom environments/ teaching spaces/ teaching resources (Caroline to ask the staff team once painting has been completed for their ideas).</p> <p>Stewart keen for the flyer to go out prior to student fees going out.</p> <p>Look into donations of Service NSW/ Premiers Back to School vouchers later in the year (mid-year).</p> <p>Budgets for classroom teachers > \$200 per classroom teacher agreed by P&C. Each classroom teacher to decide how they would like to spend this for their class.</p>	Stewart
<p>Voluntary contribution:</p> <p>P&C asks for \$50 a term voluntary contribution, this comes out on school fees, all automated, families can opt out if they choose to. Same as 2022.</p> <p>Rhonda to add to automated billing process. Caroline to liaise with Rhonda about this.</p>	Stewart
<p>Grounds:</p> <p>René raised whether we could use outdoor spaces to add value to our school. Asked what projects can we add to improve our school, for other people to utilize too.</p> <p>Bare Creek trail run used to start and finish on SIPPSS oval. Used to have soccer teams too. Adding something to the school to add value/ draw card for new students.</p> <p>Caroline reported that SIPPSS was still hiring out grounds and rooms e.g., Karate.</p> <p>Briefly discussed possible projects:</p> <p>Stewart would like to see tennis courts covered and floodlit;</p> <p>Boardwalk through the bush;</p> <p>Tiered seating for the COLA – grant application went in last year but we were unsuccessful (capital grant).</p> <p>ACTION: Continue to discuss this at the next P&C meeting.</p>	René
<p>School Hall:</p> <p>Is there any way to enlarge size of the school hall?</p> <p>Size of hall can impact hiring out possibilities.</p>	René

To consider a building fund (some schools do this) or special grant. Thinking about how to grow the size of the school > through use of facilities.	
Next meeting agenda items: ➤ Consider a “working bee” to unearth the bush classroom (environmental theme/ school’s identity); ➤ “Room to run” (the SIPPS difference) – promoting this. Next P&C meeting to take place on 15 th March 2023 @ 7.15pm in the school library.	

2023 P&C Roles

Date	2023
President	Stewart Duncan
Vice President #1	Mani Raman
Vice President #2	René Price
Treasurer	Lorna Raine
Secretary	Kirstin Hopkins
Marketing / Communications Coordinator	Felicity Harris
Canteen Coordinator	Claire Bennett
Deputy Canteen Coordinator	Vacant
Uniform Shop Coordinator	Tanya O’Brien
Assistant Uniform Coordinator	Vacant
Class Parent Coordinator	Karen Deane
Tennis Court Coordinator	David Xiao
Fundraising Coordinator	Jess Powell
Environment Coordinator	Vacant

Upcoming P&C Event Planning

Event Scheduled	Date	Person Responsible
Welcome Playdate for new Kindy kids @ Athena Park	Saturday 28 January @ 4pm	Stewart
Kindy morning tea	Friday 3 February @ 9.15am	Jess Powell
NSW State Election	Saturday 25 March	Jess Powell
Easter Hat Parade	Thursday 6 April @ 2.15PM	Claire / Felicity
Mother’s Day Stall	Wednesday 10 May	Jess Powell
Mother’s Day Breakfast	Friday 12 May	Jess Powell
School Disco	Friday 25 August <i>?change to Friday 13/10</i>	Jess Powell / René / Karen
Father’s Day Stall	Wednesday 30 August	Jess Powell
Father’s Day Breakfast	Friday 1 September	Jess Powell
SIPPS Camp Out	21/22 October	
Y6 Farewell Party	Monday 11 December	

2023 Meeting Dates

Date	Meeting	Location
15 February 2023	P&C Monthly Meeting	School Library
15 March 2023	P&C Monthly Meeting	School Library
17 May 2023	P&C Monthly Meeting	School Library
14 June 2023	P&C Monthly Meeting	School Library
26 July 2023	P&C Monthly Meeting	School Library
6 September 2023	P&C Monthly Meeting	School Library
18 October 2023	P&C Monthly Meeting	School Library
15 November 2023	Annual General Meeting	TBC
December	P&C Dinner, date TBC	Offsite