



SIPPS Parents & Citizens Association

MEETING MINUTES

Wed 13 Oct 2021

Attendance: Caroline English, Leanne Hayllar, Alison Wright, Stewart Duncan, Nicole Pruden, Lorna Raine, Felicity Harris, Emmy Druce, Tracy Lee Reaper, Stephanie Kosasih, Mercy Mutema, Morella Padron-Alfonzo

AGENDA ITEM	RESPONSIBILITY BY WHOM / WHEN
<p>Acceptance of previous Minutes Accepted by Felicity Harris</p>	
<p>Principals Report – attached</p> <ul style="list-style-type: none"> • School is returning at Covid Restriction level 3+ • Split into 2 cohorts: K-2 and 3-6 – all activities and movements to kept as separate as possible, including the parents at pickups etc • Kindy orientation sessions moved back to week 10 to hopefully allow families on site. • Hoping we can hold some activities such as year 6 farewell and end of year presentation night on site in December - tbc based on Govt guidelines. • Tell them from me - Compulsory for kids to complete and important for parents to <p>Uniform Shop</p> <ul style="list-style-type: none"> • Need a few volunteers this Friday 15th from 8:30am for Uniform Shop – Emmy, Nicole and Stewart volunteered • Then really need more helpers for Fri 29th Oct from 8:30 which is expected to be very busy. • Also need to conduct stock take asap – if possible this Friday when helpers are available. Caroline and group to confirm. • Urgently need to recruit new volunteers for 2022: <ul style="list-style-type: none"> - Felicity to send another email with repercussions if we have to outsource - Mercy to send outline of what her role entails for Felicity to distribute - Agree we can also incentivise the role with 20% off their uniform purchasers. Consider extending this offer to the Canteen Manager too. Lorna to work out how this discount can be activated. 	<p>Emmy, Nicole, Stewart, Mercy, Lorna</p> <p>Caroline</p> <p>Felicity</p> <p>Mercy</p> <p>Felicity</p> <p>Lorna</p>

<ul style="list-style-type: none"> • Add secondhand items back onto QKR – Lorna and Mercy to action • Increase uniform prices for 2022 – Mercy to send proposed revised prices comparable with other schools. • Volunteers must be double vaccinated 	<p>Lorna and Mercy Mercy</p>
<p>Kindy Enrollment Marketing</p> <ul style="list-style-type: none"> • New posters, banners and digital comms produced and distributed to local daycares and posted on local community boards. • Spare provided to office for further distribution 	<p>Stewart and Felicity Rhonda</p>
<p>Incorporation</p> <ul style="list-style-type: none"> • Proposal for P&C to consider becoming an incorporated P&C to make us applicable for more grants and have more legal protections. There is an annual fee and compliance to consider. Documents circulated for reading and consideration. 	<p>Stewart & Exec</p>
<p>Grants</p> <ul style="list-style-type: none"> • Stewart has applied for a couple of grants – to be advised if successful 	<p>Stewart</p>
<p>Treasurers Report</p> <ul style="list-style-type: none"> • Ended year on \$83K, an increase of \$8K on last year • Lorna to pay for the toilet refurb contribution this fin year, \$30K • Caroline to send invoice to Lorna this week 	<p>Lorna Caroline</p>
<p>Voluntary Contribution</p> <ul style="list-style-type: none"> • Agreed to run Voluntary Contribution ask again in Term 4 - \$50 per child. Caroline to arrange with Rhonda. 	<p>Caroline and Rhonda</p>
<p>Canteen</p> <ul style="list-style-type: none"> • Caroline to advise when Canteen (or even special menu day) can get up and running and logistics, noting cohorts must remain separated for now • Volunteers must be double vaccinated 	<p>Caroline and Claire</p>
<p>Band</p> <ul style="list-style-type: none"> • Action Music has been appointed as the successful vendor to operate band next year • Caroline to inform Bandamonium and Action Music and school community • Emmy to take on Band Coordinator role in 2022 	<p>Caroline Emmy</p>
<p>Recruitment of Volunteers and vacant roles</p> <ul style="list-style-type: none"> • Felicity to continue to recruit for vacant roles and general P&C attendance 	<p>Felicity</p>

<p>AGM</p> <ul style="list-style-type: none"> To be held offsite at the St Ives Bowling Club. Emmy to book (Wed 17 Nov) Felicity to distribute invitations via all channels P&C to fund drinks and nibbles. <p>Meeting Minutes</p> <ul style="list-style-type: none"> Felicity to publish Minutes on the P&C Website <p>Year 6 Farewell</p> <ul style="list-style-type: none"> Tracy-Lee and team working though Covid scenario options Tracy-Lee to check with year 6 they are happy to go offsite School would not be responsible – would need to outline what supervision looks like etc Require Risk Assessment Emmy to look at St Ives Bowling Club and share details <p>Election</p> <ul style="list-style-type: none"> Council Election – awaiting advice on whether P&C can be onsite to operate BBQ etc. If so we'll see if we can get enough volunteers to run a BBQ and / or cake stall <p>Tennis Courts</p> <ul style="list-style-type: none"> Closed until further notice. Caroline to advise logistics to reopen with new fence locks Stewart to confirm if David will take over management. <p>Next meeting - AGM and final Meeting for 2021</p> <ul style="list-style-type: none"> Wed 17 November, St Ives Bowling Club 	<p>Emmy Felicity</p> <p>Felicity</p> <p>Tracy-Lee</p> <p>Emmy</p> <p>ALL</p> <p>Caroline Stewart</p>
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Upcoming P&C Events Planner

Date	Event Scheduled	Person Responsible
Mon 6 Dec 2021	Y6 Farewell	Tracy-Lee
Sat 4 Dec 2021	NSW Council Elections	
Sat 29 Jan 2022	Kindy 2022 Welcome Playdate (Athena Park) 4pm	
Thu 3 Feb 2022	Welcome to Kindy – New Parents Connections Morning Tea @ 9.15am	
March 2022	School Camp Out	Stewart and Felicity
Fri 8 April 2022	Easter Hat Parade 2022	
May	Mother's Day 2022	
Sep	Father's Day 2022	
tbc	School Disco 2022	

Future Meeting Dates

Date	Meeting	Location
17 November 2021	Annual General Meeting and Last P&C meeting of 2021	St Ives Bowling Club
December 2021	P&C Dinner, date tbc	Offsite
16 February 2022	P&C Monthly Meeting	School Library

16 March 2022	P&C Monthly Meeting	School Library
18 May 2022	P&C Monthly Meeting	School Library
15 June 2022	P&C Monthly Meeting	School Library
27 July 2022	P&C Monthly Meeting	School Library
7 September 2022	P&C Monthly Meeting	School Library
19 October 2022	P&C Monthly Meeting	School Library
16 November 2022	Annual General Meeting and Last P&C Meeting of 2022	School Library
December 2022	P&C Dinner, date tbc	Offsite