



SIPPS Parents & Citizens Association

MEETING MINUTES

Wed 6 Sep 2023

Attendance: Caroline English, Leanne Hayllar, Stewart Duncan, Lorna Raine, Felicity Harris, Karen Deane, Claire Bennett, Jess Powell, Pui Parsons, Lucas Mertens, Merryn Dhani

Apologies: Tanya O’Brien, Rene Price, Kirstin Hopkins

AGENDA ITEM	RESPONSIBILITY BY WHOM / WHEN
<p>Acceptance of previous Minutes Accepted by Felicity</p>	
<p>Principal’s report Principal’s report (Caroline) – attached</p> <p>President’s report President’s report (Stewart) - attached</p> <p>Treasurer’s Report Changing QKR from Bendigo to Westpac bank.</p> <p>We are adding a signatory to the Qkr account – Stewart Duncan (President), as well as Lorna Raine (Treasurer).</p> <p>Rhonda to provide Lorna invoice for the P&C contribution payment for the LED signage to be paid before end of this financial year.</p> <p>Canteen Report Discussed challenge with ongoing cost reimbursements and Canteen Manager being out of pocket. Lorna advised the bank would not issue a debit or credit card to our account. Group discussed pre paid visa card as solution for Canteen Manager. Lorna to investigate.</p> <p>Claire has handed in her notice and will finish on 20 Nov. (Unless called up for Jury Duty, which would start next week and she’d need to finish early). Kasja Newman has indicated she will take over from Claire next year, handing over in Term 4 this year.</p> <p>P&C to advertise for Deputy to support Kasja.</p> <p>Jess will organise special lunch for last day of term 3.</p> <p>Tennis Court Insurance Lorna to send an email to Caroline for our insurers requesting if indemnity signed by user of tennis court would suffice to cover without supervision.</p>	<p>Lorna / Kirstin</p> <p>Rhonda / Lorna</p> <p>Lorna / Claire / Kasja</p> <p>Kasja / Claire</p> <p>Felicity</p> <p>Jess / Claire</p> <p>Lorna / Caroline</p>

Fathers Day

Thank you to Jess and all the volunteers for wonderful gifts at the stall and breakfast for dads and father figures.

Karen

Class Parent

Little to no classes have held parent social functions this year. We highly recommend this in the early years to establish connections and community. With family budgets stretched this year, we discuss suggesting different options such as weekend picnics with kids which have been successful in previous years. End of term after school picnic has also been popular in the past at Athena playground. Advertise via Class parents.

Kate / Pui

Band

Proposal to play at Referendum / other weekend performances. Kate to talk to kids and Pui to contact parents to garner interest and save the date in diaries. Need to give families warning in busy calendars.

Pui

Pui offered to do gate duty from 7:45-8pm. Caroline has agreed as long as only band children are let in.

SIPPS Spectacular

Tues 12 Sep

Tickets \$5 per adult, purchase via QKR

Disco

Was Fri 13 Oct – now cant be this date because of the Referendum setup.

Will move to Fri 20th Oct.

Stewart to move Bop till you Drop to confirm date.

Jess to send volunteers rosters and flyers to Felicity to distribute.

Lorna to add to QKR

Stewart
Jess / Felicity
Lorna

Referendum

Sat 14 Oct

Jess to send volunteer roster and flyers

Distribute cake boxes first week back in Term 4.

Jess / Felicity
Jess

Cancel Camp Out

The calendar is too full.

Book Fair and Parade and Grandparents Day

Fri 27th Oct n

Need volunteers to work with Mrs Allman to set up the books on Thu 26 / Fri 27 Oct.

Felicity / Karen to send volunteers roster request for 3-4 people

Times tbc, during schools day

Jess will serve afternoon tea for gold coin / tap donation

Felicity / Karen

Jess

P&C Dinner

Sun 17 Dec

Terrey Hills Tavern

Felicity to book

Felicity

Soccer Goals

Request made by kids to get new soccer goals.

P&C has offered to purchase.

Caroline to assess and provide quote

Caroline

<p>School Gates Parents have raised concerns about the gates being locked before and after school and the service providers taking time to open the gates and children being left locked outside. Caroline responded to explain the safety requirements of the gate staying locked. Children are in the care of parents or service providers before and after school. P&C explored options to ease access. Discussed having a doorbell or intercom. Or can we extend the system from Gate 1 and give OOSH a second system? To be explored.</p> <p>Pui offered to do gate duty from 7:45-8pm. Caroline has agreed as long as only band children are let in.</p> <p>Positions for next year Stewart (President), Claire (Canteen Manager) and Jess (Fundraising Manager) have advised they wont be able to take on a P&C role next year. Vital to have a number of a new members join and accept exec roles for the P&C to continue next year. Promote heavily.</p> <p>Next P&C Meeting 2023 – Wed 18 Oct</p> <p>Final 2023 P&C Meeting and AGM – Wed 15 Nov</p>	<p>All – next meeting</p> <p>Pui</p> <p>Felicity / ALL</p>
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Upcoming P&C Event Planning 2023

Date	Event Scheduled	Person Responsible
	Welcome Playdate for new Kindy kids @ Athena Park	Saturday 28 January @ 4pm
	Easter Hat Parade	Friday 7 April
	Mother's Day Stall	Wednesday 10 May
	Mother's Day Breakfast	Friday 12 May
	NSW State Election	Saturday 25 March
	School Disco	Friday 25 August
	Father's Day Stall	Wednesday 30 August
	Father's Day Breakfast	Friday 1 September
	SIPPS Camp Out	TBC
	Y6 Farewell Party	Monday 11 December

2023 Meeting Dates

Date	Meeting	Location
15th February	P&C Monthly Meeting	School Library
15th March	P&C Monthly Meeting	School Library
17th May	P&C Monthly Meeting	School Library
14th June	P&C Monthly Meeting	School Library
26th July	P&C Monthly Meeting	School Library
6th September	P&C Monthly Meeting	School Library
18th October	P&C Monthly Meeting	School Library

P&C Roles for 2023

Role	Name
President / Grants Officer	Stewart
Vice President #1	Mani Raman
Vice President #2	René Price
Treasurer	Lorna Raine
Secretary	Kirsten Hopkins
Marketing / Communications Coordinator	Felicity
Canteen Coordinator	Clare Bennett
Assistant Canteen Coordinator	Vacant
Uniform Shop Coordinator	Tanya O'Brien
Assistant Uniform Coordinator	Vacant
Class Parent Coordinator	Karen Deane
Band Coordinator	Pui Parson
Tennis Court Coordinator	David Xiao
Fundraising Coordinator	Jess Powell