



**SIPPS Parents & Citizens Association**

**MEETING MINUTES**

**AGM Wed 16 November 2022**

**Attendance:** Caroline English, Leanne Hayllar, Alison Wright, Stewart Duncan, Nicole Melidonis, Felicity Harris, Karen Deane, Kirsten Hopkins, Claire Bennett, Emmy Druce, René Price, Mani Raman, Lorna Raine, Greg Raine

**Apologies:** Jess Powell, Tracy-Lee Reaper, Tanya O'Brien

| <b>AGENDA ITEM</b>   | <b>RESPONSIBILITY BY WHOM / WHEN</b>            |
|--|---|
| <b>Acceptance of previous Minutes</b><br>Accepted by Felicity  | Stewart   |
| <b>Thank you to Departing P&amp;C members</b><br>Nicole Melidonis<br>Emmy Druce<br>Tracy -Lee in absence<br><br>Formal AGM component<br><br>Caroline handed over mascots, thanked the departing members.<br><br>All positions declared vacant.<br><br>The floor was opened for nominations for the now vacant positions.<br><br>Lorna and Rene nominated Stewart Duncan as President; Stewart accepted.<br>Mani nominated as Vice President by Stewart Duncan; Karen seconded.<br><br>Lorna volunteered to continue as treasurer, accepted by all.<br><br>Secretary, René said if no-one else wants to do it, she would continue but would prefer to change positions. Kirsten Hopkins volunteered, accepted.<br><br>Felicity asked René to consider Vice President #2, René accepted.<br><br>Marketing/Communications Coordinator. Felicity has done phenomenal work in this space and shall continue.<br><br>Claire Bennett has indicated that she would continue as Canteen coordinator. Felicity to advertise for Assistant Canteen Coordinator. | Felicity Harris<br><br><br><br>Caroline English |

Tanya will take on the uniform shop again, however, would like to get a second person to share the load as she may be going back to work in May. Felicity to advertise for an Assistant Uniform coordinator.

Class Parent Coordinator. Karen re-nominated. Karen accepted.

Band Coordinator felicity will speak to band parents – do we need a what'sapp group for band parents?

Events Coordinator – Stewart nominated Jess, Rene seconded. Jess indicated to Stewart that she would be happy to continue in the role for another year.

Environment coordinator – No nominations, remains vacant

Grant's co-ordinator position to possibly be made a separate position again– Felicity can put it out to parents.

**Principal's report**

Principal's report (Caroline) – attached

Caroline English

**President's report**

President's report (Stewart) - attached

Stewart Duncan

**Treasurer's Report**

Lorna shared the amazing results from the year.

Lorna Raine

Nicole has resigned from P&C. We need a new signatory for QCR. Mani has volunteered.

Year end audit has been done. Incl stock take, file of transactions. We had a very good year. Cash balance of \$78K after what we have paid out. We have done so much. Canteen generated \$19K gross. Phenomenal. Uniform shop over \$30K. Stationary voluntary contributions \$20K. Voluntary contributions are tax deductible. Thank you to Rhonda. With Jess' help, nearly \$14K in social events. Phenomenal total. We still have xmas raffle and gingerbread houses to add to income. \$22K worth of profit. Tanya is phenomenal and works with Stewart to come up with creative ideas to move stock. \$78 in the bank, we have committed \$15K towards the electronic board.

**Uniform shop report**

I took on the Uniform Shop Coordinator role 12 montsh ago. We have continued to process online orders mostly (opening for second hand sales a few times a term in the second half of this year.)

This year we have tried to organize the shop a bit better, labelling things and organizing stock in a more efficient manner. A new boys' embroidered shirt will be introduced this term. This will also allow us to order the girls embroidered blouses more readily.

Tanya O'Brien

In 2023 we will continue to process online orders (this is the preference of volunteers as it allows us to come in at a time that suits). We will aim to open for second hand sales approximately twice a term. We will also be introducing an elasticated tie as requested.

Goal: to have more storage space (shipping container or some better shelving in the shop and another clothing tack for second hand uniform/samples.

Can we get shirts embroidered retrospectively – 2<sup>nd</sup> hand uniforms?

### **Canteen Report**

Online order systems works really well. In additional to canteen, we have easter hat parade sale, coffees, cup cakes, cookies by Claire's mum. Special sausage sizzle lunch.

Inspection in term 2. We passed. Vermiculite on cealing. Health hazard, re-sheeted ceiling. Term 3 freezer unplugged. \$200 worth of stock written off. Canteen has new white goods thanks to grants and P&C contribution. Term 4 close one Monday. Thank you Lorna for the QKR backup.

### **Band Report**

2022 Has been a strong year for the SIPPS Bands under the new management of Kate Habkoug (Action Music) who successfully tendered to both conduct and coordinate the band program this year. Returning from a long period of Zoom Band rehearsals and tutorials in 2021, Kate, with her tutors David Bradley and Jacqui Menge have tirelessly spent Tuesday mornings before school working with our children.

Beyond the weekly rehearsals, tutorials, and private lessons, experiences the bands have been offered this year have included:

- • Band Intensives on School Development Days
- • Performances at ANZAC Day, SIPPS Spectacular and school assemblies,
- • A recent combined performance at the Wahroonga Food & Wine Fair and
- • Successfully gaining a place at the Sydney Eisteddfod held at the Chatswood Concourse on

their first external competition.

This year, the Senior Band has been steady at 10 children. The Junior Band with 8, most of whom are new to playing a musical instrument. Numbers in both bands are expected to drop in 2023 with 4 students in Year 6 moving to high school. This week the bands have taken part in a 'Meet the Instrument' showcase to students in Years 2-4 and the Junior Band played in Assembly. This is all to increase the profile of the Band within the school and to encourage all children to experience the benefits of taking part in musical life at SIPPS.

Claire Bennett

Emmy Druce

The SIPPS P&C has continued to support the band this year with the provision of the carpet for the drum-kit. We would like to thank Kate and her team for their ongoing dedication, enthusiasm and commitment to the SIPPS band program and Ms English for supporting music as a unique and vital co-curricular experience offered at SIPPS.

Wishing the SIPPS Bands continued success in 2023.

### **Class parents Report**

Karen got the What's App group for the new Kindi class to sign up. It has been a phenomenal year under Karen's management.

### **Front Electronic Sign Board**

Just waiting for department to let us know where they are up to with that.

### **Pavers**

Done, from everybody, thank you! Thank you, Emmy, for keeping on top of the progress.

### **Year 6 Farewell**

It is progressing. At the bowling club. Anybody want to volunteer, we need additional people for the 12 December. Food service. Let Stewart know. Mani and René have volunteered to assist on the evening.

### **Christmas raffle 7 December**

Will be drawn on presentation day. We'll continue to push that.

### **Gingerbread House fundraising**

Open to 30'th November. Do another push on that \$150 already raised.

### **Gate intercom**

Principal's report

### **Kindy Welcome Playdate**

Saturday 28 January @ 4pm at Athena Park  
New Parent Connections Morning tea 3<sup>rd</sup> February

Karen Deane

Caroline English

Caroline English

Stewart Duncan and  
Felicity Harris

Stewart Duncan

Stewart Duncan

Caroline English

Stewart Duncan

|   |                         |
|---|-------------------------|
| <p><b>Teacher's morning tea</b></p> <p>Morning tea on the 8<sup>th</sup> of December for staff. P &amp; C going to put on. Jess will shall send out an invitation.</p>  | <p>Stewart Duncan</p>   |
| <p><b>Stationery Packs</b></p> <p>Will put it out to parents this week.</p>   | <p>Stewart Duncan</p>   |
| <p><b>P&amp;C Christmas Dinner Date</b></p> <p>Changed to the 4<sup>th</sup> of December at Terrey Hills Tavern. Send out a notification/invitation for the P&amp;C dinner starting at 5 o'clock.</p>   | <p>Nicole Melidonis</p> |
| <p><b>First P&amp;C Meeting 2023</b></p> <p>First P&amp;C meeting for 2023 will be on the 15 February 2023 in the school library</p>  |                         |
| <p><b>School Fair</b></p> <p>René suggested something bigger to try and make the school known for an annual fair. From previous comments this has been tried and was not successful. It was suggested to reintroduce a Trivia Night and Comedy for a cause. To discuss next meeting - social events</p> | <p>René Price</p>       |
| <p><b>Boys Ties</b></p> <p>To be held over for next meeting.</p>  | <p>Tanya O'Brien</p>    |
| <p><b>K-6 Presentation Day</b></p> <p>7<sup>th</sup> December @9:30am. School will be live streaming it.</p>  | <p>Caroline English</p> |

## 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 |
| 15th November | Annual General Meeting | TBC            |

## P&C Roles for 2023

| Date                                   | 2022            |
|--|-----------------|
| 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                       | Vacant          |
| Tennis Court Coordinator               | Vacant          |
| Fundraising Coordinator                | Jess Powell     |
| Environment Coordinator                | Vacant          |