



SIPPS Parents & Citizens Association

MEETING MINUTES

Wed 16th Feb 2022

Attendance: Caroline English, Leanne Hayllar, Alison Wright, Stewart Duncan, Felicity Harris, Emmy Druce, Tracy-Lee Reaper, Claire Bennett, Greg Raine, Rene Price, Karen Deane, Jess Powell, Mani Raman, Jadene Vituli, Sophie Hibburd, Dana Shai, Emmy Dobosi

Apologies: David Xaio, Nicole Pruden and Lorna Raine

AGENDA ITEM	RESPONSIBILITY BY WHOM / WHEN
<p>Acceptance of previous Minutes Accepted by Clare Bennett</p>	
<p>Principal's report Principal's report (Caroline) – attached</p> <p>President's report President's report (Stewart) - attached</p> <p>Treasurer Greg reported on behalf of Lorna.</p> <p>Uniform shop Strong start to the start of uniform shop this year. Tanya really is doing a great job and has transformed the uniform shop. Achieved over \$12K of sales I the last quarter. We are working well together. There are some opportunities to streamline some tasks this year.</p> <p>Election day BBQ Jess thank you it was an amazing show. Cakes were really good. \$2366 in sales. Election day event plus canteen contributed nicely with nearly \$6K in sales achieved.</p> <p>Expenses \$30K for bubblers and \$30K for bathrooms depleted the cash in the bank, being at its lowest in years at \$31K. Donation of \$30K to SIPPS towards major projects, but a grant has been applied for and granted. Expecting \$20K to come back as well as voluntary contributions +/- \$6K.</p>	<p>Caroline</p> <p>Stewart</p> <p>Lorna</p>

Banking Change to Westpac

Banking changes changing from Bendigo. Westpac comes through as the way to go. Looked at commonwealth. Westpac offer zero charge on community accounts. Offer 3 tap machines that are completely stand alone. Westpac has a very good name in terms of community. Please see supporting documentation. Stewart put the motion forward. Felicity supported the motion.

Stewart

Uniform pricing

Pricing on uniforms need to be adjusted. Tanya is best placed to say shirt is cost of \$x and should be charged at \$y. To compare prices to other schools.

Tanya

Canteen

Well done to Clare with the canteen increase in turnover. \$8K last year of which \$3K in the last quarter.

When all is settled, we should have 56K in the bank which is pretty good.

School catchment

Investigating the boundaries for catchment areas. Stewart – P & C have started looking. To put on next meeting's agenda with a significant time to discuss. Greg has offered to go to the local member Sarah Mitchell with Stuart.

Stewart

Uniform shop report

The uniform shop has been packing online orders only this year, we haven't had anyone have trouble placing orders through QKR thus far, so the online only system is well accepted.

We have been managing well with myself and one other volunteer packing orders. Cathie in the office has been very helpful in exchanging sizes when needed.

I included a note in the newsletter regarding secondhand uniforms to try encouraging second hand uniform sales. I have considered whether we would be allowed to bring the secondhand stock to gate 1 one morning for parents to purchase.

Mrs. Took has assisted us in signing up to a program with the council to recycle secondhand uniforms that are not on saleable condition. Council will be delivering a pod to school for this purpose shortly.

I have been in contact with the uniform shop suppliers re options for the girl's embroidered blouses. Their minimum order is 50 across the range of

sizes, however in the 2-3 years since we introduced this style, we have only sold about 20 blouses across all sizes. Query removing badge embroidery to make this a more economical option that we can order without any minimum requirements (no badge on boy's summer shirt). At the moment we are out of stock of size 6 and 8 blouses only.

The question was raised whether we could get iron on emblems? To look at durability. Action to look at options for emblems. Iron on or sew on. Preference is for emblem to remain.

Canteen Report

Starting up again 28th February. All stocked up and ready to go. QR code for volunteers. We have 1 volunteer. Looking to use the space a bit better. Want to find out what OOSH use and don't use. Spend some money on new boxes. Want to go halves with OOSH to replace.

The question was raised about how it has been over the xmas period with cleanliness. The fridges have been moved and Clare need someone to put the fridges back. Old fridge – Greg has someone who will come look at old fridge outside. Just need to get him access to the school.

Caroline stated that all volunteers need WWCC

Easter hat parade do we want to do afternoon tea - yes
Calling it a Festive **and** Easter hat parade.

Monday lunches. All done through QKR.

Clare explained the lunch bags. Clare to do a paragraph about the bag and send out a note with picture to parents and explain how it is used for canteen orders.

Band

Band started 15 February 2022, JNR & SNR. Kate tutors 7:30am on Tuesday mornings. Up to 12 in senior band and a fair few in JNR. Looking forward to performing in a couple of years. Kate running the band herself as opposed to an external company. Any children who are keen to take up an instrument Kate will talk the parents through it.

From year 3, however if your child has taken up an instrument earlier on and is capable, they will be taken into the JNR band.

For under 2 kids, keyboard lessons before school on a Wednesday morning.

Tanya

Clare Bennett

Kate

Class parent report

Today Karen set up what’s app groups for each class. She has links that she can leave with Ronda for parents to join.

If Karen can send to Caroline who the class parents are, so she can include in parent presentation.

Stewart made a point of thanking Karen for the phenomenal job that she is doing with the Class Parent portfolio.

Karen

Vacant role at AGM

Felicity put her hand up for Vice President position. Supported by Caroline.

Stewart

Voluntary Contributions

Last year we changed the way we did voluntary contributions. We used to ask for \$250 p/y volunteer. We used to get 3-4k. Last year we took it down to \$50 per term, and we got \$7k for the term. Suggest continuing a \$50 per term contribution. Stewart asked if we could still put it on the term invoices.

Suggested to do it every term. Caroline happy to support it. Term 1 is SIPPS voluntary contribution term. Term 2, 3 and 4 P&C can place it on term invoices.

Educate – flyer what school contribution goes towards and what P&C contribution goes to. A visual to be worked on by Stewart

A simple article about the teacher doing sport, etc.

Consensus reached. Doing \$50 rate, internally going home on the school’s invoice. Motion put forward and Karen seconded the motion.

Caroline and Stewart

Events for semester 1

Camp out – postponed/cancelled. Possibly October. Challenge of sport.

This term we have easter hat parade possibly on site. If not on site, P&C can support with live stream event. We are possibly having an election in this semester. P&C to cater.

Mother’s Day is 1 week after schools get back. Need to plan it in term 1. Plan to have on site event and a backup plan, just in case.

Father’s Day is in September with disco around Halloween (term 3). Try to get it on the calendar and book the hall. Caroline to look through school calendar and give us the best date to book it and use Bop until you drop.

<p>Risk assessment is already done, so whoever plans it, it is already done.</p>	<p>P&C</p>
<p>Air Purifiers Felicity was trying to get quotes. But they are sold out everywhere now. Caroline to give Felicity sizes of classrooms. Felicity will look what she can get. All windows are now open. Add to next agenda.</p>	<p>Felicity</p>
<p>Gate Intercom P&C have been discussing and are happy to support school. Has to be a qualified electrician with ABN, and approved. P&C nominated project. Trying to do it once and doing it well.</p>	<p>Caroline</p>
<p>Pavers and landscaping update. Had quotes. Quotes only last a short amount of time, so will need to have them redone. Ronda and Caroline are on to it.</p>	<p>Rhonda and Caroline</p>
<p>House colours A suggestion was made by Karen to maybe through uniform shop sell scrunchies, t-shirts, etc. Swimming, athletics and cross country. Stewart suggested plain t-shirt. Possibly a house sports days with gold coin donation.</p>	<p>Tanya</p>
<p>Uniform Price Lists Covered earlier.</p>	<p>Tanya</p>
<p>Website Thank you, Felicity, for updating the website. Work with Tanya to update the uniform shop.</p>	<p>Tanya and Felicity</p>
<p>Mother's Day Stall Stall budget and planning. Budget, \$10 per child gift, and possibly a second gift, to be bought on QCR.</p>	<p>Jess</p>
<p>General Business Emmie, in past we've had book fair with easter parade. Can we assist the library to buy new books? Will be really good if P&C can contribute an amount for Virginia to go shopping. P&C set \$5K to purchase new books and, seconded by Sarah Weller.</p>	<p>Caroline and Virginia</p>
<p>K-2 home readers also need a freshen up.</p>	<p>Caroline and Virginia</p>

Home Readers

Need a refresh. Decodables Levelled readers from level 2-20 is very desirable. Asked for \$2K from P&C. Caroline says school to match whatever the P&C donate. Stewart seconded to support. P&C would like stickers to go into books being covered by P&C "donated by P&C".

No further topic

Next meeting

Wed 16 March 2022, St Ives Bowling Club (tbc)