



SIPPS Parents & Citizens Association

ANNUAL GENERAL MEETING 2016

MINUTES

15<sup>TH</sup> FEBRUARY 2016

**WELCOME**

Attendance: Gillian Tegg, Jodie Sheehy, Nicole Pruden, Lorna Raine, Felicity Harris, Angela Lau, Emmy Druce, Fiona Stephens, Sonya Acton, Chrissie Anton, Andre Gurjian, Linda Croft, Tracy-Lee Reaper, Stewart Duncan, Claire Mulae, Samantha Romer,

Apologies : Graham Warn, Matt Churchouse, Vera Dedijer, Sony Robson

**Urgent items / actions in red**

AGENDA ITEM	RESPONSIBILITY BY WHOM / WHEN
<p><b>Acceptance of previous Minutes</b> Accepted by Nicole Pruden and Lorna Raine.</p>	
<p><b>COMMITTEE REPORTS :</b></p>	
<p><b>Principal’s Report</b></p> <ul style="list-style-type: none"> <li>- Attached to minutes.</li> </ul> <p>Additional discussion:</p> <ul style="list-style-type: none"> <li>- The stairs were due to be fixed today but didn’t fit. So plans are in place for the company to return and resolve asap.</li> <li>- Toilets refurb has been approved by DoE. We are now on the waiting list to complete. We must go through DoE contractors therefore have to wait in line.</li> <li>- Multi-purpose classroom is currently being cleaned out, furniture has been ordered and it should be ready for use by Term 2.</li> <li>- Gillian to advise if volunteers needed to help with decorating</li> <li>- The new Playmates program for Kindergarten children is an additional build to the current Buddy system with Year 5/6 kid</li> </ul>	<p>Gillian, Term 1</p>
<p><b>Uniform Report</b></p> <ul style="list-style-type: none"> <li>- All going well. Request for donations of second hand uniforms which are running low. Gillian to add to next Patter newsletter.</li> <li>- Felicity to add to next P&amp;C newsletter.</li> </ul>	<p>Gillian &amp; Felicity, next Patter and P&amp;C newsletter</p>
<p><b>Canteen</b></p> <ul style="list-style-type: none"> <li>- Matt provided suggestions for outsourced canteen operator. Chrissie also volunteered to help deliver outsourced food.</li> <li>- Gillian provided sample menu used by another school. Any food would need to comply with Healthy Kids guidelines</li> <li>- Request for volunteers to run canteen or alternatives needed:</li> </ul>	<p>Gillian</p>

<ul style="list-style-type: none"> <li>- Gillian to add to school Patter</li> <li>- Felicity to add to P&amp;C newsletter</li> <li>- Nicole to include announcement at Parents Info Evening requesting volunteers.</li> <li>- Carry over to next meeting to discuss options further with Matt and Committee</li> </ul>	<p style="text-align: center;">Felicity Nicole, Tues 21 Feb Matt et all Wed 15 Mar</p>
<p><b>Treasurer's report</b> Current assets = \$ 64,030.05 + \$ 24,076.68 of uniform stock = \$88,106.73.</p> <p><b>Request for funding</b></p> <ul style="list-style-type: none"> <li>- \$15,000 multi-purpose classroom furniture is committed and needs to come out of the above funds.</li> <li>- \$10,000 (Seed harvest spoon program 2 Terms, to be reviewed again)</li> <li>- \$20,000 (1 day Learning and Support teacher)</li> <li>- \$2,000 (Stage 3 readers)</li> <li>- \$1,300) Additional note book charge and storage trolley)</li> </ul> <p>= \$15,730.05 remaining (plus uniform stock)</p> <p>Discussion regarding above options. Learning and support teacher felt to be a priority General agreement that if P &amp; C has funds they should be used to improve learning and school experience for the children Linda moved to spend all of the above following. Nicole and Felicity accepted and all agreed. Gillian to action. Suggestion that seed harvest spoon is a valuable programme. P &amp; C should fund half and other half be requested on School fees invoice Suggestion to run fundraisers linked to specific requests ie readers and this be highlighted in promotion and with parents Suggestion to demonstrate to parents services and facilities that have been funded by the P&amp;C such as stickers on the readers, mention in Seed Harvest Spoon correspondence etc.</p> <ul style="list-style-type: none"> <li>- Linda to write an article for the next Patter outlining where funds have gone and marketing need for further fundraising support by parents.</li> <li>- Linda to draft P&amp;C Voluntary fundraising letter, with stronger push for where funds are needed, and including a couple of reminders.</li> </ul>	<p style="text-align: center;">Gillian, Term 1 Committee further discussion</p> <p style="text-align: center;">Linda, W/C 20 Feb</p> <p style="text-align: center;">Linda, W/C 20 Feb</p>
<p><b>Parent Info Evening</b></p> <ul style="list-style-type: none"> <li>- P&amp;C to draft class contact information list for class parents and P&amp;C database, with opt out box to receive P&amp;C communication.</li> <li>- School to print one for each classroom</li> <li>- P&amp;C rep to attend each session to discuss the benefits of opting in to communications.</li> <li>- Nicole to update the class parents role document and distribute at the parents evening</li> <li>- Nicole to liaise with Linda on whether to use existing hype reel</li> <li>- All P&amp;C committee to send photos and specs this week to Linda and cc Felicity to update website before the parent teacher</li> </ul>	<p style="text-align: center;">Nicole, W/C 13 Feb</p> <p style="text-align: center;">Gillian, Mon 20 Feb P&amp;C, Tue 21 Feb</p> <p style="text-align: center;">Nicole, W/C 13 Feb</p> <p style="text-align: center;">Nicole, W/C 13 Feb P&amp;C, W/C 13 Feb</p>

<p>meeting.</p> <ul style="list-style-type: none"> <li>- Nicole has 5 minutes to give a short presentation and introduce the P&amp;C exec committee.</li> </ul>	<p>Nicole, Tue 21 Feb</p>
<p><b>OHSC Out of Hours Assistance (Parent Evening / P&amp;C)</b>  Helping Hands has offered to remain open late for the Parent Information Evening on 21 Feb.</p> <ul style="list-style-type: none"> <li>- Gillian to confirm details with Virginia and advise Felicity</li> <li>- Felicity to add to P&amp;C newsletter to go out before Tues.</li> <li>- Discussion also had about potential for Helping Hands to also stay open late for P&amp;C meetings. Group felt this was not warranted for one or 2 people, however open to the offer. Gillian to confirm with Virginia</li> </ul>	<p>Gillian, Thu 16 Feb  Felicity, Mon 20 Feb  Gillian, Thu 16 Feb</p>
<p><b>Eco garden</b></p> <ul style="list-style-type: none"> <li>- The P&amp;C pays \$5,000 per term for this program to run. It is deemed a valuable program but the cost is significant.</li> <li>- Suggestion for P&amp;C to meet half way by co-funding with parents.</li> <li>- First term is already approved.</li> <li>- Agreed we need to better market and educate parents on the program in the Patter and P&amp;C newsletter and develop funding request for parents.</li> </ul>	<p>Linda &amp; Felicity, W/C  20 Feb</p>
<p><b>Bush classroom.</b>  A parent (Jordy) has approached Linda who is keen to be involved in the management of the Bush Classroom.</p> <ul style="list-style-type: none"> <li>- Linda to coordinate with Gillian to get this moving. Kuring-Gai council is keen to be involved.</li> </ul>	<p>Linda &amp; Gillian  W/C 20 Feb</p>
<p><b>P&amp;C Website and Planning Calendar</b></p> <ul style="list-style-type: none"> <li>- Gillian to share list of Patter and other school dates with Felicity to add to P&amp;C website calendar.</li> <li>- Nicole et all to work on planning calendar around these dates for newsletter submissions and events planning – School Patter additions need to be submitted by the Thurs prior. Nicole to schedule working group</li> </ul>	<p>Gillian, W/C 20 Feb  Nicole W/C 20 Feb</p>
<p><b>2017 Welcome Picnic / Family Fun Day</b></p> <ul style="list-style-type: none"> <li>- To be scheduled for Sun 12 March.</li> <li>- Gillian to add to next Patter</li> <li>- Felicity to add to P&amp;C calendar and newsletter</li> <li>- Emmy and Claire to lead coordination including: <ul style="list-style-type: none"> <li>• Flyer creation, printing and distribution</li> <li>• Activities for the day</li> <li>• Food / drink</li> <li>• Roles and responsibilities / volunteers roster, including Year 5/6 buddies.</li> <li>• NB. No alcohol is permitted at a school run event with children.</li> </ul> </li> </ul>	<p>Gillian &amp; Felicity  W/C 20 Feb  Emmy &amp; Claire  W/C 20 Feb</p>

<p><b>Parent Survey</b></p> <ul style="list-style-type: none"> <li>- Suggestion to survey parents to engage them early on, find out interest areas and how they can help support the school. Also suggestion to ask how much they'd be willing to contribute to voluntary P&amp;C donation.</li> <li>- Gillian noted this can be run through the newsletter survey facilities in the back end.</li> <li>- Felicity to draft survey to share for feedback.</li> </ul>	<p>Felicity, W/C 20 Feb</p>
<p><b>School Communication</b></p> <ul style="list-style-type: none"> <li>- Discussion had around the need to update the school website.</li> <li>- Gillian explained that it is a DoE website and very difficult to update. She is conducting a review of options including a system that is more integrated system with the newsletter. We should all use the Patter Newsletter and P&amp;C communication as sources of information.</li> <li>- Group commented that it must be optimized to view on mobile.</li> <li>- Gillian advised she has FilmPond (content channel provider) coming Monday week to provide an introduction to their resource. P&amp;C representation welcome. Gillian to confirm time and date with Exec committee.</li> <li>- Question posed about having a school Facebook group. Gillian proposed the Schoolzine app be used as a more suitable closed forum.</li> <li>- Discussion had about the need for a complete digital communication transition review.</li> <li>- Suggestion made to open up P&amp;C to a virtual Skype meeting</li> <li>- All discussion to be carried over at future meeting.</li> <li>- <b>In the meantime, Nicole, Felicity and Linda to conduct urgent review of and update P&amp;C website</b></li> </ul>	<p>Gillian, Fri 17 Feb</p> <p>Wed 15 Mar Nicole, Felicity, Linda, W/C 13 Feb</p>
<p><b>Bandemonium</b></p> <ul style="list-style-type: none"> <li>- Looking for volunteer parent coordinator to liaise with the band.</li> <li>- Gillian to advertise in the upcoming Patter newsletter requesting volunteer</li> <li>- Felicity to advertise in the upcoming P&amp;C newsletter requesting volunteer</li> </ul>	<p>Gillian, W/C 20 Feb</p> <p>Felicity, W/C 20 Feb</p>
<p><b>Carnival of Cultures</b></p> <ul style="list-style-type: none"> <li>- Nicole feels event should definitely continue however consider scaling back some parts ie stall holders and do things that were most enjoyable/profitable</li> <li>- Emmy and Angela to schedule a Carnival of cultures review meeting with relevant team and report findings back to P&amp;C for event planning in 2017.</li> </ul>	<p>Emmy &amp; Angela W/C 20 Feb</p>
<p><b>Other business</b></p> <ul style="list-style-type: none"> <li>- Nicole voted in to be a bank account signatory, under the name Nicole Melidonis.</li> <li>- Angela advised P&amp;C Newsletters can go out up to 3x per month.</li> <li>- Swimming Pool – question raised about distant location at Galston.</li> </ul>	

<p>Gillian explained that we weren't able to book a closer school in recent years and Galston has worked well for our school size. Potential to review location for future years ie Hornsby</p> <ul style="list-style-type: none"> <li>- Motion to have more inclusive swimming and athletics carnivals to suit all levels and abilities. Discussion to be carried over to future meeting.</li> <li>- Angela can no longer be Grant Writer due to work commitments. Suggestion to consider an external grant writer. Advertise position in upcoming Patter and P&amp;C Newsletter.</li> <li>- Tennis Courts – discussion had around mould growing and making it slippery. School to look into options to have it cleaned.</li> <li>- New BBQ - suggestion made that a new BBQ is needed however no one at the meeting was familiar its condition. Matt / Graham to assess BBQ and carry discussion over to next meeting.</li> <li>- P&amp;C Meetings - All meetings to be evening this year. Every 3<sup>rd</sup> Wed. Agenda to be posted and distributed a week prior.</li> <li>- Add Principals' report to Minutes. Suggestion for it to be added to The Patter as well.</li> </ul>	<p>Wed 15 Mar</p> <p>Gillian &amp; Felicity W/C 20 Feb</p> <p>Gillian &amp; Vera W/C 20 Feb</p> <p>Matt &amp; Graham Wed 15 Mar</p> <p>Nicole, Felicity, Gillian Ongoing</p>
<p><b>DATE OF NEXT MEETING</b> Wednesday 15<sup>th</sup> March 2017, 7:15pm in the Staff Room</p>	