

SIPPS Parents & Citizens Association

MINUTES

Wed 15th May 2019

Attendance: Caroline English, Stephanie Emmerson, Emmy Druce, Felicity Harris, Tracy-Lee Reaper, Stewart Duncan, Sony Robson, Cori Werner, Sarah Warn, Sonya Acton, Fiona Crowl, Stephanie Kosasih, Libby Duncan

Apologies: Nicole Pruden, Lorna Raine, Vanessa Callender, Ant

Not Present: Claire Bennett, Erica Gilchrist, Chrissie Anton, Daniel St George, Malinda Gardner, Anurag Vasisth, Sarah Weller, Katie Myers, Leanne Hayllar,

AGENDA ITEM	RESPONSIBILITY BY WHOM / WHEN
Acceptance of previous Minutes	
Accepted by Sony	
Principals Report – attached	
Thank You	
Thank you to everyone involved in the State Election BBQ & Cake Stall, Camp Out and Easter Hat Parade events last term. These were fantastic community events which also raised good funds for the school.	
Kindy Enrolment Posters / Leaflets / Marketing / Publicity	
 Discussion had around previous school publicity happening far too late in the year, with the need to distribute enrolement posters and get school advertising live in 1st Semester. 	Caroline
 Office to print and post more enrolement posters around school and local area, including laminated copies on the gates this week before the election. 	Sue
 Office to print spares for Felicity to collect and help distribute. Caroline to explore other free and paid school enrolement publicity opportunities including: 	Sue / Felicity Caroline
 dates for council banner placement near shops Available budget to run more local newspaper ads animated signage at St Ives Village shops 	
 Suggestion made to get a banner up around school oval and keep the school looking in great shape from the oval angle 	Caroline / Wim

 which is heavily populated with sports families on the weekend. Ensure entrance and areas around school hall in great shape before Elections, Open Days and any other events at the school open to the public 	Caroline / Wim
 Emmy to give Fiona supplies to sell at Election stall. 	Emmy / Fiona
Bandemonium	Steph
 Steph working on out opt in / opt out list Suggestion to add Band opt in tick box along with Class parents and P&C comms opt in at open day each year. 	'
Anxiety and Depression Parents Seminar	
 Caroline to confirm date/s advertise on noticeboard and in newsletters / via Class Parents 	Caroline
Grants	
 Pui is working on this year's My Community Project. 	Pui
Election	
 Wim to make sure tables are brought up from storage to the hall. Felicity and Fiona to bring Eskys / Ice Felicity buying sausages / bread / bacon and eggs. Emmy / Fiona to defrost existing sausages. Enough drinks in stock in canteen. Felicity to bring spare gas bottle BBQ Felicity to send newsletter promoting cake bake and to bring cash Tracy-Lee to bring Gazebo Stewart to hand keys back to Fiona to get back to school Post Jubilee and Enrolment Posters Felicity to Risk Assessment Jubilee – Posters Sonya to chase Linda on printed posters to get up around school 	Wim Felicity and Fiona Felicity Emmy / Fiona Fiona Felicity Felicity Tracy-Lee Stewart Fiona / Felicity Felicity Felicity
before Election and first Kindy Open Day	Jonyu
Jubilee − Kids Disco • Fri 6 Sep • K-2: 5-6:30 • 3-6: 7-8:30	Fiona
 DJ booked. Share invoice with Lorna to pay. Proposed - Pizza and Fairy Floss and Water - \$10 entry. Theme - bling Tarps need to be laid on astro turf to eat off. Risk Assessment Required. 	TIONA
 Leaflet to be designed and distributed. 	Jubilee Committee
	Jubilee Committee

 Costs and details to be confirmed for Lorna to enter into QKR for 	Jubilee Committee /
payment.	Lorna
 P&C approved \$1K. 	
Adults Social Night	
Sat 7 Sep	
Band	
• \$30	
 Full plan to be written up and shared with Group. 	Jubilee Committee
 Risk Assessment Required. 	Jubilee Committee
 Poster / Leaflet to be designed and distributed. 	Jubilee Committee
 Alcohol service / sale guidelines to be confirmed and RSA arranged. 	Jubilee Committee
 P&C approved \$2K budget 	
Open Day / School Assembly – for the Jubilee	
7 Aug tbc	
 Steph to confirm date and share plan 	Stephanie
 Decade by Decade display proposed 	
 Position more clearly – whether as casual parents check in or more 	Caroline / Stephanie
polish public Open Day.	
Giving Ideas - 50 shoes, 50 pencil cases etc	
 Other giving based '50 ideas' discussed: 	
 Eg Shoes for Planet Earth / Pencil Cases for Aboriginal Communities 	
 Sonya to share contact details for the community and Athletes 	Sonya
Foot	
Sonya, SRC, Steph to organize	Sonya / Steph / SRC
Year 6 Farewell	
Tim McLane Coordinating	
Set direction and review invite list	
 Add to next meeting Agenda and create sub committee 	Caroline / Sub
• Date?	Committee
Canteen	
 Cori changing vendor. Share updated menu with Felicity to 	Cori / Felicity
publicise.	Con / Tellcity
Grounds Keeper / Maintenance	Caroline
Discussed need for additional Grounds Keeper / general	
maintenance help, as no volunteers for Working Bees and too	
much work for Wim for one day a week. Caroline to source quote	
for extra day per week / or on a project basis to committee for	
consideration to support.	

Toilets

- The cleanliness of the toilets is not acceptable. All agreed they need a thorough top to bottom clean every month or school holidays.
- Caroline to learn scope of existing cleaning contract and explore quotes for more thorough topup cleaning.
- Soap dispenser to be fixed as a priority.
- Mosquito and spider issue discussed. Caroline to check when last pest control was and explore next booking.
- Re-education of soap and paper usage and peering under doors required with students.

Caroline

Wim

Caroline

Caroline

Spend wish list

P&C chased progress on this year's spending wish list. School to share quotes / invoices for approval:

- Playground shade sails. School to share quotes
- Readers P&C agreed to fund \$2000, half for each stage.
- Class equipment P&C agreed to fund \$100 per class per year = \$700.
- Sports equipment P&C agreed to fund \$750
- Sound system School to get quotes for P&C review
- Jubilee pathway or flag or monument investigate further
- New school banner to take to carnivals. St Ives Park <u>Public</u> School with lighter base. Steph to get design / specs / quote for review
- Additional toilet cleaning / grounds maintenance school to share quotes for discussion if looking for P&C contribution

Caroline / Steph

Next Meeting

Wednesday 19th June 2019 7.15pm