



St Ives Park Primary School (SIPPS) Parents & Citizens Association

MEETING MINUTES

Wednesday 21st February 2024

Attendance: Caroline English, Alison Wright, Matthew Newman (chair), Kirstin Hopkins (minutes), Karl Santa, Olivia Santa, Mani Raman, Lucas Mertens, Claire Stein, Kasja Newman, Rebecca O’Sullivan, Lorna Raine, Leandri van Schalkwyk, Pui-Ling Parsons, Craig Taylor, Merryn Dharmi, Melanie Milne-Davies, Cigra Rafferty

Apologies: Karen Deane, Felicity Harris

AGENDA ITEM	RESPONSIBILITY BY WHOM / WHEN
<p>Acknowledgement of Country I would like to acknowledge the Gadigal people of the Eora Nation who are the Traditional Custodians of this land. I would also like to pay my respects to the Elders both past and present and extend that respect to other Aboriginal and Torres Strait Islanders who are present here today.</p>	Matthew
<p>Confirmation of previous Minutes</p>	Lorna
<p>Actions from previous meeting</p> <ul style="list-style-type: none"> - Gate 2 doorbell update – Caroline still awaiting quote with department rep. ACTION: Caroline to follow up. - Alternating in-person and Zoom P&C meetings (if possible) to encourage attendance – president would prefer FTF, review mid-term 2 (winter, when meetings tend to be less well attended). Not a priority for right now. ACTION: Review attendance numbers in Term 2. - Working Bee – aim for this term. Access is via risk assessment that P&C would need to do, key would go to P&C president or organizer. Aim for before Easter. Date chosen as 24th March, Lucas to facilitate. People to bring appropriate equipment. ACTION: Lucas to follow up plans for Working Bee on 24/03/24. <p>Possible chicken pen onsite – ACTION: Craig to discuss options with Caroline.</p> <p>No GA (general assistant) at present. Gardening service employed. Hard to fill the GA position, poorly paid, 2x days per week. Lucas queried whether P&C could subsidize GA salary to make it more appealing, Caroline to ask whether this is possible. P&C agreed that this would be money well spent. ACTION: Caroline to follow up.</p> <p>Caroline meeting with current cleaning supervisor re school cleaning; new cleaner started this term. Issues identified, needs training up. ACTION: Caroline to follow up.</p> <ul style="list-style-type: none"> - Events and dates for diary – Easter Hat parade coming up! See below. - Projects for the year e.g., bathrooms, new furniture for the school, bush classroom regeneration, sports equipment, canteen stainless steel benches. See below. 	Matthew
<ul style="list-style-type: none"> • Principal’s report – see attached <p>Enrollments 147 students this year, down slightly from last year</p>	Caroline

GA position vacant

Thanks to the beautiful morning tea for new Kindy parents!

Parent info night – info will be on school website from Monday

K-2 bathroom reno underway, commenced in holidays. Portable toilets onsite.

Quad resurfaced – handball lines yet to be painted on, coming soon!

Solar – meetings have occurred, Caroline following up. Grant needs to be spent by 26/03.

Kindy classroom has new furniture. Year ½ classroom new furniture to arrive shortly.

Canteen – thank you to Kasja and Claire for getting canteen sorted for school year. Lots of changes at OOSH, has impacted canteen environment. Caroline arranging a thorough clean by external provider.

AFL St Ives – still with Assets and Infrastructure re use of SIPPS fields. AFL will host sessions after school, Monday PM later this term. Tues 27/02 info day.

Parent teacher interviews 19-22 March; also other meetings re supports for students. In next newsletter parent interview will open up on SchoolZine app.

SIPPS evaluation upcoming – external validation – build next school plan.

Helping Hands service (OOSH). Feedback has been addressed, an interim coordinator has been appointed. Melanie and Tom are keen to meet with P&C. They are busy addressing things such as removing broken furniture, doing a clean up etc.

Project options/ wish list from Caroline:

- Document scanners x4, (\$2,500)
- Fitness track around edge of quad, hopping/ skipping/ jumping, painted on (\$8,000-10,000)
- New curriculum. Whole language vs decodables. Home reader decodables for K-2 (\$3,000)
- Yarning Circle. Caroline has consulted with Uncle Laurie, local aboriginal elder. Aboriginal mural to be considered. Native bees in this area. Add plants and create a welcoming space. Different to bush classroom. Possibly around \$10,000. May do walkathon during school year to help with funds. Craig to d/w Kari, suggested to do fundraising during Naidoc week (July 2024).
- Library resources (\$3,000)

Highlighted areas are priority – P&C to consider for approval asap.

- **President's report**

New president this year, Matthew

Great that we have so many new parents here this evening, welcome to all

- **Treasurer's report**

\$101,000 in account to date

Treasurer to start loading items to QKR as needed

- **Uniform shop report**

Tanya still supporting, thank you!

Doing a stock take to see where things are up to, to build in a bit of a buffer for second hand items

Need school socks to be ordered

Awaiting PSSA stock, this has been ordered already

- **Canteen report**

Canteen commences in early March

Still aiming for 'green tick' canteen rating

Kasja aiming to put a little bit more on the menu, new options have gone out to kids today

Prices much the same, main thing is that canteen is not selling at a loss

Some parents reportedly unaware that there is a canteen at SIPPS - to put menu options on WhatsApp groups.

New equipment needed, some items need to be replaced.

Shared space with OOSH. Needing to delineate space/ locked cupboards in canteen.

Consider requesting some funds from OOSH considering this is a shared space and OOSH uses daily.

Kasja needing to purchase new supplies. **ACTION: \$1,000 to start with, approved during meeting.**

- **Class parents report**

Thanks to everyone who volunteered - we have filled all the class parent roles for 2024 and I have emailed the school office with this list.

Matthew

Lorna

Lee/ Claire

Kasja

Karen (via Kirstin)

<p>All the WhatsApp groups are set up and most have joined. Karen will send out another reminder and then delete the old 2023 classes at the end of February.</p>	
<p>Sports equipment</p> <p>New equipment and update about equipment purchased last year – 2x goal posts are onsite, Mrs Taylor knows where they are, aiming to get these onto oval after rain asap. ACTION: Caroline to bill P&C (Lorna) for goal posts as previously agreed.</p> <p>Do kids have access to soccer balls/ basketballs during lunch breaks? If not, can the P&C provide this and a shed?</p> <p>Issues with taking responsibility and things getting lost. Yr6 fundraising fete 2023 – students wanted to replenish sport equipment on “sports trolley” that is wheeled out a few times a week for students to sign out at lunch time and return. SIPPS Sports Captains monitor this. This is discussed during assembly, and class teachers follow up to ensure all students are aware that this “sports trolley” is available. ACTION: P&C to top-up funds after the 2023 Yr6 funds have been used.</p> <p>Separate equipment for PSSA.</p> <p>Issues with access to oval.</p> <p>Clover has been treated, fortnightly gardening service (not always consistent), issues due to no GA. Kids kept off oval if there is clover (attracts bees) or heavy rain. Have tried to lock in regular gardening service for mowing but this doesn’t always work out due to their availability.</p> <p>PSSA teams get equipment subsidised</p> <p>Painting of new quad.</p> <p>ACTION: Caroline to ask teachers and students (SRC) what they’d like re sporting equipment.</p> <p>Ride to School Day coming up – 22/03/24. Council to feature SIPPS. Mayor is rumoured to attend. Bike racks available at SIPPS. Staff may need some assistance to move extra bike racks. Possible ribbons for bike handles to promote event. ACTION: To be advertised.</p>	<p>(Karen) and all</p>
<p>Easter Hat Parade</p> <p>Raffles/ cookies/ presentations needed (see below)</p> <p>ACTION: Merryn, Leah, Melanie to follow up</p>	<p>Merryn, Leah, Melanie</p>
<p>Speakers/ sound for assemblies and events</p> <p>The speakers/sound system came from some parents at the end of term last year. It is the outside speakers that are an issue - very crackly and hard to hear.</p> <p>Cabling issue and amplifier (needs to be replaced). Due to all the issues with asbestos at the moment, NSW Dept Ed being very cautious. Needs to come through ASSETS. Need 2x new speakers that fit on the existing brackets, with cages outside. Stewart has 3x quotes.</p> <p>Department > P&C funded work > communicate with Caroline/ department.</p> <p>Amplifier to be replaced, P&C could purchase. ACTION: Caroline to speak with Stewart. Caroline to start the process with ASSETS.</p>	<p>(Karen) and all</p>
<p>Voluntary contribution for 2024</p> <p>Keep to \$50 per term, all agreed at meeting. This amount will be added to school fee statements.</p>	<p>Matthew/ Mani</p>
<p>Swimming Carnival</p> <p>Is there a timetable for the swimming carnival? Helps working parents plan when to attend to support their child.</p> <p>Mrs Taylor will be working on this, but not yet available. Timetable will be available on the day. Carnival never runs according to schedule.</p>	<p>(Karen)</p>
<p>Events:</p>	<p>Merryn</p>

<ul style="list-style-type: none"> Easter Hat parade – raffles, treats etc. School run the festivities on the day. Leandri to assist with baking cookies. Lorna to organize QKR. Mother’s Day – to organize stall. Lorna to d/w Events Team re funding. 2023: \$950 for gifts. ACTION: \$1000 for gifts and \$300 for food approved during meeting tonight. Possible event: Colour Run – can occur on a school day. Preferred over Camp Out (issues with timing during the year) Possible event: Movie Night – Leandri may be able to assist with contacts. Lunch specials, 1x per term, could look to do some other treats e.g., pizza <p>Try to get different classes to volunteer for different events. Organizers to collaborate with class parents.</p> <p>IGA keen to get involved in school events, sponsorship etc.</p> <p>Kindy morning tea – receipts to go to Lorna.</p>	
<p>ePETITION re Scripture and Ethics Matt to d/w Caroline and consider whether to send out to WhatsApp groups P&C Federation did not circulate this acc to Stewart Not high on P&C priority list for 2024.</p>	Matthew
<p>Staff Development Days (when students are NOT on site): 30th & 31st January 29th April 22nd July 19th and 20th of December</p> <p>There will be no staff on site on 20th December due to inter-school Twilight PL sessions booked in lieu of this date. The Twilight sessions are scheduled with Turrumurra North PS and Terrey Hills Public School 2 x 3-hour sessions on 14th and 21st May, 2024. Aboriginal Education to be discussed.</p>	Caroline
<p><i>P&C running list of possible 2024 projects (ongoing discussion):</i></p> <ul style="list-style-type: none"> - <i>Canteen – stainless steel benches etc, lots of specific requirements</i> - <i>Bathrooms</i> - <i>New furniture for classrooms/ office/ school</i> - <i>Yarning Circle/ bush classroom regeneration</i> - <i>Sports equipment</i> 	
<p>Next P&C meeting: Wednesday 13th March @ 7.15pm in the school staff room</p>	

2024 P&C Roles

Role	Name
President	Matt Newman
Vice President #1	Mani Raman
Vice President #2	Lucas Mertens
Treasurer	Lorna Raine
Secretary	Kirstin Hopkins
Marketing / Communications Coordinator	Felicity Harris
Canteen Coordinator	Kasja Newman
Assistant Canteen Coordinator	VACANT
Uniform Shop Coordinator	Claire Stein and Leandri
Class Parent Coordinator	Karen Deane
Band Coordinator	Piu-ling Parsons
Events Coordinator	Merryn Dhami, Leah Kelly, Melanie
Tennis Court Coordinator	David Xaio
Environment Coordinator	VACANT
Grants Officer	VACANT

Upcoming P&C Event Planning

Event	Date	Person Responsible
Welcome Playdate for new Kindy kids	Saturday 3 February @ 4pm	Anna
New Parent Connections Morning Tea	Monday 5 Feb	Merryn, Leah, Melanie
SIPPS Family Camp Out	TBC – may not occur in 2024!	
Easter Hat Parade	Thursday 28 March	Merryn, Leah, Melanie
Mother's Day Stall	Wednesday 8 May	Merryn, Leah, Melanie
Mother's Day Breakfast	Friday 10 May	Merryn, Leah, Melanie
Father's Day Stall	Wednesday 28 August	
Father's Day Breakfast	Friday 30 August	
Book Fair/Sale and Grandparents Day	TBC	
Local Government Elections	Saturday 14 September	
School Disco	Friday 18 October	
Y6 Farewell Party	Monday 9 December	Year 5 Parents (Committee)

2024 Meeting Dates

Date	Meeting	Location
Wed 21 February	P&C Monthly Meeting	Staff room
Wed 13 March	P&C Monthly Meeting	Staff room
Wed 15 May	P&C Monthly Meeting	Staff room
Wed 12 June	P&C Monthly Meeting	Staff room
Wed 7 August	P&C Monthly Meeting	Staff room
Wed 4 September	P&C Monthly Meeting	Staff room
Wed 16 October	P&C Monthly Meeting	Staff room
Wed 13 November	Annual General Meeting	St Ives Bowling Club (TBC)