



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

MEETING MINUTES

Wednesday 09th August 2023

Attendance: Caroline English, Kylie Follows, Kirstin Hopkins (minutes), Claire Bennett, Karen Deane, Felicity Harris, Mani Raman, Jess Powell, Stewart Duncan (chair), David Xiao

Apologies: Lorna Raine, Tanya O'Brien, René Price

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>	Stewart																		
<p>Confirmation of previous Minutes Accepted by Felicity and Karen.</p>	Stewart																		
<p>Actions from previous meeting Father's Day – volunteers list is full now; Felicity to support with organization on the day as Jess is unavailable. \$200 for each class, school to invoice P&C – sorted. Letterbox flyers – many remaining. Aim for preschool drops too, to be arranged. Please contact Stewart if you are able to assist. Coffee machine – sorted. Student wellbeing – Behaviour Management and Support Strategy taken back to staff team. See below.</p> <table border="1" data-bbox="108 1563 1209 2101"> <thead> <tr> <th align="left">Actions from last meeting:</th> <th align="left">Completed by whom/ outcome:</th> </tr> </thead> <tbody> <tr> <td>Lorna to look into options for Canteen purchases/credit card</td> <td>Lorna - <i>Lorna working on it</i></td> </tr> <tr> <td>To be added as a signatory to the WestPac bank account</td> <td>Mani - <i>Lorna working on it</i></td> </tr> <tr> <td>To be added as a signatory to the Bendigo bank account</td> <td>Stewart - <i>Lorna working on it</i></td> </tr> <tr> <td>Recruit deputy canteen coordinator</td> <td>ONGOING</td> </tr> <tr> <td>Look into getting more interest in community use Tennis Courts</td> <td>Felicity - <i>depends on court insurance outcome</i></td> </tr> <tr> <td>Tennis court insurance</td> <td>Stewart/Caroline/Lorna ONGOING</td> </tr> <tr> <td>LED sign – P&C funds to be transferred into school account</td> <td>Lorna to action</td> </tr> <tr> <td>Uniform shop storage - Caroline to have a look at the area and advise Caroline – spoke to Jordan (ASO- Asset Services Officer), there will be no new building for storage, could investigate a possible storage shed for uniform shop surplus and sports equipment, new shed</td> <td>Caroline/Tanya ONGOING</td> </tr> </tbody> </table>	Actions from last meeting:	Completed by whom/ outcome:	Lorna to look into options for Canteen purchases/credit card	Lorna - <i>Lorna working on it</i>	To be added as a signatory to the WestPac bank account	Mani - <i>Lorna working on it</i>	To be added as a signatory to the Bendigo bank account	Stewart - <i>Lorna working on it</i>	Recruit deputy canteen coordinator	ONGOING	Look into getting more interest in community use Tennis Courts	Felicity - <i>depends on court insurance outcome</i>	Tennis court insurance	Stewart/Caroline/Lorna ONGOING	LED sign – P&C funds to be transferred into school account	Lorna to action	Uniform shop storage - Caroline to have a look at the area and advise Caroline – spoke to Jordan (ASO- Asset Services Officer), there will be no new building for storage, could investigate a possible storage shed for uniform shop surplus and sports equipment, new shed	Caroline/Tanya ONGOING	Stewart
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<p>could be sorted but would have to group ANU. Rene still planning on looking at the space to organize this.</p>		
<p>Subscription to GrantsHub</p>	<p>Stewart</p>	
<p>• Principal’s report Principal’s report (Caroline) – see attached.</p> <p>Thanks for P&C morning tea at end of last term, cupcakes much appreciated. Working Bee – great response, thank you all. Bamboo almost completely gone which is great. Thoughts on adding citrus trees – needs careful consideration. 200 trees already tagged on property in high traffic areas, need to be checked annually. External Validation Process next year. Staffing changes – Mrs Alma has retired; Miss Hoff has left and Mr Carl (4/5) in her place; General Assistant has left. Education Week – choir, band performance. New Plan for NSW public education – draft online, can provide feedback. Staff development day – good. NAPLAN – new wording used to demonstrate results. Grammar and punctuation 58% - explicit teaching to follow. School LED sign is up and running, looks great! 100 days of Kindy today, special celebration. Choir – interschool practices tomorrow. School Tour went off well. Chicken Pox going around in community.</p> <p>School Behaviour Management and Support Strategy/ Plan – SRC and staff have provided comment – plan is to hold off until 2024. Will bring back to P&C before end of the year for comment. Some alterations made based on feedback: Think slip – name off chart and with teacher. 5x slips = consultation with family and team. Ladder system remains. Teacher moves names, not students. Alison to talk with all classes re how to implement ladder system. To be taught to SIPPS students in 4th term. Looking for “patterns of behaviour.” 80% need no other input. 10% of students require tier 2 strategies. 10% of students need extra support > behaviour response team offer support mechanisms. Not supposed to be punitive. Focus groups (parents included) to be called for this term. There will be an annual review of the new behaviour policy (term 3).</p>		<p>Caroline</p>
<p>• President’s report President’s report (Stewart) – see attached.</p> <p>Great NAPLAN results, congratulations all! Solar project is progressing, still with Dept of Education – Caroline to let Jordan know and follow up. Quotes for sound system for COLA – 3x quotes received, 2x grant applications in now too. Any electrical work needs department approval. Thanks to staff for all their hard work in education week. Working Bee was great, thank you, we may look to do this annually or more often (as needed).</p>		<p>Stewart</p>
<p>• Treasurer’s report Lorna busy with banking reconciliation. Renewed membership with P&C federation.</p>		<p>Lorna (via Stewart)</p>

<ul style="list-style-type: none"> • Uniform shop report All going well, second hand uniforms needed (parents are grateful for these), need more in good condition. • Canteen report Need a few more volunteers – call to go out via Whatsapp groups. Need help on 04/09 canteen – call to go out via Whatsapp groups. Need to advertise in newsletter now for handover in 2024, start in term 3 – to be discussed further. • Class parents report Karen to re-join Kindy Whatsapp group to support. Mum’s first social night went off well. Caroline discussed Bush Fire alerts – if “catastrophic level” (school is category 2 now) > “cease operations next day” > Skoolzine app alert > P&C to send out via class parents/Whatsapp Community (as needed). 	<p>(Tanya)</p> <p>Claire</p> <p>Karen</p>
<p>P&C AGM 2x more meetings before AGM Bowling Club has been booked, food and bar tab to be booked</p>	<p>Stewart</p>
<p>Sport and Got Game Queries raised and feedback provided by Caroline.</p> <p>How PSSA works – discussed. What Zone is – discussed. Age group info – 8/9, 10, 11, 12, junior, senior (athletics)</p> <p>Sport at school – Mathematics in sports (term 1), Cooperation skills (term 4), Dance (term 3 – SIPPS spectacular) Got Game only on Tuesday – detailed and organized program. Kids not playing PSSA – grants for other sport games coaches. Generalist sport sessions in school. Costs considered too. ?Preparation for PSSA at school – mini games; “work to meet the curriculum requirements” PDHPDE new curriculum “grit, resilience”. Got Game > school could look at different providers, Caroline would need to meet with executive to discuss, curriculum development and costs to be considered. ACTION: Caroline to follow up.</p> <p>Athletics Electronic timing system for use at SIPPS athletics day – staff assisting would have to have “duty of care”, school would have to employ teachers (department employed). Difficult to manage this. Could perhaps hire electronic hiring system (about \$1,500). P&C fundraising goal/ projects 2024 – sports equipment – put forward by Stewart, to be discussed further regarding future projects. ACTION: To be noted for 2024 projects.</p> <p>Swimming Water safety intensive program completed in other schools. 2 weeks program (either AM or PM session). SIPPS would need to survey parents re their thoughts on this. Has to be viable financially, Years 1/2/3 involved. Manly – run by Surf Lifesavers, half day on the beach (stage 3) – Lifeguards have a program when they can come into the school to talk with the students. ACTION: Karen to find details and share with Caroline.</p>	<p>Karen</p>

<p>P&C Hardship Fund Consultation with West Pymble and Gordon West schools. \$1000 put aside for families who are struggling financially. Proposed by Stewart for SIPPS > and seconded by Mani/ Karen/ Felicity. Caroline to notify P&C treasurer as required.</p>	Stewart
<p>School Disco – Friday 13th October ACTION: Save the date to be sent out near end of term. Jess has organized the flyer, Halloween theme. \$15 to cover costs and snack box.</p>	Stewart
<p>SIPPS Spectacular – Tuesday 12th September \$5 entry fee on QKR!</p>	Stewart
<p>Election BBQ, Referendum vote – date unknown Unclear whether this would be worth it > P&C decided it would be worth holding a BBQ IF the election was not done electronically. Await date.</p>	Stewart
<p>SIPPS Camp-Out – 21-22 October P&C decided on no jumping castle this year. Soccer balls/ sports equipment and movie.</p>	Stewart
<p>Book Week / Grandparents Day Need volunteers! Librarian organizes books to come in, then these can be purchased by families. ACTION: Jess agreed to take this on.</p>	Stewart
<p>Terry Hills Public School talk Police Liaison people coming to talk about online safety. SIPPS community Invited to attend on 22nd August, 6.30pm. ACTION: Caroline to find out how to RSVP.</p>	Stewart
<p>Next P&C meeting to take place on <u>Wednesday 06th September 2023 @ 7.15pm</u> in the school library.</p> <p>TOPICS FOR DISCUSSION next meeting:</p> <ul style="list-style-type: none"> - Options/ alternatives for QKR! Not developing QKR! anymore so not compatible with certain phones. Flexischools? Annual cost quite high – check costs involved. MySchoolAccount - Caroline to chat with someone about tick bites solutions. <p>Also need to look at P&C priority list in terms of possible projects:</p> <ul style="list-style-type: none"> - Canteen – stainless steel benches etc, lots of specific requirements - Bathrooms - Caroline looking at furniture for the school, replace old external tables with more modern tables - Yarning Circle, bush tukka (plants) – Uncle Laurie has visited and provided feedback; native bees donated; bush classroom regeneration 	

2023 P&C Roles

Date	2023
President	Stewart Duncan
Vice President #1	Mani Raman
Vice President #2	René Price
Treasurer	Lorna Raine
Secretary	Kirstin Hopkins
Marketing / Communications Coordinator	Felicity Harris
Canteen Coordinator	Claire Bennett
Deputy Canteen Coordinator	Vacant
Uniform Shop Coordinator	Tanya O'Brien
Assistant Uniform Coordinator	Vacant
Class Parent Coordinator	Karen Deane
Tennis Court Coordinator	David Xiao
Fundraising Coordinator	Jess Powell
Environment Coordinator	Vacant

Upcoming P&C Event Planning

Event Scheduled	Date	Person Responsible
NSW State Election	Saturday 25 March	Jess
Easter Hat Parade	Thursday 6 April	Claire/ Felicity
Mother's Day Stall	Wednesday 10 May	Jess
Mother's Day Breakfast	Friday 12 May	Jess
Father's Day Stall	Wednesday 30 August	Jess
Father's Day Breakfast	Friday 1 September	Felicity
SIPPS Spectacular	Tuesday 12 September	
School Disco	Friday 13 October	Jess / René / Karen
SIPPS Camp Out	21/22 October	
Y6 Farewell Party	Monday 11 December	

2023 Meeting Dates

Date	Meeting	Location
15 February 2023	P&C Monthly Meeting	School Library
15 March 2023	P&C Monthly Meeting	School Library
17 May 2023	P&C Monthly Meeting	School Library
14 June 2023	P&C Monthly Meeting	School Library
09 August 2023	P&C Monthly Meeting	School Library
6 September 2023	P&C Monthly Meeting	School Library
18 October 2023	P&C Monthly Meeting	School Library
15 November 2023	Annual General Meeting	TBC
December	P&C Dinner, date TBC	Offsite