



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

MEETING MINUTES

Wednesday 12th February 2025

Attendance: Alison Wright, Matthew Newman (chair), Ciara Rafferty (minutes), Lucas Mertens, Melanie Milne-Davies, Kasja Newman, Merryn Dhimi, Claire Stein, Caroline English, Pui-Ling Parsons, Kirsten Hopkins, Shana, Kiera Ming, Martin Allain, Joshua Rosenthal

Apologies: Kristen Serra, Leah Kelly, Leandri van Schalkwyk, Lorna Raine, Mani Rhaman

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>	
<p>Items/ actions from previous minutes:</p> <ul style="list-style-type: none"> - Uniform Shop – Prices to be reviewed in 2025 & note made to make QKR easier to navigate for purchasing – Update from Lee/Claire ACTION: – Claire to come back to us on this at next meeting - Tennis Court Insurance Updates – Lorna 950 dollars per annum for insurance Lorna will email plan to Caroline and then Caroline will send to legal for review. Caroline to ask if the use of tennis court is for school community or community use only. - New canteen freezer update – Kasja (\$2000 approved for purchase in Dec 24) Matthew reviewing options – will update at next meeting. - OOSH Update – Tom has resigned, plan moving forward. Update on P&C complaint submitted re cleaning during holiday periods – Caroline/Matthew Lily stepping in in interim measure – looking for someone to fill the role. Shana – very unimpressed with the service last year. Took child out early as very stressed with the situation. Kids on floor with iPads. All parents encouraged to contact OOSH directly and cc school on it so they can keep it on file. Instead of contacting service directly go another level up. ACTION: – Kirsten to put out over class groups to encourage parents to put feedback to OOSH - Swim cap update – From Karen – they have been delivered and looked great. She will provide to Rhonda for children to use for the swimming carnival. - Parent Survey Results update – Matthew 	Matthew

Outcome of what P&C events were valued the most.
Very interesting results

ACTION: Karen to distribute the results to all parents

Parents interested in leaving a mark on the school for years to come.

Events coming up for year – putting event on early in the year just for parents so we can all connect. ACTION: Lucas & Melanie to organize an evening for just parents. Greengate an option. Channel to WhatsApp groups & emails. Update for the next meeting.

Encourage each year group to organize a get together –

ACTION: Kirsten to put on the WhatsApp group

- WWCC – List below of current holders. P&C members encouraged to gain a volunteer WWCC.
ACTION: Matthew to confirm with P&C federation what are the requirements around volunteer WWCC. Matthew will pass out the info over WhatsApp group.
- Clarification on owners/facilitators of various systems/pages. Felicity to pass on all details to Matthew
 - o WhatsApp groups handed over – Karen/Kristen – All done and complete.
Kristen to send out on the WhatsApp group – add QR code at the bottom of chat so new parents know where to go.
 - o Banking update – Lucas to chase Mani on this one.
 - o P&C Gmail account – Matthew managing.
 - o P&C Google Drive – Google drive link to be sent out with meeting minutes. Needs a cleanup.
 - o P&C Website – Matthew updating accordingly. Ciara Rafferty name to be updated. Minutes need to be uploaded to the website.
 - o P&C Federation – Lorna requires name and date of birth for insurance. Please provide if you haven't already.

- **Principal's report:**

142 current enrollment – 5 down from last year. Thanks for the lunch provided to teachers for last year. It was much appreciated. Mel and tea – thank you for Kindy welcome morning. 18th Feb – meet the teacher morning.

Assets – new furniture and learning setting looking great in classrooms. Thank you. AFL – 2024 core drilling for site lights. Prep for next element of tender – training sessions from July onwards hopefully. All emails through front office. Week 6 & 7 – parents will be invited to a learning support evening. All bookings through school bytes. School excellence plan 2025-2028 – student growth and attainment. Wellbeing – Bullying prevention programs continuing.

Requirements:

Document scanners for all teachers to use in classroom. Teacher modeling something and it sends it directly to whiteboard.

ACTION: Mrs. English can provide quotes to us at next meeting if we give the go ahead.

Funding amount agreed to that was submitted to DOE

ACTION: Amount to be looked at through the previous minutes.

Daily fitness course to be put around the edge of quadrangle.

Library \$200 for library books

Merryn proposes.

Lucas - Second

\$51 is the amount school can ask for each child per year – Mandated by DOE

\$10 that was put on statement of accounts as a donation cannot be put there anymore. School will like \$1500 for the Arts program for the year by P&C donation.

Propose – Kasja

Second - Kirstin

ACTION – Tell Lorna Raine to activate P&C membership 2025

Vice Principal report:

Conserving the amount of paper for environmental reasons. Moving to digital star cards. Tracked by the child's main teacher. Kindy parent information evening - Mrs. Goldie and Wright hosting. P& C slide included for the evening.

ACTION – Kirsten to speak to Kristen about putting the link to the Patter on the WhatsApp groups.

- **President's Report**

Propose meetings in the library moving forward

- **Treasurer's Report**

Cash at bank \$100,000, 45,00 outstanding for furniture

- **Uniform Shop Report**

Opened before school started and it went well. Opening every odd week every second Thursday. People show up after 9.10AM and it's hard to say no.

ACTION: Claire to put a blurb in the patter and WhatsApp group to reiterate this to everyone

. Lee created uniform WhatsApp group – use for general enquiry. Second hand uniform – a lot of stock currently.

- **Canteen Report**

Prices will need to be upped as produce is going up. Between 20 & 30 cents. Healthy food needs to be put in, to allow slightly healthier food. Meal salads are going to be put in. Choose your own topping etc. Kids are really happy. The fan is working well. Canteen bags not helpful for Kasja – Paper bags are much easier to work with. Fabric bags are not hygienic.

ACTION: Kasja will speak with Lorna about updating the menu and removing canteen bags from QKR.

- **Class Parents Report - Absent**

- **Band Report – 18 students joining this year. Senior students practicing old songs.**

New students introduce them to new instruments. Reading music and caring for their instruments.

Events – colour run. 2nd April Merryn has been in contact with the company that run it and all is looking well. It will be spoken about at assembly.

<p>ACTION: Fundraising for colour run – Merryn to put out on WhatsApp group what fundraising amount is feasible.</p> <p>TBC – Cross country</p> <p>Easter hat parade: 11th of April</p> <p>Federal Election – Coffee van would love it for the day.</p> <p>ACTION: Events to come back with information on events for next</p> <p>ACTION: Kristen to put on WhatsApp group for year 5 parents committee to organize year 6 farewell dinner.</p> <p>AGM to be changed to 12th of November.</p>	
<p>Updates on Grants – Kasja looking into grants.</p>	Kasja
<p>Updates on existing projects</p>	Matthew
<p>Proposed/New items or projects.</p>	Matthew
<p>Events Calendar and updates</p>	Melanie
<p>OOSH feedback and discussion</p>	Discussions by all present
<p>Parent survey re most valued P&C activities/ events – consider 1x main event per term.</p>	Karen
<p>Owners/ facilitators of various systems/ pages/ accounts – needing to clarify this</p> <p>QKR has been a challenge in relation to the banking side of things according to Lorna.</p> <p>Matthew has a list of various accounts and needs to clear this up.</p> <p>ACTION: Matthew will pass around list on WhatsApp group for clarification.</p>	Matthew
<p>Close</p>	
<p>Next P&C meeting: 12th March 2025 in the library</p>	

2025 P&C Roles

Role	2025
President	Matthew Newman
Vice President #1	Mani Raman
Vice President #2	Lucas Mertens
Treasurer	Lorna Raine
Secretary	Ciara Rafferty
Marketing / Communications Coordinator	VACANT
Canteen Coordinator	Kasja Newman
Assistant Canteen Coordinator	N/A
Uniform Shop Coordinator/s	Claire Stein & Leandri van Schalkwyk
Class Parent Coordinator	Kristen Serra
Band Coordinator	Piu-ling Parsons
Events Coordinators	Merryn Dhami, Leah Kelly, Melanie Milne-Davies
Tennis Court Coordinator	N/A
Environment Coordinator	VACANT
Grants Officer	VACANT

Upcoming P&C Event Planning

Event	Date	Person Responsible
Welcome Playdate for new Kindy kids @ Caroola Playground/ Lapwing Reserve	Saturday 01 February @ 10am	Karen Deane to distribute message
New Parent Connections Morning Tea	Thursday 6 th February @ 10am	Melanie Milne-Davies
School fun run	2 nd April 2025	Melanie Milne-Davies, Merryn Dhami
Easter Hat Parade		
Mother's Day Stall		
Mother's Day Breakfast		
Father's Day Stall		
Father's Day Breakfast		
Book Fair/Sale and Grandparents Day		
School Disco		
Y6 Farewell		Year 5 Parents (Committee)

2025 P&C paid members

Name	Date Paid
Kirstin E Hopkins	15-Nov-2024
M NEWMAN	15-Nov-2024
Kirstin E Hopkins	15-Nov-2024
Brendan O Sullivan	15-Nov-2024
Lorna raine	15-Nov-2024
Lucas Mertens	15-Nov-2024
Claire Stein	15-Nov-2024
Felicity K Harris	15-Nov-2024
Rene Price	15-Nov-2024
Evana Christofides	15-Nov-2024
Tanya O'Brien	15-Nov-2024
Stewart Duncan	15-Nov-2024
Claire Bennett	15-Nov-2024
M NEWMAN	15-Nov-2024
Merryn Dhami	15-Nov-2024
Olivia L Santa	15-Nov-2024
Mrs Sophie Hibburd	15-Nov-2024
Lorna raine	15-Nov-2024
Kirstin E Hopkins	15-Nov-2024
M Newman	15-Nov-2024
M Newman	15-Nov-2024
Claire Stein	15-Nov-2024
Claire Bennett	15-Nov-2024
Pui-Ling Parsons	15-Nov-2024
Lucas Mertens	15-Nov-2024
Melanie Milne-Davies	15-Nov-2024
Sangeetha Raman	15-Nov-2024
Leah Kelly	15-Nov-2024
Glen Taylor	15-Nov-2024
Merryn Dhami	15-Nov-2024
Kristen Serra	15-Nov-2024
Karen J Deane	15-Nov-2024
Ciara Cusack (Rafferty)	15-Nov-2024

2025 Meeting Dates

Date	Meeting	Location
Wed 12 February	P&C Monthly Meeting @ 7.15pm	Library
Wed 12 March	P&C Monthly Meeting @ 7.15pm	Library
Wed 14 May	P&C Monthly Meeting @ 7.15pm	Library
Wed 18 June	P&C Monthly Meeting @ 7.15pm	Library
Wed 13 August	P&C Monthly Meeting @ 7.15pm	Library
Wed 17 September	P&C Monthly Meeting @ 7.15pm	Library
Wed 15 October	P&C Monthly Meeting @ 7.15pm	Library
Wed 12 November	Annual General Meeting	St Ives Bowling Club (TBC)

