



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

MEETING MINUTES

Wednesday 18th October 2023

Attendance: Caroline English, Stewart Duncan (chair), Kirstin Hopkins (minutes), Karen Deane, Felicity Harris, Anna Ippolito, Mani Raman, Lucas Mertens, Harjit Dhami, Claire Stein, Kasja Newman, Leanne Hayllar, Rebecca O’Sullivan

Apologies: Lorna Raine, Claire Bennett, Tanya O’Brien, René Price, Jess Powell

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</p>	Caroline and Karen														
<p>Actions from previous meeting</p> <table border="1"> <thead> <tr> <th align="left">Actions from last meeting:</th> <th align="left">Completed by whom/ outcome:</th> </tr> </thead> <tbody> <tr> <td>Changing QKR from Bendigo to Westpac – Lorna to send requirements to be included in Minutes</td> <td>Lorna DONE</td> </tr> <tr> <td>LED signage – Lorna to pay invoice from school</td> <td>Lorna</td> </tr> <tr> <td>Canteen – Lorna to look into options for possible pre-paid visa card</td> <td>Lorna ONGOING</td> </tr> <tr> <td>Tennis court insurance – Lorna to send email to Caroline for insurers asking if indemnity signed by user of tennis court would suffice to cover without supervision</td> <td>Lorna ONGOING</td> </tr> <tr> <td>Soccer goals – Caroline to assess and arrange quote (P&C to purchase)</td> <td>Caroline ONGOING – to chat with the children about options. Pop-up goals can be considered as an interim option. St Ives AFL > conversations about sharing oval space, help with upkeep of oval. Ongoing.</td> </tr> <tr> <td>School gates – to be discussed in tonight’s meeting (see below)</td> <td>All</td> </tr> </tbody> </table>	Actions from last meeting:	Completed by whom/ outcome:	Changing QKR from Bendigo to Westpac – Lorna to send requirements to be included in Minutes	Lorna DONE	LED signage – Lorna to pay invoice from school	Lorna	Canteen – Lorna to look into options for possible pre-paid visa card	Lorna ONGOING	Tennis court insurance – Lorna to send email to Caroline for insurers asking if indemnity signed by user of tennis court would suffice to cover without supervision	Lorna ONGOING	Soccer goals – Caroline to assess and arrange quote (P&C to purchase)	Caroline ONGOING – to chat with the children about options. Pop-up goals can be considered as an interim option. St Ives AFL > conversations about sharing oval space, help with upkeep of oval. Ongoing.	School gates – to be discussed in tonight’s meeting (see below)	All	Stewart
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<ul style="list-style-type: none"> Principal’s report Principal’s report (Caroline) – see attached. Thanks re referendum BBQ, especially Jess and Stewart for all their efforts. Check in assessments for Years 3-6, Years 3-5 underway. Results pleasing. 	Caroline														

<p>K 2024 – program begins with Teddy Bears picnic; orientation sessions for families. Reports available from 06/12/23 via online Skoolbytes portal.</p> <p>External validation in 2024. School Excellence Framework done annually internally, and the peer principals validate this every 4 years. Tuesday 28th May 2024 (week 5 Term 2). To be shared with P&C and discussed.</p> <p>Professional learning – new curriculum focused. English and Maths first. Implementation now extended.</p> <p>ACTION: ‘Tell Them From Me’ > to be completed by week 4. Karen to share with Class Parents.</p> <p>Digital devices policy in schools in school newsletter. Smart Watches need to be in ‘watch mode’ only at school; if not, then that is considered a breach and the behaviour policy would be followed.</p> <p>Bushfire Safety and Plans. Very strict rules. If operations are ceased (Catastrophic or Extreme, directive), principal should be notified the afternoon before. Will make an early call. SIPPS is a category 2 school.</p> <p>Dates in school Newsletter and Principal’s report.</p> <ul style="list-style-type: none"> • President’s report <p>President’s report (Stewart) – see attached.</p> <p>Thanks to everyone for their work at the weekend. Difficult to fill volunteer gaps. Big thanks for Don and Rene for doing a double shift. A nice community event. Fewer cakes than usual. Mani – results on AEC website. 1500 people voted on the weekend.</p> <p>Thanks to Pui-Ling for gate duty pre band, really useful.</p> <p>Thanks to Lorna for treasurer prep for AGM.</p> <p>Solar – Caroline has approved funds from school budget, which then needs to be repaid by P&C (as previously agreed). \$4,280 total. Money returned due to energy going back into grid. Analytics board – very costly, Caroline has requested a quote. Unclear on timelines, this is with the department. Great achievement all.</p> <ul style="list-style-type: none"> • Treasurer’s report <p>Outstanding position at 115K, still owe 15K to school at present.</p> <p>Busy with final accounting entries.</p> <p>Final audit report to be completed.</p> <p>P&C in a great financial position at the end of 2023.</p> <ul style="list-style-type: none"> • Uniform shop report <p>Very low on second hand stock especially boys’ summer uniforms.</p> <p>Reviewed stock in holidays (Tanya and Stewart).</p> <p>Backpacks ordered.</p> <p>Leandri and Claire have shown an interest in taking over in 2024. Big thanks for this!</p> <ul style="list-style-type: none"> • Canteen report <p>Big thanks to Kasja for agreeing to take over in 2024! Still to decide on canteen day/s, may put this out to the parents at some stage (via the school office).</p> <p>Last day to order canteen in 2023 will be Monday 20/11/23.</p> <p>Doors under cupboard now replaced.</p> <p>Special lunch on Friday 20/10/23. Stewart assisting, all organized.</p> <ul style="list-style-type: none"> • Class parents report <p>All going well. Anna is our Kindy parent rep for 2024 (thanks Anna!). Packs for Kindy families all sorted.</p> <p>Athena playground playdate to be set (4pm Saturday 03/02/24) and added to packs.</p> <p>Kindy starts on 05/02/24.</p> <p>Christmas gifts for teacher – Reminder that no gift can be over \$50 (otherwise this needs to be recorded as per department guidelines).</p>	<p>Stewart</p> <p>Lorna (via Felicity)</p> <p>Tanya (via Stewart)</p> <p>Claire (via Stewart)</p> <p>Karen</p>
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<p>Soccer goals for oval / Closure of oval last week</p> <p>Already discussed soccer goals, see actions above. Loads of clover > needs to be mowed, wanted to spray but Caroline unsure whether this has occurred. ACTION: Caroline awaiting call back from provider. Loads of bees with the clover, need to protect kids (hence oval was closed).</p>	<p>All Stewart</p>
<p>Year 6 Farewell</p> <p>Tanya making excellent headway. Additional funds needed due to costs. ACTION: Additional funds agreed – UP TO \$1,500 – approved at P&C this evening. All coming together. Gifts chosen, books being designed. Arranged by Year 5 parents each year (Year 5 and 6 attend)</p>	<p>Felicity/ Tanya</p>
<p>Tennis Court access from side gate – is this possible?</p> <p>Community Use Agreement > they must use the school gates (agreement with the department), all negotiated at the beginning of the year. Side gate access not possible. Stewart to feedback to Greg.</p>	<p>Greg</p>
<p>Gate #2 – doorbell or intercom system – to be discussed</p> <p>ACTION: Caroline to request quote for intercom/ camera system from Boston Security. Discussed possibly installing a Wifi doorbell as an interim measure; Wifi isn't consistent and may cut out. Not a great option.</p>	<p>All</p>
<p>AGM plans</p> <p>Confirmation of positions needing to be filled at AGM. Need to sort out P&C Executive. President, Vice President, Fundraising roles vacant. All positions to be declared vacant at the AGM. Then aim to fill. Bowling Club booked from 6.30pm, commence meeting at 7pm. Lucas has said that he is happy to put his hand up as Vice President (will be away on the AGM date). P&C to support AGM attendance by talking with parents. Need to check Minutes from beginning of the year (February) – who is a paid member – otherwise need to reopen on QKR! ACTION: Kirstin to check and raise with Lorna.</p>	<p>Stewart</p>
<p>2024 dates</p> <p>Stewart to pull together this year's dates for review for 2024.</p> <p>Consider Zoom to be available for P&C meetings. Department's requirement is that you need to have a registered Zoom account. ACTION: Leanne to look into options. Caroline reported that other schools alternate FTF and online meetings. Consider putting out an agenda/ main topics to be discussed to the school community to encourage attendance.</p>	<p>Stewart</p>
<p>Tick bites and solutions</p> <p>Sprays – to be determined and priced. ACTION: Caroline to obtain a quote. Council says ticks are part of "normal habitat". Not great evidence of ticks in the school, could be coming from home. Ensure minimal leaf litter and bark, remove low lying branches/ trim branches. Keep an eye on oval area. Caroline to action. Treat by freezing only. 'Tick Off'.</p>	<p>Stewart</p>

<p>Move kids to different areas if areas of concern identified. Might need to educate the students about what to do if they get a tick bite.</p>	
<p>Disco – Friday 20/10/23</p> <p>Bop ‘Til You Drop organized. Volunteer spots all filled now! 123 tickets sold. Questions from Jess: Are both new families invited? YES Can Jess spend Friday in the hall with doors closed to set up? YES</p>	<p>Stewart/ Jess</p>
<p>Book Week/ Grandparents Day – Thurs 26/10 and Fri 27/10 (parade)</p> <p>Jess to provide afternoon treats for grandparents day, these will be handed out at the end – ACTION: Caroline to arrange 2x Year 6 kids to do this. Wed – set up Thurs – kids look at books Fri – event – Book Fair and Parade (all volunteers sorted by Karen, thank you!)</p>	<p>Stewart/ Jess/ Karen</p>
<p>Next Working Bee</p> <p>Lucas suggested Saturday November 25/11/23 from 2pm. Minimum 10x people needed. Continue with work commenced at previous working bee. ACTION: Lucas to facilitate.</p>	<p>Stewart/ Lucas</p>
<p>Other items:</p> <p>Consider SIPPS Spectacular increased charge for tickets next year.</p> <p>Focus Group on new Behaviour Policy/ Plan on 02/11/23 @ 2pm >> Mrs Wright seeking volunteers, parents to email Mrs Wright if they’d like to attend. Caroline and Alison to facilitate the focus group. ACTION: Remind parents via Class Parents.</p> <p>Grant application going in for COLA refresh. Stewart will put this in next week.</p>	
<p><i>P&C running list of possible 2024 projects: (not discussed this evening)</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 is the AGM on 15th November 2023 at the St Ives Bowling Club from 6.30pm. Meeting to start at 7pm.</p>	

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 staff and volunteers
School Disco	Friday 13 October	Jess
SIPPS Camp Out	21/22 October	CANCELLED
Y6 Farewell Party	Monday 11 December	Tanya

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	St Ives Bowling Club
17 December 2023	P&C Dinner	Terry Hills Tavern