

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

MEETING MINUTES

Wednesday 15th February 2023

Attendance: Caroline English, Leanne Hayllar, Alison Wright, Stewart Duncan, Felicity Harris, Karen Deane, Kirstin Hopkins, René Price, Mani Raman, Jess Powell, Tanya O'Brien, Claire Bennett, Lucas Mertens, Harjit Dhaml. *Email addresses and mobile numbers obtained from attendees for circulation of Minutes.*

Apologies: Lorna Raine, Sophie Hibburd, Kristen Serra, Kylie Follows

AGENDA ITEM	RESPONSIBILITY BY WHOM / WHEN
Confirmation of previous Minutes	Stewart
Accepted by Kirstin and Felicity.	
Principal's report	Caroline
Principal's report (Caroline) – attached.	
6x classroom teachers in 2023; 151 enrolments at SIPPS currently	
Parent Info evening to be held on Tuesday 21/02 from 5pm (next week) > slides will	
go onto the website > ACTION: Karen to send out reminder to all classes.	
Parent/ Teacher interviews will be in Week 9 and Week 10 (15min each)	
New K-2 syllabuses (implementation phase)	
Student Behaviour Strategy, to be developed by school over next 6 months, includes Restrictive Practices; also Anti-bullying	
Gate 1 access intercom has been installed now, working well!	
Rhonda will invoice Lorna for P&C co-payment shortly re LED sign. Hopefully this will	
be installed this term. Gate 2 will be out of action for a while during installation	
process. Sign will go above fence line.	
Classroom painting upcoming, students will need to move to different classrooms when required during this work.	
• President's report	Stewart
President's report (Stewart) – attached.	
Dad's dinners going well, there is one coming up on Friday.	
175 th anniversary since the establishment of public schools in NSW > P&C has been	
requested to mark the occasion at one P&C event this year. To be discussed again.	
Hall upgrades all completed. Great improvements and outcome! Tech crew at school	
now – learning experience/ opportunity for students which has been great.	
Thanks given to all volunteers across the site.	
Thanks given to Caroline and staffing team for a wonderful 2022 presentation day. Year 6 Farewell event went off well.	
Christmas Gingerbread Houses \$210 raised.	
2023 stationery packs x27, raised about \$350.	

Canteen and Uniform shop price increases agreed on. P&C unable to accept Service NSW/ Premiers Back to School vouchers. Need to update records. School is registered, but P&C needs to update records. Complex process. Vouchers can be accepted for camps and excursions. Cannot be used in Uniform Shop. Tennis courts – gates went in last week; next stage is to talk about how this will all work practically. Banking – Lorna has sent some info to clarify this evening. See below. New Kindy playdate at Athena Park went well. Thank you to Karen for getting all the new class parents and Whatsapp groups sorted.	
Treasurer's report	Lorna (via Stewart)
Bank balances: Westpac \$25K and Bendigo Bank \$50K. All going well with school back and uniform orders coming in now. Lorna still needs to claim \$ from hall speaker upgrade, will liaise with Rhonda. Caroline provided a formal document for Treasurer during the meeting – Stewart to pass this on to Lorna.	
Signatories required discussed in the meeting.	
Westpac signatories:	
- Lorna Kathleen Raine, Treasurer	
- Stewart Duncan, President	
 René Price #2, Vice President 	
 Mani Raman #1, Vice President > to be added as signatory 	
 Bendigo signatories: Lorna Kathleen Raine, Treasurer Stewart Duncan, President > to be added as signatory 	
	Tanya
 Uniform shop report Everyone is dressed and looking smart for 2023! School bags arrived in time for newcomers to the school. School ties in 2023 > these have to be changed to elastic ties due to strangulation risk. Tanya can get supplier to do this; try to see whether the ties we already have could be converted into the elastic ties. May do a couple of different sizes/ lengths. ACTION: Elastic ties need to be sorted by winter 2023, strongly advised for ALL students to replace their ties. Tanya to proceed with facilitating this. Communication strategy to be discussed and parents notified later this term, once Tanya knows timelines of stock arrivals etc. Uniform shop will be open every EVEN week – open on 17/02 (every second Friday during term time). 	Tanya
Canteen report	Claire
 Canteen report Opens again Monday 27/02/23. Small % increase in 2023, updated on Qkr! Menu has remained the same. Volunteer roster up and running – René has volunteered every second week, thanks René! Food will be ordered from the same person this year. Claire to clean the kitchen, fridges etc next week prior to opening canteen. Still looking for a deputy Canteen Coordinator. 	

- David venerat	
Band report An a panel parent to foodback to P&C. Discussed who the	
No band report – try to get a band parent to feedback to P&C. Discussed who the	
best person is to coordinate this. Kate has all details of students in the band.	
Senior Band and Junior Band Whatsapp groups to be considered.	
ACTION: Secretary to take Band report off future meeting agendas.	
Class parent report	Karen
Class parent for every class has been identified, and a few additional parents to	
support these roles.	
Handouts for parent info night (next week) prepared re how to join class Whatsapp	
groups.	
Karen needs all class teachers email addresses, to be forwarded to class parents >	
ACTION: Karen to liaise with Rhonda.	
Fundraising report	Jess
Upcoming Election day 25/03/23, flyer sorted > ACTION: Felicity to send out on	
<i>Monday 20/02/23</i> . Loads of large cake boxes in the canteen, trestle tables needed.	
Plan is for BBQ and cake stall, and one point of payment (credit card). Pricing to be	
similar to 2022.	
Easter Hat Parade 06/04/23 – Claire to bake biscuits again, thank you!	
Will do a coffee and tea stand.	
Easter raffle to be arranged > ACTION: Needs to be put on Qkr! Felicity to follow up	
with Lorna. Claire to purchase easter eggs as prizes.	
Lucas offered assistance as his partner has a baking business and may be able to	
help.	
Mother's Day – 2 weeks into Term 2 (Friday 12/05/23). Breakfast \$15 per adult, kids	
free (mother and child)	
Mother's Day stall (Wednesday) 10/05/23.	
Christmas raffle made \$500 profit (on Presentation Day 2022)	
Thank you to Jess for the beautiful Kindy morning tea!	
Gold coin membership:	Stewart
Tanya O'Brien	
Mani Raman	
Kirstin Hopkins	
Jess Powell	
Stewart Duncan	
Karen Deane	
René Price	
Claire Bennett	
Felicity Harris	
Lucas Mertens	
Above members all provided gold coin donation.	
SIPPS catchment and boundaries:	Stewart
Confirmed on 21/12/23, to be reviewed annually.	
President of another P&C has already asked how it was done, Stewart did a huge	
amount of work, thank you again!	
This has all been updated online.	
Start 2024 (students are still 'out of area' until then)	

Marketing proposal following DEC Offer of \$\$5: 1 - P&C contribution to the digital screen \$30,000 (marketing tool) 2 - Social Media 3 - Online video 4 - St Ives Shopping Centre screens, to run a week prior to each school tour 5 - Print materials, new banners, IGA notice board 6 - Paid media Increase in cost estimates, printed materials, letterbox drops esp in new catchment area. Dollar amount would be matched 'in kind' by P&C e.g., video, equipment hire, banners up, going to daycares to talk about the school etc. Stewart to circulate to P&C group asap. P & C Fundraising goals for 2023: Flyer to go out between week 7 & 8 - we had 4x fundraising goals from 2022 (interactive whiteboard, gate, canteen upgrade, IK-2 bathroom upgrade) Discussed 2023: Canteen upgrade to be continued (stainless steel), K-2 bathroom, page aprats available and NSW government would fund 50% - may not do this through P&C funds), laptops (needing to replace a few), hands-on teaching equipment for classrooms/ enhance classroom environments/ teaching resources (Caroline to ask the staff team once painting has been completed for their ideas). Stewart keen for the flyer to go out prior to student fees going out. Look into donations of Service NSW/ Premiers Back to School vouchers later in the year (mid-year). Budgets for classroom teachers > \$200 per classroom teacher agreed by P&C. Each classroom teachers > \$200 per classroom teacher agreed by P&C. Each classroom teachers to decide how they would like to spend this for their class. Voluntary contribution: F&C asks for \$50 a term voluntary contribution, this comes out on school fees, all automated, families can opt out if they choose to. Same as 2022. Rhonda to add to automated billing process. Caroline to liaise with Rhonda about this. Grounds: René raised whether we could use outdoor spaces to add value to our school. Asked what projects can we add to improve our school, for other people to utilize too. Bar Creak trail run used to start and finis hon SIPP		
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	School Hall:	René

To consider a building fund (some schools do this) or special grant. Thinking about how to grow the size of the school > through use of facilities.	
Next meeting agenda items:	
 Consider a "working bee" to unearth the bush classroom (environmental theme/ school's identity); "Room to run" (the SIPPS difference) – promoting this. 	
Next P&C meeting to take place on 15 th March 2023 @ 7.15pm in the school library.	

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
Welcome Playdate for new Kindy kids @ Athena Park	Saturday 28 January @ 4pm	Stewart
Kindy morning tea	Friday 3 February @ 9.15am	Jess Powell
NSW State Election	Saturday 25 March	Jess Powell
Easter Hat Parade	Thursday 6 April @ 2.15PM	Claire / Felicity
Mother's Day Stall	Wednesday 10 May	Jess Powell
Mother's Day Breakfast	Friday 12 May	Jess Powell
School Disco	Friday 25 August ?change to Friday 13/10	Jess Powell / René / Karen
Father's Day Stall	Wednesday 30 August	Jess Powell
Father's Day Breakfast	Friday 1 September	Jess Powell
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
26 July 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	ТВС
December	P&C Dinner, date TBC	Offsite