



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

MEETING MINUTES

Wednesday 12th June 2024

Attendance: Caroline English, Leanne Hayllar, Matthew Newman (chair), Kirstin Hopkins (minutes), Mani Raman, Lucas Mertens, Karen Deane, Kasja Newman, Craig Taylor, Kristen Serra, Claire Stein, Pui-Ling Parsons, Lorna Raine, Merryn Dhami, Anna Ippolito, Felicity Harris, Rene Price, Jason Lee, Tanya O’Brien, Claire Bennet, Hannah Wise-mann, Sarah Weller.

Apologies: Rebecca O’Sullivan, Leandri van Schalkwyk, Stewart Duncan

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>	Lucas
<p>Actions from previous meeting</p> <ul style="list-style-type: none"> - Gate 2 latch/ lock – update from Caroline after liaising with OOSH re parent communications > this has now been emailed to parents, item closed. - QKR access/ management – Matthew to d/w Lorna > further discussion offline. - Fruit trees – updates from Lucas re pricing and plans > Lucas has had a look at the area, there are about 5x fruit trees (grapefruit and orange) at present, suggest cardboard collection to stop weeds from coming up (without using pesticides) and mulch. Need to decide which trees to plant, possibly apple (not more citrus). Roof won’t work due to height of established trees; fruit tree nets a better solution. Estimated cost = \$50-\$60 per tree. Initial steps would be preparing the space, Lucas reported that this would only take a couple of people for a few hours. Future plan would be for SIPPS students to tend to the trees, water, pick fruit etc. Could use water from tank. <p>ACTION: Aim to plant trees within next couple of months. Garden area to be cleared out by August P&C meeting (Lucas). Lucas to provide proposal for costs re purchasing fruit trees (and other supplies needed) for the area at next meeting.</p> <ul style="list-style-type: none"> - Speakers/ amplifier/ cabling (school hall) – update from Caroline > equipment has been ordered and some components have arrived, awaiting others. ACTION: Caroline to continue to follow up and will reach out for P&C support as needed. 	Matthew
<ul style="list-style-type: none"> - Uniform change: Draft document for review was circulated. Caroline explained that by department guidelines, the expectation is that the principal must lead the project, and keep the community informed (students, parents, teachers, P&C). 	Matthew/ Craig/ whole group discussion

<p>First step would be asking the entire community: Would you like to change the uniform? Yes/no – this goes out to whole community (before we can even start the process). Principal has the final say, and will also liaise with director. This is not a quick process. Caroline clarified that SIPPS has to have a school uniform, and that we need a school uniform & a sports uniform.</p> <p>2x sports days during the week. Caroline noted that activity was a small part of the school day and curriculum, currently we have 2x sports days during the week, this may change in the future.</p> <p>Caroline reported that it would be the same process for all items of uniform wanting to be changed (even if it is just 1 or 2 pieces).</p> <p>E.g. Parent suggestion to remove long sleeve shirt and tie in winter, and just use short sleeve shirt. This would still require full uniform change process.</p> <p>Member conversation: Some members felt that the current uniform was “old and ugly”. Needs to be more modern, more representative (of SIPPS), inclusive, and comfortable. School also needs to attract more students/ enrolments. Current uniform is original 1969 uniform! Other members felt that the current uniform was “smart”.</p> <p>Aim for a simplified uniform = less stock to carry. Concerns raised re “dead stock”. Cost of living concerns also expressed.</p> <p>Caroline raised that there are only so many approved procurement providers with department. Also that there is a “Grandfathering clause” – all new uniforms need to go through the procurement process, which may increase costs.</p> <p>Caroline supportive of no ties. Most other schools in area have ditched the ties. Most public high schools don’t have ties either. Lots of discussion around pros and cons of changing current SIPPS uniform.</p> <p>Motion: Are you in favour of changing the SIPPS uniform? Proposed by Chairperson (Matt), seconded by Claire. Paid members (paid by May 2024 P&C meeting & present at meeting this evening, as per P&C Association guidelines) took a vote.</p> <p>Results: 11 votes for uniform change 0 votes against uniform change 2 votes abstained</p> <p>Motion passed today at meeting. ACTION: Craig, Kasja and Claire agreeable to assist this process and will liaise with Caroline about moving forward/ next steps. P&C to continue to support this process.</p>	
<ul style="list-style-type: none"> - Boys choir: Good first session, 17 boys attended, lots of year 2’s and older kids, very exciting. Feedback from kids was really positive. A massive thank you to both Kristen and Ms Drown! 	Kristen/ Karen
<ul style="list-style-type: none"> - Principal’s report – see attached report. External validation now completed, validated as identified by staff. Improved in 10/14 areas. Validated against School Excellence Framework. Caroline will ask parents to become part of a focus group – “where to next?”. Thanks to volunteers who have handed out flyers to preschools and assisted with school tours. SIPPS galaxy certificates for 60, 80, 100 stars have been distributed (designed by students); ribbons also ready, badges with supplier. Dance – Glen Street performance in Week’s 8 and 9. - President’s Report NA - Treasurer’s Report Canteen going very well, raised nearly \$14,000 Social events this year have raised almost \$10,000 Net \$28,000 for the year \$118,000 total in bank - Uniform Shop Report Open day changed to Thursday mornings, seems to be working well, open fortnightly. 	<p>Caroline</p> <p>Matthew</p> <p>Lorna</p> <p>Lee/ Claire</p>

<ul style="list-style-type: none"> - Canteen Report Going very well, Friday to be commenced soon for hot food only > open Mon/Wed/Fri. Competition for the craziest sandwich! Butter chicken is very popular. - Class Parents Report Zone – loads of questions on WhatsApp groups, but this was addressed in recent school newsletter, many thanks to staff for putting this information together. Karen asked whether this information could be placed on a flyer for re-posting as required on WhatsApp groups. ACTION: Karen to liaise with Caroline. 	<p>Kasja</p> <p>Karen</p>
<p>Updates on grants</p> <ul style="list-style-type: none"> - Yarning circle (grant for eco garden) ON HOLD (Asset Management instruction > P&C can still come up with project ideas). - Recent feedback that the grant application for the COLA has been unsuccessful: <i>Thank you for applying for funding under the NSW Government’s Community Building Partnership (CBP) 2023 program.</i> <i>In 2023, we received over 3,000 applications from a wide range of organisations and local councils across NSW. The high calibre of projects submitted meant it was a very competitive assessment process.</i> <i>Unfortunately, on this occasion your application CBP23 - 3372 for the project titled ‘Sport Courts Refurbishment to Enable Community Use and Access’ has been unsuccessful.</i> Thanks to Stewart for his ongoing efforts and enthusiasm on this front! - Tennis courts revamp – a DA is needed – ACTION: Caroline to d/w Matthew & Stewart. 	<p>(Stewart)</p>
<p>Updates on existing projects</p> <ul style="list-style-type: none"> - Schools Infrastructure project (tender through Asset Activation SINSW) – closing date has passed, awaiting feedback/ outcome from the department. 	<p>Caroline</p>
<p>Proposed/New items or projects <i>School projects/ works are on hold for now due to instruction by local Asset Management.</i></p> <ul style="list-style-type: none"> - Consider classroom revamp/ new furniture etc requires quotes > ACTION: Put on Agenda for next meeting. - PSSA – proposal/ request from Sarah Weller: <p>Sarah presented proposal – costs per student is about \$360 per year (2023), request is for P&C to subsidize fees by 50%. Approximately \$4,650 per year (exact amount needs clarification based on student numbers participating in PSSA). Hannah added that there is a big focus on sports for parents, availability for kids to access PSSA, people think that we “don’t do sports at our school” due to limited representation. But historically, SIPPSS students have achieved highly in external/ interschools events. PSSA costs are a lot of money for most families, and are often unexpected.</p> <p>Caroline: Prices for buses are beyond school’s control. Transport NSW wanting to move to electric buses, set fee. North Shore/ Ryde PSSA – some soccer games have moved to home schools incl SIPPSS to reduce fees. Principals considering viability of PSSA continuing in current form (due to costs) vs gala days etc.</p> <p>ACTION: Matthew proposed initial \$5,000 from P&C to support PSSA costs – approved at meeting by P&C members present. Caroline to meet with Rhonda and liaise with Sarah Weller. Need to clarify student numbers of PSSA in order to calculate exact costs of buses for winter PSSA T2/T3.</p>	<p>Matthew</p>
<p>Events Calendar</p> <ul style="list-style-type: none"> - Upcoming events: 	<p>Leah, Merryn, Melanie</p>

<ul style="list-style-type: none"> Father's Day breakfast on 30/08 – volunteers list to go out. <p>- Future events:</p> <ul style="list-style-type: none"> Colour Run > likely to occur on 06 September (date to be confirmed with Caroline). Fundraiser for school. Merryn to contact the local fire brigade who may be able to attend on the day for added festivities. Agreement from P&C community that this event will be supported. ACTION: Specific details to be finalized prior to next meeting so that any further decisions can be addressed then. School Disco > ?18 October (date to be confirmed with Caroline). Need to book Bop til you Drop. ACTION: Felicity to pass on details for music company and date to be confirmed with Caroline. 	
SIPPS tennis championship – can this be played during school hours? No, Caroline has already met with Mark to discuss this, it cannot be run during school hours.	(Melanie)
Lights for tennis courts (possible grant opportunity) > need resurfacing courts, very costly, remove from Agenda items. Lights on hold due to all grounds/ Assets being “on hold”; may be better to put to tender to resurface and get lights installed that way.	Matthew
Tennis court insurance – Current insurers won't insure unless someone from P&C is present. Community members not allowed on site without a “community use agreement”. ACTIONS: Lorna to possibly try another insurer. Lorna to check with insurer if parent is a paid P&C member whether they can use courts ??perhaps include membership with tennis court hire fee. Caroline to ask other local principals how they manage this.	Lorna
Athletics carnival – hiring electronic timing system? \$600-\$1,000 for electronic hiring equipment – may not be worth this cost. Usually use stop watches (school already has these) Qualifying times for Zone taken. ACTION: Kirstin to create project register to keep track of suggestions from previous years.	Kirstin
Year 6 graduation – St Ives Bowling Club now booked for Wednesday 11 December 2024. There has been a Year Book in previous years, but only when parents have volunteered to do this. Year 5 parents committee now set up. Tanya to help handover. ACTION: Felicity to book Bop til you Drop.	Felicity
AGM – St Ives Bowling Club booked for 13 November 2024 – discuss food requirements. ACTION: Budget approved up to \$500 for club food/ drinks, Felicity to liaise with Club.	Felicity
School partnering > Matthew to write up and send a proposal out to P&C re partnering with school in another country. Caroline noted that she would need to check where this would align with the curriculum. ACTION: Matthew to send out details before next meeting and table then.	Matthew
OOSH room heating – split AC/heater has been non-operational for months, freezing at 7am. Can school please liaise with OOSH team to get this sorted? This has been addressed by OOSH and is no longer an issue. Item closed.	(Stewart)
Funding budgets approved on P&C Whatsapp chat (for the record only): \$1,000 for Father's Day stall gifts \$5,000 for Year 6 formal \$300 for end of year P&C AGM function > increased to \$500 at meeting this evening 12/06/24	
Close	
Next P&C meeting: Wednesday 7th August @ 7.15pm in the school staff room	

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 & Leandri van Schalkwyk
Class Parent Coordinator	Karen Deane
Band Coordinator	Piu-ling Parsons
Events Coordinator	Merryn Dhami, Leah Kelly, Melanie Milne-Davies
Tennis Court Coordinator	David Xaio
Environment Coordinator	VACANT
Grants Officer	Stewart Duncan

2024 P&C paid members

Name	Date paid
Karen Deane	09 November 2023
Stewart Duncan	09 November 2023
Anna Ippolito	14 November 2023
Lorna Raine	15 November 2023
Greg Raine	15 November 2023
Craig Taylor	15 November 2023
Kasja Newman	15 November 2023
Claire Stein	15 November 2023
Kristen Serra	15 November 2023
Teresa Heuw	15 November 2023
Pui-ling Parsons	15 November 2023
Harjit Dhami	15 November 2023
Rene Price	15 November 2023
Sarah Weller	15 November 2023
Leah Kelly	15 November 2023
Kirstin Hopkins	22 March 2024
Matthew Newman	23 March 2024
Felicity Harris	11 June 2024
Tanya O'Brien	11 June 2024
Claire Bennet	11 June 2024
Rebecca O'Sullivan	12 June 2024
Melanie Milne-Davies	12 June 2024
Lucas Mertens	12 June 2024
Merryn Dhami	12 June 2024
Mani Raman	12 June 2024 (cash)
Hannah Wise-mann	12 June 2024 (cash)

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!	CXD
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	Merryn, Leah, Melanie

Father's Day Breakfast	Friday 30 August	Merryn, Leah, Melanie
Colour Run	Friday 06 September?	Merryn, Leah, Melanie
Book Fair/Sale and Grandparents Day	TBC	
Local Government Elections	Saturday 14 September	
School Disco	Friday 18 October?	Merryn, Leah, Melanie
Y6 Farewell Party	Wednesday 11 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