



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

MEETING MINUTES

Wednesday 04th September 2024

Attendance: Caroline English, Leanne Hayler, Matthew Newman (chair), Kirstin Hopkins (minutes), Lucas Mertens, Claire Stein, Karen Deane, Merryn Dhama, Lorna Raine, Mani Raman.

Apologies: Leandri van Schalkwyk, Pui-Ling Parsons, Felicity Harris, Kristen Serra.

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>	Claire
<p>Actions from previous meeting</p> <ul style="list-style-type: none"> - Fruit trees – updates from Lucas re proposed costs for trees. Nursery costs – for established trees \$40-50, up to \$120 for an apple tree. Need to work out how many trees the school site can manage before purchasing. Soil should be all good as area used to be a chicken pen. 6-8x trees already there. Max 6-8x more. Mango tree donation received. Caroline can arrange certified mulch. Discussed likely spend up to \$1,000. Main issue with the fruit trees will likely be cockatoos. Caroline happy for this project to proceed. Netting requirements for wildlife safety needs to be considered. Can also look into companion plants. ACTION: Approved for \$1,000 spend at meeting this evening, proposed by Matthew and seconded by Mani. Lucas to proceed with required actions re taking this forward. - Grants Hub subscription? No subscription until new Grants Officer is appointed. 1x more grant applied by Stewart this week. - Tennis courts insurance issues? Lorna requested to remain for 1x more month to follow up on options. May consider an alternative insurer. Lorna has tried to work with current insurer but this has been unsuccessful. ACTION: Lorna to follow up and report back in October. 	Matthew
<ul style="list-style-type: none"> - Principal’s report – see attached report. <p>Huge thank you to our events team for the incredible Father’s Day morning and wonderful gifts.</p> <p>Book Parade and Book Fair – thanks to all families who volunteered and also those who purchased books, just over \$3,500 raised.</p> <p>Art Display at St Ives Village in Weeks 9 & 10, all SIPPS students engage in art activities.</p> <p>Uniform survey results collated: 37% in favour, 52% not in favour. Highest number of responses received with this survey compared to others sent out by school in recent times. May revisit this once cost of living abates a little.</p>	Caroline

<p>SRC bake stall – donations for FAME raised \$481. Fantastic result!</p> <p>Ticks – ongoing issues. Risk management plan in place regarding where children play at recess and lunch. Children were walked around grounds today to designated areas where they can play, note that this has not changed. Staff have reminded all students. Mr Smith (groundskeeper) will continue to mow and manage the vegetation. He will be on holiday in Weeks 8 & 9. Caroline hopeful Assets Team will provide pesticide solution. Further details to go in Newsletter. Procedure for kids at school – freeze off; record it, don't generally notify parents. Lucas raised that notification would be useful. Tics likely to be worse in summer. ACTION: Caroline to put information in Newsletter and keep following up with Assets.</p> <p>P&C costume funding for SIPPS Spectacular – staff delighted; all costumes ordered.</p> <p>- President's Report Thank you for support with vote for furniture upgrade. Future funding approvals should be done at P&C meeting if at all possible (rather than email).</p> <p>- Treasurer's Report Discussed minimum balance at any given time, probably around \$25,000-30,000. Lorna to raise this at future meetings based on current balance. ACTION: Proposed by Matthew and seconded by Mani and other members present that P&C will keep a \$30,000 minimum balance. Year end stock take for uniform shop. Canteen going very well. Father's Day fundraising success.</p> <p>- Uniform Shop Report All going well. Stock take now completed. Open tomorrow.</p> <p>- Canteen Report Very successful! Always keen to offer extra days etc. Baguettes very popular. Feedback from Health 'tick' team – chocolate spread needed to be homemade, Kasja has done this, amazing effort. Needed to confirm no salt on crackers. 'Frozen treats' label needs to change to 'Frozen snacks'.</p> <p>- Class Parents Report All good.</p>	<p>Matthew</p> <p>Lorna</p> <p>(Lee)/ Claire</p> <p>(Kasja) via Matthew</p> <p>Karen</p>
<p>Updates on Grants</p> <p>- 1x new grant applied for by Stewart.</p>	<p>(Stewart)</p>
<p>Updates on existing projects</p> <p>- Stage 2-3 (Years 3-6) classroom furniture upgrade – approved by P&C to proceed (see voting record below). School to proceed as a result of P&C funding this project.</p>	<p>Matthew</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>	<p>Matthew</p>
<p>Events Calendar</p> <p>- Upcoming events:</p> <ul style="list-style-type: none"> Local government elections (Saturday 14th September) > Cake boxes to be sent out with children on Monday, to be returned on Friday or Saturday morning. Assigned classes for voluntary support shifts has worked well, just need Year 3/4 volunteers. Ingredients to be written on boxes. Lollies donated, thanks to Mel and Lucas. BBQ plus cake stall. Need to consider payment options incl electronic payments and how to manage this. ACTIONS: Consider an alternate electronic square – Lorna to follow up. Risk assessment completed by Leah to be forwarded to relevant people. 	<p>Leah, Merryn, Melanie</p>

<ul style="list-style-type: none"> • Father’s Day: A number of families did not pay for the breakfast. Discussed fundraising vs community events. P&C need to identify the purpose of the event and advertise as such (re paid events). ACTION: To be tabled again in next meeting for further discussion. • St Ives Shopping Village pop-up display (Saturday 21st September) > Caroline creating some written content. Funding for pencil cases and printing of flyers required. About \$750 needed according to Merryn. ACTION: \$750 proposed by Lorna and seconded by Mani, approved to proceed. • Both SIPPS choirs performing at preschool funfair to promote school. <p>- Future events:</p> <ul style="list-style-type: none"> • School Disco (Friday 18th October) > Funding required to secure DJ booking. ACTION: DJ approval for \$500 at meeting this evening proposed by Matthew and seconded by Mani. Events team to proceed with booking. 	
<p>Ticks on school grounds – SEE ABOVE in Principal’s report.</p>	<p>Lucas</p>
<p>School partnering <i>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.</i></p>	<p>Matthew</p>
<p>P&C positions for 2025 – a number of positions will need to be handed over next year.</p> <p>New P&C roles in 2025: Newsletter and website (currently Felicity) > need to check P&C Federation requirements Secretary (currently Kirstin) Class parents (currently Karen) Grants Officer (currently vacant) Assisting with Social Media (sending photos to school)</p> <p>Claire/ Lee to continue Uniform Shop Kasja to continue with Canteen Matthew willing to continue as President</p> <p>ACTION: For all P&C members to consider whether they are willing and able to continue in their roles next year. Table again next meeting.</p>	<p>Matthew</p>
<p>Marketing P&C (new membership)</p> <p>Discussed by all present:</p> <ul style="list-style-type: none"> - Summary from P&C meeting and/ or agenda items to be distributed to parent body via class parent WhatsApp groups (completed last month) - Flyer highlighting P&C projects for the year i.e., use of funds raised. Matthew to follow up. - Consider smaller projects for individual members/ taking on various tasks or activities throughout the year/ upcoming projects (small) you can assist with/ using your skills/ strengths; to let people know that they can assist. - How can we capture volunteers for events? - P&C placard for events? <p>Matthew proposed that current P&C members think about how we can invite new people to the P&C, start thinking about ideas to market P&C projects and events/ activities. ACTION: Ongoing.</p>	<p>Matthew</p>
<p>SIPPS Spectacular</p> <p>To be a ticketed event, \$5(?) per ticket, “first in best dressed” re seating. Discussed how to ensure tickets are paid for. Mani volunteered to tick off names at gate, 2x people per gate needed. Lorna to put details for tickets to purchase on QKR! ACTION: Caroline to draft blurb for P&C Exec and then we can proceed with putting ticket sales on QKR! and advertising to school community.</p>	<p>Discussed by all present</p>

<p>Stage 2-3 (Years 3-6) furniture upgrade P&C voting outcome, undertaken via email last month (for the record):</p> <p>YES votes received = 15x YES votes for BOTH stages 2 & 3 No vote received = 11x votes</p> <p>Outcome: Proposal passed/ approved to proceed. Ratified at P&C meeting this evening. ACTION: School will proceed with furniture upgrade as a result of P&C funding this project.</p>	Matthew
Close	
Next P&C meeting: Wednesday 16th October @ 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 – NOW VACANT

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
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
Book Fair/Sale and Grandparents Day	Friday 23 August	Karen Deane
Local Government Elections	Saturday 14 September	Merryn, Leah, Melanie
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