



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

AGM MINUTES

Wednesday 15th November 2023

Attendance: Stewart Duncan (chair), Kirstin Hopkins (minutes), Karen Deane, Felicity Harris, Anna Ippolito, Mani Raman, Claire Stein, Kasja Newman, Rebecca O’Sullivan, Craig Taylor, Greg Raine, Leah Kelly, Sarah Weller, Tanya O’Brien, Claire Bennett, Merryn Dhami, Piu-ling Parsons, Kristen Serra, Teresa Heuw. School staff: Caroline English, Alison Wright, Leanne Hayler, Kylie Follows.

Apologies: Lorna Raine, René Price, Lucas Mertens, Sophie Hibburd, Jess Powell

AGENDA ITEM	RESPONSIBILITY BY WHOM / WHEN
<p>Welcome Acknowledgement of Country <i>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.</i></p>	<p>Stewart</p>
<p>President Annual Report</p> <p>Thanks to all the volunteers and Caroline and exec team for all their work, esp for all that goes on behind the scenes Despite the year starting with COLA grant denial, there were <u>many</u> positives following this: Catchment changes – may look at realigning things further in the future (Caroline reported discussion with other local schools) The ‘huge cheque’ > transforms photographs for social media! P&C contribution enables PSSA to happen so successfully International Women’s Day, books donated to school library LED school sign – goal achieved! Solar My School – approved, yet to be installed – only school in Ku-ring-gai that will be fully solar Held the first Working Bee since COVID, great success, 36 families participated Final year as President, thanks to Caroline and team for all their ongoing support, and thanks to all of the committee</p>	<p>President (Stewart)</p>
<p>Treasurer Annual Report</p> <p>A healthy \$116,000 in bank (solar and signage outstanding) For such a small school, we have raised a lot of money thanks to all the help from the school community Canteen (\$14,000 profit) and Uniform shop (\$33,000 in sales) Voluntary contributions \$10,000 during the year Special mention to Jess, all events have raised about \$15,000 (before expenses) All accounts now audited and signed off</p>	<p>Treasurer (Lorna via Greg)</p>

<p>Thank you and farewell to outgoing members</p> <p>Claire – Canteen achieved 5-star health rating (healthy lunch accreditation), very impressive (only school in St Ives!)</p> <p>Tanya – Uniform shop – great multitasking with new bub! Massive achievements over past 2 years incl sales of second-hand uniforms, boys summer shirts have a logo, and elasticated ties, netball PSSA dresses</p> <p>Jess – Acknowledgement to Jess for all her incredible efforts at SIPPS events</p> <p>René – Always the first to volunteer, and an active member of the P&C in various roles</p> <p>Stewart – Massive thanks to Stewart for all his incredible efforts – selfless, loads of energy, and tenacious! The ideas man and always a do-er! Long lasting legacy in his role as president.</p> <p>Just a few of the incredible highlights and achievements of these outgoing members!</p>	<p>Stewart and Felicity</p>
<p>Principal Welcome</p> <p>2023 SIPPS P&C community spirit, big thanks to Stewart and executive P&C team So many projects to list, incredibly successful outcomes all round.</p>	<p>Caroline (Principal)</p>
<p>AGM – All positions declared vacant. Call for nominations & appointments (seconded noted in brackets):</p> <p>Band coordinator – Piu-Ling Parsons (Felicity) Class parent coordinator – Karen Deane (Claire) Grant officer – VACANT Canteen – Kasja Newman (Karen) Uniform shop – Caire Stein and Leandri (Mani) Fundraising and events coordinator – Merryn Dhami, Leah Kelly, Melanie Miln-Davis (Stewart) Communications coordinator – Felicity Harris (Kirstin) & ?deputy Secretary – Kirstin Hopkins (Craig) Treasurer – Lorna Raine (Stewart) Vice Presidents – Mani Raman (Karen) & Lucas Mertens (Mani) President – Matt Newman</p>	<p>Caroline (Principal)</p>
<p>P&C paid members (from Feb 2023):</p> <ul style="list-style-type: none"> - Stewart Duncan - Felicity Harris - Rene Price - Tanya O’Brien - Mani Raman - Kirstin Hopkins - Jess Powell - Karen Deane - Claire Bennett - Lucas Mertens <p>Paid this evening:</p> <ul style="list-style-type: none"> - Lorna Raine - Greg Raine - Craig Taylor - Kasja Newman 	<p>Kirstin</p>

<ul style="list-style-type: none"> - Claire Stein - Kristen Serra - Teresa Heuw - Piu-ling Parsons 	
P&C Meeting	
Confirmation of previous Minutes	Caroline and Karen
<p>Actions from previous meeting:</p> <ul style="list-style-type: none"> - Oval – clover to be mowed, Caroline to confirm with provider > <i>has now been mowed.</i> - Gate 2 doorbell – Caroline to request quote for intercom/ camera system > <i>email has been sent to Assets Officer, Caroline will follow up re discussing options.</i> - 2024 P&C meetings – consider alternating FTF and Zoom (if possible) – Leanne to look into Zoom options > <i>table for 2024.</i> - Tick solutions – Caroline to obtain quote for spray > <i>‘Tick Enthusiast’ came to school, provided quote for spray, to provide a map of areas to spray. Need to care for native bees (Craig to support as needed). Removing ticks: Vaseline works. Scabies cream also works esp for tiny ticks. School still using Tick Tox spray as recommended.</i> - Working Bee (25/11/23) SEE BELOW > CANCELLED, table for early 2024. - Soccer goals – options (Caroline): P&C to fund soccer goals for the oval, need to be moveable by kids and staff, Caroline provided options. <i>Outcome: Alpha portable (\$855) x2 sets approved by P&C during tonight’s meeting.</i> Caroline to purchase. 	Mani (Vice President)
<p>Principal’s Report Principal’s report (Caroline) – see attached.</p> <p>New curriculum 2024 Aboriginal education and cultural awareness with Uncle Laurie; teachers have had significant amounts of professional learning this year. KARI agreeable to help – Craig to support. NAPLAN results Behaviour Support and Management plan for 2024; students have been asked to help design certificates/ ribbons Excursion opportunities have increased now (since COVID), enjoyed by all SIPPS Difference videos has bene really useful on social media, promoting work of the school Choir and Dance achievements listed Band has had many wonderful experiences and opportunities this year Sports – Got Game, pleased to have cross country back on Acron Oval Thanks to P&C for support with PSSA (40 kids in summer and 60 kids in winter) Mrs Taylor has been the sports and events coordinator – big thanks for all her efforts Various events reflections – lots to be proud of this year P&C events – many events held in 2023 incl supporting school events – adding to community and school spirit Thanks to P&C team for all their efforts and ongoing support P&C voluntary contributions Term 4, as at 15/11/23: \$3,350.00 (67 paid)</p>	Principal (Caroline)

<p>Reports</p> <ul style="list-style-type: none"> • President's Report (see above) • Treasurer's Report (see above) • Uniform Shop Report – all going well. • Canteen Report – 75x lunch orders every week, orders remain online through Qkr! Food supplier is Alfreds. Canteen passed inspection. Special lunches have been a great addition. Healthy rating expires next year. All food needs 3.5* rating or above. Handover to Kasja from Claire. Big thanks to P&C, volunteers and staff for all their support. • Band Report – Things going well, lots of opportunities and experiences, group and solo. Kate working well with band. Promotions to Year 2's next week to drum up interest for band. Kate has been very informative and giving kids different opportunities. Many kids are also involved in zone and other sporting events, which also take place on a Tues AM resulting in missed band sessions, to perhaps consider Kate's available days. • Class Parents Report – all good. Sign up for Whatsapp community, QR code with Rhonda. 	<p>President</p> <p>Treasurer</p> <p>Uniform Shop Coordinator</p> <p>Claire</p> <p>Piu-ling</p> <p>Karen</p>
<p>Year 6 farewell All good for 12/12/23</p>	<p>Stewart</p>
<p>Christmas raffle Has been finalized, prizes have been selected, flyer has gone out</p>	<p>Stewart</p>
<p>Gingerbread House fundraising Encourage everyone to buy – link in school newsletter and on flyer</p> <p>Added note: Instructions for Qkr! to go back onto P&C website/ distribute to families as some people are unable to access the app on their phones</p>	<p>Stewart</p>
<p>P&C Christmas Dinner/Get together (17/12/23 – Terry Hills Tavern) Please rsvp to Felicity</p>	<p>Felicity</p>
<p>Kindy Welcome Playdate Scheduled for Saturday 03/02/23 @ 4pm, Athena playground. Some P&C members will be attending as they have Kindy kids starting in 2024</p>	<p>Stewart</p>
<p>Stationary Packs Parents can order packs on Qkr! ACTION: Kirstin to coordinate – order and pack. To received list from Caroline about number of packs needed to be ordered (towards end of term)</p>	<p>Stewart</p>
<p>New Parent Connections Morning Tea (Monday 5th Feb 2024) New group of fundraising/ events committee to organise</p>	<p>Mani</p>
<p>Confirmation of 2024 Meeting and Event Dates (see next page) Students in Years 1-6 start 01/02/24 ACTION: At first P&C meeting in 2024 (14/02/24), consider events and dates, discuss with Caroline – add to diary</p>	<p>Mani</p>

Working Bee – tentatively booked for 25/11/23 **CANCELLED** Lucas to facilitate, table for early 2024, too busy now at end of year	Mani
Other general business Karen > previously asked about a different sports provider. Got Game remains locked in. Caroline reported that she had looked at 2x other options but felt that these were not aligned to the curriculum and were more expensive. Sending info re PSSA to Year 2 kids – will be going out soon (end of year and beginning new year), Mrs Taylor has written it this up	Mani
<i>P&C running list of possible 2024 projects: (not discussed this evening)</i> <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> 	
First P&C meeting for 2024 is scheduled for Wednesday 14th February.	

P&C Roles 2023-2024

Role	2023 (OUTGOING)	2024 (INCOMING)
President	Stewart Duncan	Matt Newman
Vice President #1	Rene Price	Mani Raman
Vice President #2	Mani Raman	Lucas Mertens
Treasurer	Lorna Raine	Lorna Raine
Secretary	Kirstin Hopkins	Kirstin Hopkins
Marketing / Communications Coordinator	Felicity Harris	Felicity Harris
Canteen Coordinator	Claire Bennett	Kasja Newman
Assistant Canteen Coordinator	Vacant	VACANT
Uniform Shop Coordinator	Tanya O'Brien	Claire Stein and Leandri
Class Parent Coordinator	Karen Deane	Karen Deane
Band Coordinator	Piu-ling Parsons	Piu-ling Parsons
Events Coordinator	Jess Powell	Merryn Dharni, Leah Kelly, Melanie
Tennis Court Coordinator	David Xaio	David Xaio
Environment Coordinator	Vacant	VACANT
Grants Officer	Vacant	VACANT

P&C Events scheduled for 2024

Event	Date	Person Responsible
Welcome Playdate for new Kindy kids @ Athena Park	Saturday 3 February @ 4pm	
New Parent Connections Morning Tea	Monday 5 Feb	
SIPPS Family Camp Out	TBC	
Easter Hat Parade	Thursday 28 March	
Mother's Day Stall	Wednesday 8 May	
Mother's Day Breakfast	Friday 10 May	
Father's Day Stall	Wednesday 28 August	
Father's Day Breakfast	Friday 30 August	
Book Fair/Sale and Grandparents Day	TBC	
Local Government Elections	Saturday 14 September	
School Disco	Friday 18 October	
Y6 Farewell Party	Monday 9 December	Year 5 Parents (Committee)

Uniform Shop

Every 2nd Friday during term time **(TO BE CONFIRMED)**

Canteen

Every Monday during term time **(TO BE CONFIRMED INCLUDING START AND END DATES FOR EACH TERM)**

2024 Meeting Dates

Date	Meeting	Location
Wed 14 February	P&C Monthly Meeting	School Library
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 (TBC)

2024 Term Dates

Term 1 – Tuesday 30 January to Friday 12 April (students in Years 1-6 begin on 01/02/24)

Autumn school holidays – Monday 15 April to Friday 26 April

Term 2 – Monday 29 April to Friday 5 July

Winter school holidays – Monday 8 July to Friday 19 July

Term 3 – Monday 22 July to Friday 27 September

Spring school holidays – Monday 30 September to Friday 11 October

Term 4 – Monday 14 October to Friday 20 December

Summer school holidays (Eastern) – Monday 23 December to Thursday 30 January 2025