



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

MEETING MINUTES

Wednesday 15th March 2023

Attendance: Caroline English, Alison Wright, Stewart Duncan, Felicity Harris, Kirstin Hopkins, Mani Raman, Jess Powell, Tanya O'Brien, Claire Bennett, Lorna Raine, Sarah Weller, David Xiao, Pu-Ling Parsons, Nancy Li

Apologies: Karen Deane, René Price

AGENDA ITEM	RESPONSIBILITY BY WHOM / WHEN																												
<p>Confirmation of previous Minutes Accepted by Mani and Stewart.</p>	Stewart																												
<p>Actions from previous meeting</p> <table border="1" data-bbox="108 1093 1153 1709"> <thead> <tr> <th data-bbox="108 1093 794 1137">Actions from Feb meeting:</th> <th data-bbox="794 1093 1153 1137">Completed by whom/ outcome:</th> </tr> </thead> <tbody> <tr> <td data-bbox="108 1137 794 1182">Send out reminders to all parents about the Information Sessions</td> <td data-bbox="794 1137 1153 1182">Karen – done</td> </tr> <tr> <td data-bbox="108 1182 794 1227">To be added as a signatory to the WestPac bank account</td> <td data-bbox="794 1182 1153 1227">Mani – to do</td> </tr> <tr> <td data-bbox="108 1227 794 1272">To be added as a signatory to the Bendigo bank account</td> <td data-bbox="794 1227 1153 1272">Stewart – to do</td> </tr> <tr> <td data-bbox="108 1272 794 1317">Elastic Ties to be sorted and ready for the start of Term 2</td> <td data-bbox="794 1272 1153 1317">Tanya – done</td> </tr> <tr> <td data-bbox="108 1317 794 1361">Recruit deputy canteen coordinator</td> <td data-bbox="794 1317 1153 1361">All – ongoing</td> </tr> <tr> <td data-bbox="108 1361 794 1406">Take band off further meeting agendas</td> <td data-bbox="794 1361 1153 1406">Kirsty – done</td> </tr> <tr> <td data-bbox="108 1406 794 1451">Karen to circulate all teacher email addresses</td> <td data-bbox="794 1406 1153 1451">Karen – done</td> </tr> <tr> <td data-bbox="108 1451 794 1496">Send out election day flyer on 20 Feb to all</td> <td data-bbox="794 1451 1153 1496">Felicity – done</td> </tr> <tr> <td data-bbox="108 1496 794 1541">Easter Raffle to be put on Qkr!</td> <td data-bbox="794 1496 1153 1541">Felicity/Lorna – to do</td> </tr> <tr> <td data-bbox="108 1541 794 1585">Marketing Proposals to be adjusted and sent to Dept of Ed.</td> <td data-bbox="794 1541 1153 1585">Stewart – done</td> </tr> <tr> <td data-bbox="108 1585 794 1630">Fundraising Goals flyer to be finalised and sent out</td> <td data-bbox="794 1585 1153 1630">Stewart – done/ send out soon</td> </tr> <tr> <td data-bbox="108 1630 794 1675">\$200 provided to all classroom Teachers approved. Caroline to communicate</td> <td data-bbox="794 1630 1153 1675">Caroline – done</td> </tr> <tr> <td data-bbox="108 1675 794 1720">\$50 voluntary contribution to be added to fees statement</td> <td data-bbox="794 1675 1153 1720">Rhonda – to do</td> </tr> </tbody> </table>	Actions from Feb meeting:	Completed by whom/ outcome:	Send out reminders to all parents about the Information Sessions	Karen – done	To be added as a signatory to the WestPac bank account	Mani – to do	To be added as a signatory to the Bendigo bank account	Stewart – to do	Elastic Ties to be sorted and ready for the start of Term 2	Tanya – done	Recruit deputy canteen coordinator	All – ongoing	Take band off further meeting agendas	Kirsty – done	Karen to circulate all teacher email addresses	Karen – done	Send out election day flyer on 20 Feb to all	Felicity – done	Easter Raffle to be put on Qkr!	Felicity/Lorna – to do	Marketing Proposals to be adjusted and sent to Dept of Ed.	Stewart – done	Fundraising Goals flyer to be finalised and sent out	Stewart – done/ send out soon	\$200 provided to all classroom Teachers approved. Caroline to communicate	Caroline – done	\$50 voluntary contribution to be added to fees statement	Rhonda – to do	Stewart
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<ul style="list-style-type: none"> Principal's report <p>Principal's report (Caroline) – see attached.</p> <p>NAPLAN starts, changed to term 1, new proficiency levels Big thank you to Stewart for everything he does for our school, photographs, working on Kindy promotion video, wellbeing grant, Solar My School work etc. Permissions have come back for online programs, only chasing up 7x students in school which is great!</p>	Caroline																												

<p>Inclusive Engaging and Respectful Schools (IERS), Behaviour Support program, RP policy (more info in Principal's report) – coming soon, School Exec team to feedback to P&C next term</p> <p>Thanks to Jess and Claire for organizing the special lunch day for the kids, great success! Parent Teacher Interviews happening soon.</p> <p>No further LED sign updates.</p> <p>Painting going well so far, students and teachers being very flexible with moving around. Feedback requested by Caroline and provided by the committee from Meet-the-Teacher meetings held a few weeks ago.</p>	
<ul style="list-style-type: none"> • President's report <p>President's report (Stewart) – see attached.</p> <p>'Big bank cheque' obtained – great number of 'likes' on Facebook!</p> <p>Donation of bench from Energy Saving Windows, plaque to go on bench, will go in the newsletter.</p> <p>International Women's Day went off well. P&C donated books to school library.</p> <p>Stewart has applied for 2x grants - \$25,000 for technology funding, and \$1,000 to help rejuvenate garden beds.</p> <p>Chasing money from DoE to provide \$ for marketing (no set guide on limit).</p>	Stewart
<ul style="list-style-type: none"> • Treasurer's report <p>Paying bills for new school uniforms, the gate, sorting our canteen stocks, Mother's Day gifts etc.</p> <p>Funds should be coming in soon. Healthy bank account.</p> <p>Special lunch raised about \$900 which is great!</p> <p>ACTION: Need to sort out bank signatories.</p>	Lorna
<ul style="list-style-type: none"> • Uniform shop report <p>New elasticized ties have been ordered. Existing stock to be converted. Tie price increased slightly from \$18-\$20.</p> <p>Caroline to put the notification in the school newsletter re changeover of school ties to inform parents.</p> <p>Swimming caps – held in the office (for zone swimming).</p> <p>Good supply of winter uniforms now, however we now have a large supply of old clothes that can't be sold – ACTION: Alison to assist in disposing of same.</p>	Tanya
<ul style="list-style-type: none"> • Canteen report <p>All volunteers for this term sorted now.</p> <p>Company that we order food from has increased minim order (to 250), we don't have physical space to store quantity of goods. Need to consider another plan.</p> <p>Ovens need cleaning – ACTION: Caroline to speak with OOSH managers about cleanliness of ovens and follow up re oven cleaning.</p> <p>Council inspection due (usually annual) soon (post painting).</p> <p>Canteen credit card? Very difficult to facilitate due to the type of account we use; could we use a Spriggy account; or prepaid visa card from Post Office – ACTION: Lorna to look into options for Canteen purchases.</p>	Claire
<ul style="list-style-type: none"> • Class parent report <p>N/A</p>	(Karen)
<ul style="list-style-type: none"> • Fundraising report <p>Upcoming events, all going well. See below.</p> <p>Mother's Day save the date going out soon, flyers to be held off until later in Term 1/early Term 2</p>	Jess

<p>Solar My School – guest speaker Jodie Savage attended by video conference.</p> <p>60 out of 64 schools in Eastern Suburbs are with Solar My School. Jodie working on behalf of Ku-ringai Council who pay for schools to go through this pathway. Feasibility report – completed by external solar consultant. Schools can't go solar themselves (buildings = assets that belong to the department) – needs to go through Department of Education. Department of Ed pay for 50% of the initiative, and will pay an annual incentive payment (\$2,595 per year over 7 years). Needs to be paid back in under 7 years, contribution funding program, financial implications if not paid back in this timeframe. School needs to fund \$8,500 – would be made back in 3.3 years due to incentives. Supports sustainability and leadership goals. Existing system at SIPPS was never attached to the grid, not exporting currently. Program running until end of financial year (26 May 2023 deadline for internal funding program) After this > change to the program, more costly and may take quite some time to eventuate, no incentive program etc. Philanthropic (Pari Pari Trust) match funding grant for 25% of cost – can apply (deadline 21 May 2023), almost guaranteed to get grant. ACTION: Apply for grant. Can run a celebration event at school with students e.g., build a solar light to send to a developing country etc. Solar analytics (roughly \$3,000) – can have a visual display at school (additional cost).</p> <p>Outcome: SIPPS P&C to support this venture – Stewart proposed and Mani seconded.</p>	<p>Stewart/ Jodie</p>
<p>Tennis Courts</p> <p>Discussed putting tennis bookings on Qkr! Almost always impulsive bookings, not sure this would work. How to generate more interest > our school tennis court isn't on local area listings/ website, needs updating – ACTION: Felicity to look into this? Google function 'tennis courts around me' – P&C could possibly pay for this. Text message with entry gate and codes provided to those who have booked the court. Used to be \$10 per hour, may increase to \$15 per hour (possibly look at doing a better rate for regular bookings, \$10, or discounted rates for SIPPS families). Courts are not open for tennis coaches to operate lessons. Community use only. Need to look at insurance (public liability), may need to adjust/ amend current cover – ACTION: Lorna/ Stewart/ Caroline to have a meeting to look into insurance options.</p>	<p>Stewart/ David</p>
<p>Election BBQ and Cake stall</p> <p>Roster nearly completely full, only 2x time slots missing. Cake boxes going out on Monday. Friday 24/03 evening 7pm – Stewart and Mani to set up BBQs, gas etc. Food all ordered, really expensive compared to last year. Sandwich \$4 Rolls \$4.50 B&E roll \$5 or \$6 with sausage Float sorted out today by Stewart. Greg sorting ice. Ex-student was seeking a stall to sell soap and candles – they have pulled out now. Brigidine volunteers to help out (community service) Band offering to perform on the day – ACTION: Pu-Ling to check with Kate and students' availability (band equipment needs to be removed from hall the night before)</p>	<p>Stewart</p>

<p>Easter Hat Parade</p> <p>Raffles – 20x bunnies – ACTION: Felicity to purchase.</p> <p>Easter hamper donated by Jess (adult prize hamper)</p> <p>2x different raffles (kids and adults) – to be put on Qkr! \$5 or 3x for \$10 (adults), \$2 or 3x for \$5 (kids)</p> <p>Hot cross buns – Stewart continues to look for donations.</p> <p>\$5 tap machine will be available for grandparents to donate for school library books (place on table with coffee and teas)</p> <p>Claire’s mum to bake cookies for students.</p> <p>ACTION: Claire to draw up flyer and send to Stewart.</p>	Stewart
<p>Grounds – <i>continued discussion from Feb meeting.</i></p> <p>René raised whether we could use outdoor spaces to add value to our school.</p> <p>‘Working bee’ to unearth environment classroom?</p> <p>Possible projects:</p> <p>Tennis courts covered and floodlit;</p> <p>Boardwalk through the bush;</p> <p>Tiered seating for the COLA – grant application went in last year but we were unsuccessful (capital grant)</p> <p>Stewart has spoken with a parent about this. René not present tonight, so this will be tabled next meeting</p>	Stewart
<p>Next P&C meeting to take place on 17th May 2023 @ 7.15pm in the school library.</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	Jess
SIPPS Spectacular	Tuesday 19 September	
School Disco	Friday 13 October	Jess / René / Karen
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	TBC
December	P&C Dinner, date TBC	Offsite