



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

MEETING MINUTES

Wednesday 17th May 2023

Attendance: Caroline English, Alison Wright, Stewart Duncan, Kirstin Hopkins, Tanya O’Brien, Claire Bennett, Pu-Ling Parsons, Tarryn Leon (citizen), Leandri Schalkwyk, Lucas Mertens, René Price

Apologies: Felicity Harris, Mani Raman, Jess Powell, Lorna Raine, Karen Deane

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>	Stewart																						
<p>Confirmation of previous Minutes Accepted by Stewart and Caroline.</p>	Stewart																						
<p>Actions from previous meeting</p> <table border="1"> <thead> <tr> <th align="left">Actions from last meeting:</th> <th align="left">Completed by whom/ outcome:</th> </tr> </thead> <tbody> <tr> <td>Lorna to look into options for Canteen purchases/credit card</td> <td>Lorna – Lorna working on it</td> </tr> <tr> <td>To be added as a signatory to the WestPac bank account</td> <td>Mani – Lorna working on it</td> </tr> <tr> <td>To be added as a signatory to the Bendigo bank account</td> <td>Stewart – Lorna working on it</td> </tr> <tr> <td>Assist with disposal of old clothes that cannot be sold in uniform shop</td> <td>Alison DONE</td> </tr> <tr> <td>Recruit deputy canteen coordinator</td> <td>All – still ongoing</td> </tr> <tr> <td>Speak with OOSH managers about cleanliness of ovens and follow up re oven cleaning</td> <td>Caroline DONE <i>Lots of recycling in corner of kitchen noted, told that an oven clean was completed, Claire to check</i></td> </tr> <tr> <td>Claire to draw up flyer for Easter hat parade and send to Stewart</td> <td>Claire DONE</td> </tr> <tr> <td>Look into getting more interest in community use Tennis Courts</td> <td>Felicity – depends on court insurance</td> </tr> <tr> <td>Lorna/ Stewart/ Caroline to have a meeting to look into tennis court insurance options</td> <td>Stewart/Caroline/Lorna – Caroline checking with Dept Ed</td> </tr> <tr> <td>\$50 voluntary contribution to be added to fees statement</td> <td>Rhonda DONE</td> </tr> </tbody> </table>	Actions from last meeting:	Completed by whom/ outcome:	Lorna to look into options for Canteen purchases/credit card	Lorna – Lorna working on it	To be added as a signatory to the WestPac bank account	Mani – Lorna working on it	To be added as a signatory to the Bendigo bank account	Stewart – Lorna working on it	Assist with disposal of old clothes that cannot be sold in uniform shop	Alison DONE	Recruit deputy canteen coordinator	All – still ongoing	Speak with OOSH managers about cleanliness of ovens and follow up re oven cleaning	Caroline DONE <i>Lots of recycling in corner of kitchen noted, told that an oven clean was completed, Claire to check</i>	Claire to draw up flyer for Easter hat parade and send to Stewart	Claire DONE	Look into getting more interest in community use Tennis Courts	Felicity – depends on court insurance	Lorna/ Stewart/ Caroline to have a meeting to look into tennis court insurance options	Stewart/Caroline/Lorna – Caroline checking with Dept Ed	\$50 voluntary contribution to be added to fees statement	Rhonda DONE	Stewart
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<ul style="list-style-type: none"> Principal’s report Principal’s report (Caroline) – see attached. 	Caroline																						

Staff development days – 2x days at start of Term 1, 1x in Term 2, 1x in Term 3, 2x in Term 4 (end of term)

The second Term 4 staff development day at SIPPS will be completed via two twilight sessions (one already completed). Together with Terry Hills Public School and Turramurra North > trying to gather with other schools to develop capacity and build collaboration skills.

18/19 December = staff development days (OOSH will be open)

Mother's Day – big thank you to Jess for her huge efforts on the day, it was a beautiful morning; wonderful gifts for mums provided

Cross Country – route had to change due to wildlife! All went well.

Sports Carnival – Mowbray Athletics Centre booked.

Sydney North Dance Festival – Miss Ruby and Ms Yvonne Stone who have choreographed the dance, lots of improvements in only a few weeks, great work all! Week 8 performance in assembly planned.

New banners out the front of school and at Acron Oval.

New flyers that identify new area with maps, SIPPS difference video – thanks to Stewart.

New syllabus, extended to 2027.

SIPPS student wellbeing and behaviour strategy – RP policy on hold as per department, new behaviour policy is in place.

Student Behaviour and Management Plan >> staff developing new strategies.

Painting now finished.

LED sign not yet installed, approval now granted, Caroline following up. Hoping to get this installed this term. **ACTION: P&C funds to be transferred into school account.**

Solar my School – forms have come back and have gone to the department, need to be submitted by school by 26/05.

- **President's report**

President's report (Stewart) – see attached.

Thanks to Don for helping to install the benches outside the tennis courts.

Benches donated from Energy Saving Windows, plaques to be installed.

Another bench sourced for tennis courts.

Thanks to Jess for Mother's Day events and volunteers. Buffet style table worked well.

Funds raised \$1675.

Thanks to Claire for every Monday canteen, the kids love it!

Thanks to Tanya – all kids in winter uniform now.

Application for grant (lights and speakers in COLA) was unsuccessful. Electrical work has to go through department. Leandri's husband may be able to provide some advice/another quote.

30th May 2023, 7pm – P&C asked to host northern Sydney District of P&Cs (40 schools invited). Acting Secretary of Education attending, Head of School Infrastructure NSW, Julie Kennedy (executive director of department). SIPPS get 30min to present and must provide tea/ coffee/ nibbles.

New flyers with catchment area. Stewart to develop map to organize letterbox drop, to source volunteers to assist.

Flyers have gone out to preschools (packs sent out)

School tour on 23/05.

Presentation for parents re online cyber safety. Caroline has spoken with Terry Hills Public School. Likely to occur later in the year. eSafety Commission.

- **Treasurer's report**

Healthy balance. Still some outgoings.

Voluntary contributions \$5150.

P&C goals very clearly articulated; this is a great start to achieving them.

Uniform shop has been exceptionally strong.

Stewart

Lorna

<p>Behaviour Policy and PBL at SIPPS Presentation by Alison and Caroline.</p> <p>High expectations for students Catch cards to be made more meaningful for years 3-6 PBL – expectations teaching matrix, SIPPS etiquette e.g., morning greetings Citizenship values Certificates, ribbons, medals</p> <p>“SIPPS Stars” > claps in assembly (10 & 20 stars) > A5 certificate > A4 certificate > ribbon > badge Conversation starter e.g., Where are you on the SIPPS galaxy? Student leaders to be heavily involved</p> <p>Teachers requesting P&C support. Provided it doesn't devalue the academic merit system, P&C ok to proceed.</p> <p>Next steps – talk to staff and students, come back to P&C, new system/ plan to go into newsletter for parent comments, then finalized. Trial run for semester 2 this year.</p>	<p>Caroline & Alison</p>
<p>PSSA Netball Uniforms</p> <p>Velcro pieces with position numbers proposed. Other schools – the school owns the dresses, then parents loan for \$40 and then return and get \$30 back. Approved at meeting – to be paid for between P&C and school.</p>	<p>Tanya & Leandri</p>
<p>Gate 3 access (incl limited parking spaces outside gate 2)</p> <p>Trial whilst LED sign being installed in at Gate 2; risk assessment involved. Fences were installed because there have been students out on the road in past (safety). Ranger has been out a lot recently, limited spots outside school. ACTION: Caroline can chat with OOSH staff but can't tell them where to park.</p>	<p>Stewart/ Tanya</p>
<p>SIPPS mum's social group proposal</p> <p>Rene to create a Whatsapp group, send link out via Karen (class parents).</p>	<p>René</p>
<p>Next P&C meeting to take place on 14th June 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