



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

MEETING MINUTES

Wednesday 16th October 2024

Attendance: Alison Wright, Kylie Follows, Matthew Newman (chair), Kirstin Hopkins (minutes), Lucas Mertens, Melanie Milne-Davies, Karen Deane, Lorna Raine, Kasja Newman

Apologies: Kristen Serra, Leah Kelly, Merryn Dhami, Pui-Ling Parsons, Claire Stein, Leandri van Schalkwyk, Felicity Harris, Caroline English

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"> - Fruit trees – Lucas is planning on getting started this term. - Tennis courts insurance updates from Lorna – New person to deal with at insurance company so Lorna still needs to liaise with them. Question raised during meeting: Could P&C (as a business) take out a ‘community use agreement’ and separate public liability insurance? ACTION: Lorna to look into this and chat with Caroline about options. 	Matthew
<ul style="list-style-type: none"> - Principal’s report – see attached relieving principal’s report. Good to see all families and students back to start Term 4. SIPPS Spectacular was a wonderful success late last term. Students were proud of their performances, lots of different groups performed. Thanks to P&C for funding costumes which looked great. Recent pop-up stall at St Ives Village looked great, thanks to Merryn and team of volunteers incl students who spoke confidently with members of the public. Teddy Bears picnic held yesterday, 17x families attended. Year 5 students heavily involved and had their first taste of potential leadership roles next year. Thanks to Kylie Follows and Leanne Hayllar who completed the tours. ‘Tell Them From Me’ parent survey – live survey to go out in Week 2. Festival of Music choir – next week. 11 Dec presentation day for students 18 Dec last day of term Picnic Day with Got Game in Week 10 Kindy Orientation Days – consider talk by P&C president/ member > Alison to liaise with Matthew - President’s Report SIPPS Spectacular – Matt gave recognition to the doormen (Mani and Lucas) – a number of people paid on the night and we managed to sell additional tickets by manning the door! Thank you to the election day BBQ team, wonderful effort all round. 	<p>Alison (relieving principal)</p> <p>Matthew</p>

<p>Thanks to team of volunteers/ staff/ students for pop-up stall at St Ives Village.</p> <ul style="list-style-type: none"> - Treasurer's Report Caroline working out best value for classroom furniture. Lorna liaising with Caroline about this. Bank balance: \$119,000 end Sept (year-end) P&C owe school \$52,000 (furniture) \$67,000 net amount for next financial year at this stage. - Uniform Shop Report Uniform Shop going well, open tomorrow and expect this term to get busy with the new Kindy kids purchasing their uniforms for next year. - Canteen Report Fridays added now = pizza day! Monday and Wednesday canteen days going well. Freezers are very full and chest freezer is icing up. Kasja asking if we could we look into another freezer? Members present discussed that this would be a worthy investment. New freezer likely needs warranty for 3+ years. ACTION: Kasja to source relevant quote and send out to P&C to vote on this. - Class Parents Report All good in terms of class chats. Jen Roberts has left the school (1/2 Amber), so Anna Ippolito is now class parent for both Kindy and 1/2 Amber. Discussed getting ready for Kindy 2025. ACTION: Karen to set up Kindy 2025 WhatsApp group. ACTION: Kindy 2025 playdate – Caroola/ Lapwing Reserve playground. Date locked in for Saturday 01 February, around 10am. Karen to distribute details. Plan is to invite some Year 1 kids to connect with new Kindy kids. P&C members to attend if possible, to support new parents getting acquainted. 	<p>Lorna</p> <p>Lee/ Claire (via WhatsApp group)</p> <p>Kasja</p> <p>Karen</p>
<p>Updates on Grants</p> <p>Melanie reported that there was a potential new parent from Kindy interested in this role, invited to attend next meeting.</p>	<p>Matthew</p>
<p>Updates on existing projects</p> <ul style="list-style-type: none"> - Nil updates. 	<p>Matthew</p>
<p>Proposed/New items or projects</p> <p><i>School projects/ works are on hold for now due to instruction by local Asset Management.</i></p>	<p>Matthew</p>
<p>Events Calendar and updates</p> <ul style="list-style-type: none"> - Leah has cash from election day, needs to deposit. - Upcoming events: <ul style="list-style-type: none"> • School Disco (18 October) – need funds approved for event this Friday. Total costs = \$680 for disco hire and about \$400 for snacks and decorations (\$1080). \$500 approved during previous P&C meeting. ACTION: Approved and seconded by Matthew/ Mani/ Lucas (total = \$1080). • Volunteers to sign declaration form (WWCC). - Future consideration of 1x event per term, based on outcome of parent survey (see below). - Leah had suggested that we consider instead of Mother's Day and Father's Day breakfasts, we do a "Family Breakfast" at some stage in the year. The gift stall + breakfast in the same week is too much to manage. Survey needed, as differing opinions. Need payment option on the day. Maybe pay per food item (as per election day BBQ) rather than in advance. - Consider a Movie Night, perhaps joining up with other small public schools (?Terry Hills, ?Belrose) to make it a bigger event held at St Ives Showgrounds. Discussed getting an external company and using this as a 'community event'. - Lots of difficulty with getting volunteers for events. Ongoing issue, as there are only a limited number of families in the school that put their hands up (for various reasons), also a small school population. - Discussed importance of separating 'fundraisers' from the 'community' events. - Suggested that we look at other options for purchasing re future events e.g., Costco rather than IGA. 	<p>Melanie</p>

<p>OOSH feedback and discussion</p> <p>Toilets (Yr3-6 bathroom) next to OOSH were smelling during the recent school holidays/ OOSH program time – kids reportedly refusing to use these toilets during holiday OOSH sessions. A mum had to come in to clean these.</p> <p>School cleaner should be cleaning bathroom during the school day.</p> <p>Multiple complaints about OOSH not keeping areas clean incl canteen/ kitchen area.</p> <p>Some concerns raised by parents over class WhatsApp groups re OOSH.</p> <p>OOSH reportedly struggling for staff at the moment.</p> <p>Kids on the iPads a lot – advised to bring own devices to holiday programs.</p> <p>Safety issues e.g., walking around with a large knife in the canteen/ kitchen area.</p> <p>Kitchen hygiene is an ongoing issue.</p> <p>Discussed a need to go back to regional manager again to address these issues.</p> <p>ACTION: Alison to provide feedback to Caroline to address with OOSH team please.</p>	<p>Discussion by all present</p>
<p>Update on the Year 6 Graduation:</p> <ul style="list-style-type: none"> - confirmed theme (Aloha) - save the date info went out end of last term and invitations to go out in the coming weeks (all signed off by Caroline) > double check with Bowling Club re booking! ACTION: Melanie to message Felicity about this due to possible confusion. - have ordered and received the individual gifts - cake ordered - Yearbook is underway - Neil has agreed to take photos on the night which will be uploaded for the kids to go on and print off after the night - The next few weeks will be busy ordering and organising decorations for tables as well as finalizing menus etc. 	<p>Felicity (via P&C WhatsApp group)</p>
<p>Swim caps – funding requested</p> <p>Swim carnival comes up early in 2025.</p> <p>SIPPS Zone caps are running short.</p> <p>Two options:</p> <ol style="list-style-type: none"> 1) 50 x 3 colour House Coloured caps (150 total) with single colour print + 100 x School silicone single colour (for Zone) caps = \$5.90 + GST EACH (total 250 silicone Swimming Caps) TOTAL \$1,495 ACTION: Discussed and approved this option at tonight’s meeting. 2) 100 x School silicone single colour (for Zone) caps only = \$8.00 + GST Each TOTAL \$800 (ACTION: proceed with above order instead) <p>ACTION: Note re swim carnival to go out this term in preparation for 2025. To be added to school newsletter later this term.</p>	<p>Karen</p>
<p>Parent survey re most valued P&C activities/ events – consider 1x main event per term.</p> <p>May also consider asking about external providers e.g., band, OOSH, other extracurricular sessions. <i>See notes below.</i></p> <p>P&C survey after upcoming school survey (which goes out in Week 2).</p> <p>ACTION: Karen and Kirstin organize this and send out once complete.</p>	<p>Karen</p>
<p>Payment/ EFTPOS options</p> <p>Square (can be bought outright, transaction fee 1.6%) – needs to be partnered with a phone and the internet, but service is very poor on the school grounds.</p> <p>Paper ran out at election day BBQ.</p> <p>Matthew has forwarded options to Lorna for review. Phone app might be an option.</p>	<p>Matthew</p>

Mani raised whether this is required if we are planning on scaling back number of events next year. ACTION: Further discussion needed once options are sourced and reviewed.	
Owners/ facilitators of various systems/ pages/ accounts – needing to clarify this QKR has been a challenge in relation to the banking side of things according to Lorna. Matthew has a list of various accounts and needs to clear this up. ACTION: Matthew will pass around list on WhatsApp group for clarification.	Matthew
External extracurricular providers review – how are these monitored/ quality ensured? OOSH (see above notes) How does the school/ P&C select external providers? Band, tennis, Got Game, OOSH Possibly also survey external providers (see above re parent survey) Contractors e.g., Mark (tennis) pays to use facilities. Different providers have different arrangements. Band has been changed in the past due to complaints, school interviewed providers and P&C can be involved in the interview process. ACTION: P&C to ask Caroline about whether survey results (re external providers) would be useful.	Kristen (via Karen)
P&C positions for 2025 – a number of positions will need to be handed over next year. Secretary to put out notice to P&C regarding continuing in roles for 2025. Acknowledge people who are willing to continue in their roles. Plug AGM in newsletters. And via class parents. Flyers to families. Without positions filled, there will be NO uniform shop or canteen! Need a fully constituted P&C to operate these roles and all activities/ events for the school.	Matthew
Close	
Next P&C meeting: AGM Wednesday 13th November @ 7.15pm at the St Ives Bowling Club	

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 Dhani, 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