



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

MEETING MINUTES

Wednesday 14th June 2023

Attendance: Caroline English, Alison Wright, Kirstin Hopkins (minutes), Claire Bennett, René Price (chair), Karen Deane, Felicity Harris, Mani Raman

Apologies: Lorna Raine, Jess Powell, Stewart Duncan, Tanya O'Brien

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>																													
<p>Confirmation of previous Minutes Accepted by Caroline.</p>	René																												
<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 - <i>Lorna working on it</i></td> </tr> <tr> <td>To be added as a signatory to the WestPac bank account</td> <td>Mani - <i>Lorna working on it</i></td> </tr> <tr> <td>To be added as a signatory to the Bendigo bank account</td> <td>Stewart - <i>Lorna working on it</i></td> </tr> <tr> <td>Recruit deputy canteen coordinator</td> <td>All (ongoing)</td> </tr> <tr> <td>Look into getting more interest in community use Tennis Courts</td> <td>Felicity - <i>depends on court insurance outcome</i></td> </tr> <tr> <td>Tennis court insurance</td> <td>Stewart/Caroline/Lorna ONGOING</td> </tr> <tr> <td>LED sign – P&C funds to be transferred into school account</td> <td>Lorna to action</td> </tr> <tr> <td>Uniform shop storage - Caroline to have a look at the area and advise</td> <td>Caroline/Tanya ONGOING</td> </tr> <tr> <td>Canteen volunteers - post link for volunteers on WhatsApp groups</td> <td>Claire/Karen DONE</td> </tr> <tr> <td>Canteen 'special lunch' - discuss further with Caroline</td> <td>Claire/Jess/Caroline DONE</td> </tr> <tr> <td>Subscription to GrantsHub</td> <td>Stewart</td> </tr> <tr> <td>'Working bee' organisation</td> <td>Lucas ONGOING 24/06</td> </tr> <tr> <td>Caroline to talk with OOSH staff re parking issues</td> <td>Caroline</td> </tr> </tbody> </table>	Actions from last meeting:	Completed by whom/ outcome:	Lorna to look into options for Canteen purchases/credit card	Lorna - <i>Lorna working on it</i>	To be added as a signatory to the WestPac bank account	Mani - <i>Lorna working on it</i>	To be added as a signatory to the Bendigo bank account	Stewart - <i>Lorna working on it</i>	Recruit deputy canteen coordinator	All (ongoing)	Look into getting more interest in community use Tennis Courts	Felicity - <i>depends on court insurance outcome</i>	Tennis court insurance	Stewart/Caroline/Lorna ONGOING	LED sign – P&C funds to be transferred into school account	Lorna to action	Uniform shop storage - Caroline to have a look at the area and advise	Caroline/Tanya ONGOING	Canteen volunteers - post link for volunteers on WhatsApp groups	Claire/Karen DONE	Canteen 'special lunch' - discuss further with Caroline	Claire/Jess/Caroline DONE	Subscription to GrantsHub	Stewart	'Working bee' organisation	Lucas ONGOING 24/06	Caroline to talk with OOSH staff re parking issues	Caroline	René
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<ul style="list-style-type: none"> Principal's report Principal's report (Caroline) – see attached. 	Caroline																												

Staff have been writing student reports, to go out on Wed 28/06/23.
 K-2 reports look slightly different due to new syllabus.
 In semester 2 – aim for reports to be distributed via School Bytes forum.
 SIPPS video – thanks to all involved.
 Netball uniforms – thanks to all involved. Same supplier used for new staff shirts.
 Thanks to parent volunteers with zone cross country carnival.
 Thanks for canteen and uniform shop.
 NSW Northern Districts P&C meeting – thanks to Stewart for hosting and Jess for catering.
 Refund of \$15K for tree safety approved, which was a positive outcome.
 Aboriginal Education Day – Monday 14/08/23 – Aboriginal elder will lead cultural activities across the school day.
 Professional learning areas for staff: Feedback to students, also high performance and gifted education, Aboriginal and cultural.
 SIPPS is getting an A+ in attendance, significant improvement in attendance since same time last year, great job all!
 Total P&C funds through school fees (to date) \$9,400 (voluntary contributions).
 DET have returned some funding for bathroom completed \$9,733.
 Rhonda needs new banking details > **ACTION: Lorna to confirm new banking details**
 Classroom donations from P&C > **ACTION: Figure out the best way (re accounting processes) to donate \$200 per classroom (dollar amount confirmed as per February P&C Minutes)**
 Assets team changes – Assets will now be managing everything – still awaiting news from DET (due 01/07). There will be a list to complete trades work at local schools. Look at advertising in The Patter in the future (trades).
 School sign installation has now commenced, gates 1 & 3 now open for students – thanks to P&C for contribution.
ACTION: Update to calendar > SIPPS spectacular has come forward a week to 12/09 (week 9) instead of the 19/09

- **President's report**

President's report (Stewart) – see attached.

Thanks for new netball uniforms – these look great and the kids very proud to wear these uniforms.
 Northern Districts P&C meeting – great success, thanks to Jess to awesome catering spread! \$15K for tree reimbursement for this year.
 Enrolment flyers – still some streets to do, need volunteers > **ACTION: Email Stewart if you can assist**
 School Open Days = bright and colourful furniture noted in others schools. Exec team to consider funding new furniture / updating desks and furniture.
 Canteen – massive thanks to Claire and all volunteers!
 Uniform shop – huge thanks to Tanya!
 Sails lighting – solar fairy lights now installed, look great in the evening.
 SIPPS video is now live – excess of 600+ views.
 LED sign is in today, electronics yet to be completed – thanks to Kuringai Council for supporting this, and Caroline for following up with relevant parties.

- **Treasurer's report**

We have \$87,276 in the bank.

I am chatting to Rhonda about receiving the voluntary contributions – I think this will probably be after most parents have paid the current term – that's at least \$6k.

Stewart via René

Lorna (via email)

<p>Tennis court insurance – I’m working with Ela at Andrews insurance to see if a disclaimer at the tennis court would change their view on the insurance – I note most people using the courts are school parents.</p> <p>Insurance renewals occur in July/ August.</p> <p>Year end is 30 September and fast approaching.</p> <p>Canteen is well subscribed; special lunch for Thursday is loaded and ready to go (well done Claire and volunteers)</p> <p>Uniform shop going very well (well done to Tanya and helpers)</p> <p>Father’s Day – next item to get sorted on Qkr.</p> <p>I am still trying to get the banking finalised – will aim for this month.</p> <ul style="list-style-type: none"> Uniform shop report All seems to be going well, uniforms look great. ACTION: Caroline to look into options re possible storage and talk to Assets people – issue is limited space and lots of stock ACTION: René to talk with Tanya and team to review area in order to maximize space re short-term solution ?container > would need DET permission ?consider custom-made shelving for uniform shop storage ?consider application for new building/ storage area via DET Ongoing discussion. Canteen report Canteen upgrade is probably more of a priority than additional storage for uniform shop (see below re projects) Impromptu inspection by council recently, passed, Claire did a great job. Action: Claire now has the correct spray and wipe. First Aid kit shared with OOSH – old and incomplete, Claire has bought a new one. Hot Dog Day for the kids tomorrow 15/06, capped at 120x, sold out! Class parents report All going well! Needing to nudge classes re social gatherings/ dinners. “WhatsApp Community” going well. 	<p>(Tanya)</p> <p>Claire</p> <p>Karen</p>
<p>Mum’s Social Group</p> <p>René has chatted to Kiplings Garage for first date, aiming for 2x dates per term moving forward, to send out ‘save the date’ tomorrow 15/06/23.</p>	<p>René</p>
<p>Working Bee, Saturday 24/06 @ 12pm</p> <p>Minimum 10 people – about 20+ have signed up already.</p> <p>Stewart to follow up re BBQ.</p> <p>ACTION: Scope of work needed > Lucas to follow up; conversation with Eco Club, potting mix etc to be organized, possible removal of bamboo (to liaise with Caroline please) ACTION: René to touch base with Lucas ASAP to confirm date and time etc</p>	<p>(Lucas/ Stewart)</p>

<p>Caroline explained that the ‘understory’ at the bush classroom is authentic, Uncle Laurie (Indigenous Elder) doesn’t want it weeded or any changes made at this stage.</p>	
<p>Gate 3 access (ongoing) – only open during the installation of sign, depends on numbers, very few through gate 3 in the past week.</p>	(Stewart)
<p>Solar update</p> <p>Big step forward > Purryburry Trust – matched funding grant successful. Aim for solar in by end of 2023.</p>	(Stewart)
<p>Coffee machine (for events)</p> <p>ACTION: Caroline to check legal bulletin (Departmental requirement) prior to proceeding.</p>	(Stewart)
<p>Father’s Day</p> <p>Jess not available on the day (01/09) for breakfast. Bacon and eggs BBQ. ACTION: René volunteered to run the morning, will need to liaise with Jess re décor and details. Felicity to assist.</p>	(Jess)
<p>Tennis court insurance</p> <p>P&C don’t have tennis court insurance. At present, P&C can’t hire out courts. ACTION: Lorna following up (see above)</p>	(Stewart)
<p>Student Wellbeing</p> <p>Alison provided update via PowerPoint presentation. NSW Behaviour Code for students, also PBL. SRC involved to support student voice and investment. Student feedback taken into account. Behaviour scale > colours, moving up from ‘meeting expectations’ > ‘consistent positive choices’ > ‘exemplary choices’ Aim is for students to be accepting challenges in their learning, take on feedback and celebrate the successes of others, externally displayed values (kindness, interacting with others etc) Capture students who are consistently doing the right thing. Behaviour scale > colours, moving down from ‘reset’ > ‘reteach’ > ‘think slip’ (quiet talk with teacher) Students to move their own names on the ladder. Discussed same. ACTION: Take scale back to Exec team to discuss – concerns raised re ‘walk of shame’ and public notice (within classroom) of receiving a Think Slip. Levels of behaviour (orange and red) – much the same as previous system. DET still deciding whether suspension policy needs to stand alone (red level). SIPPS etiquette an important focus. Star cards, SIPPS galaxy etc.</p>	Alison
<p>Next meeting – need to look at P&C priority list in terms of projects:</p> <p>Canteen – stainless steel benches etc, lots of specific requirements Bathrooms Caroline looking at furniture for the school, replace old external tables with more modern tables</p>	René

Yarning Circle, bush tukka (plants) – Uncle Laurie has visited and provided feedback; native bees donated; bush classroom regeneration	
Next meeting to go through planned projects for the remainder of the year.	
Next P&C meeting to take place on Tuesday 25th July 2023 @ 7.15pm in the school library.	

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 12 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
25 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