



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

AGM MINUTES

Wednesday 13th November 2024

Attendance: Matthew Newman (Chairperson), Kirstin Hopkins (minutes), Karen Deane, Felicity Harris, Mani Raman, Lucas Mertens, Ciara Cusack, Claire Stein, Kasja Newman, Merryn Dhami, Piu-ling Parsons. School staff: Caroline English, Alison Wright, Leanne Hayler, Kylie Follows.

Apologies: Lorna Raine, Kristen Serra, Greg Raine, Leah Kelly, Melanie Milne-Davies

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>President (Matthew)</p>
<p>President Annual Report (see report for more details) It has felt like a really quick year! Many new people to P&C roles this year, Matt acknowledged that this took some time to settle in. Recognition of all the work done by the P&C team over the course of the year, especially work behind the scenes. Huge contribution to the school and kids, and SIPPS community with lots of projects. Thanks to SIPPS staff members for attending P&C meetings across the year. Hope everyone has a wonderful break and returns refreshed for the new year. P&C drinks coming up in mid-December – date to be scheduled.</p>	<p>President (Matthew)</p>
<p>Treasurer Annual Report Managed to fund some big items this year, great work. Canteen has gone from strength to strength with two days open starting in 2024 and three days in 2025 – thanks to Kasja and the team for making this happen. Another great year in uniform shop – thanks for help with early stock take pre audit. Voluntary contributions via the automatic invoicing system have gone very well – thanks to Rhonda and the team for managing this – it’s working! Social events include all organized events such as election BBQ’s, disco’s, Father’s and Mother’s Day, Easter etc. Thanks to all who have made it possible to put these events on. A big year for SIPSS donations which included: SIPPS Spectacular costumes (\$2,840) (accrued but not yet paid) Furniture funding (\$42,726.21) (accrued but not yet paid) School purchases (\$8000.91) (paid) – readers, sounds system and library books Cash at bank is circa \$119k before payment of amounts owing to school have been paid (\$46k). Inventory has been revalued at current purchase prices and is almost \$42k.</p>	<p>Treasurer (Lorna via Matthew)</p>
<p>Thank you and farewell to outgoing P&C members Felicity – has had a huge contribution to the SIPPS P&C over many years, thank you so much! Karen – has managed a huge number of Whatsapp groups over the past few years as Class Parent Coordinator. Really challenging role, needing lots of patience, always enthusiastic and coming up with ideas, thank you for all your support! Kirstin – has performed secretary role for the past 2 years, thanks for support.</p>	<p>President (Matthew)</p>

<p>Principal Welcome & Report (see report for more details) Delighted to see many new parents taking on P&C roles this year. Thank you to parents for providing support to P&C.</p> <p>Principal thanks to the following Year 6 parents:</p> <ul style="list-style-type: none"> ➤ Felicity Harris > for her ongoing advice, thoughtful counsel and support to the school over many years, has been very instrumental in a lot of work and suggestions. ➤ Tanya O’Brien > has put many years into the uniform shop with wonderful leadership, in her absence acknowledgement of her hard work. ➤ Monica Bode > behind the scenes working with the school, swimming expertise gratefully provide over many years. ➤ Chris Wilson > sporting expertise in athletics gratefully provide over many years. <p>Events team – thank you for your enthusiasm and initiatives which have been greatly appreciated incl Kindy parent morning team Mothers’ and Fathers’ Day celebrations, SIPPS pop-up stall, Election cake stall and BBQ.</p> <p>P&C funding the new portable PA system (for outdoor events such as Book parade and Remembrance Day), library resources, working bee and playground rehabilitation, parents providing flyers to preschools, funding for SIPPS spectacular costumes, PSSA sport buses, book fair support.</p> <p>Uniform shop – thanks to the team.</p> <p>Canteen – thanks to Kasja and volunteers – delicious hot food for staff and students, thank you and congratulations for ‘canteen tick’ and achieving a positive Council inspection.</p> <p>Some school Highlights 2024 – parents for supporting a wide range of events, SIPPS spectacular, Ride to School, Harmony Day, Mufti fundraising events, reading mentor program, band eisteddfod and performances, sports carnivals, Kindy 2025 orientation, creative arts incl Glen Street Dance, Festival of Children’s Music and expansion of choir, SIPPS art exhibition etc.</p> <p>External validation process completed. Next step is to formulate the School Plan for 2025-2028.</p> <p>Sports trolley up and running, thanks for Year 6 2023 funds raised.</p> <p>2024 Assets: K-2 bathroom upgrade completed this year Quadrangle upgrade completed this year Solar – funds are in the budget K-2 furniture upgrade funded by school 3-6 furniture upgrade funded by P&C – delivery expected by Friday! AFL won tender for field upgrade, negotiation underway, hoping for 2025 implementation.</p> <p>Changes to school calendar for 2025 (see below for dates and details).</p>	<p>Caroline (Principal)</p>
<p>Roles on the P&C 2025 – All positions declared vacant. Call for nominations: Process highlighted below = Nomination (of role)/ seconded/ position accepted</p> <p>Band coordinator – Piu-ling Parsons (Karen/ Claire/ YES) Class parent coordinator – Kristen Serra (Karen/ Kirstin/ YES accepted via P&C Whatsapp group) Canteen – Kasja Newman (Kirstin/ Merryn/ YES) Uniform shop – Claire Stein and Leandri van Schalkwyk (Karen/ Mani/ YES both) Fundraising and events coordinator – Merryn Dhami, Leah Kelly, Melanie Milne-Davies (Kirstin/ Mani/ YES all) Secretary – Ciara Cusack (Kasja/ Karen/ YES) Treasurer – Lorna Raine (Kasja/ Lucas/ YES accepted via conversation with Matt Newman) Vice President x2 – Mani Raman and Lucas Mertens (Lucas/ Mani/ Claire/ YES both) President – Matthew Newman (Lucas/ Mani/ YES)</p> <p>Communications/ Marketing coordinator – VACANT Grant officer – VACANT</p>	<p>Caroline (Principal)</p>

<p>P&C paid members (as of AGM November 2025) All members reminded to pay for 2025 in order to have a vote in the new year – on QKR.</p>	Kirstin
P&C Meeting	
<p>Confirmation of previous Minutes</p>	Claire and Mani
<p>Actions from previous meeting:</p> <ul style="list-style-type: none"> - Tennis courts insurance updates (Lorna) >> table in 2025. - Quote for new canteen freezer (Kasja) >> address next year. ACTION: If a great deal comes up then approved (at meeting tonight) to purchase new freezer up to \$2,000. Chest freezer taken home for overflow stock. - Feedback re issues with OOSH (Caroline/ Alison) >> complaints need to go via OOSH directly. Cleaning during holidays is dependent on OOSH. Department’s contractors will clean toilets during the school day/ term only. Reports that toilets smell bad. Personnel have changed; Caroline has raised issues recently with contractors. Caroline advised to take this straight to OOSH via website. Address with Tom directly (in person). If still not seeing any improvements, then bring to Caroline. January 2024 and September 2024 holidays raised concerns > SIPPS Helping Hands, Alistair and Melanie (managers). Continuous staff turnover. Liaison with OOSH/ have them attend P&C meetings on a more regular basis. ACTION: Could do individual complaints/ and also one from P&C and cc Caroline via email. Matt encouraged everyone to put in complaints individually. Matt to put together a complaint on behalf of P&C. - Swim caps ordered (Karen) >> All in hand, Rhonda has supported with colours etc. P&C donated swim caps to Zone team previously. ACTION: Karen to follow up and place order. <i>Note re swim carnival to go out this term in preparation for 2025; note to please be added to school newsletter later this term.</i> - Parent survey update (Karen/ Kirstin) >> in process. Support with planning for 2025 events. ‘What’s your one thing?’ to offer the school. Aim to send out this term. ACTION: Finalise survey questions and send out to parents. - Payment/ EFTPOS options update (Matthew/ Lorna) >> nil updates. Address in 2025. - Clarification of owners/ facilitators of various systems/ pages/ accounts (Matthew) >> Matt has put this out on Whatsapp group. ACTION: Matt to follow up. Karen to work with Kristen to handover all Whatsapp groups. Felicity to pass on details to Matthew. Banking update – Mani to follow up. P&C Gmail account – monitored by Felicity. Will pass on details. 	President (Matthew)
<p>Principal’s Report</p> <p>New teacher’s award, means changes to staff development days. Also changes to number of meetings allowed outside of school hours, now allowed 1 hour per week for regular meetings. Unsure how this might affect P&C meetings; some schools do only 1x meeting per term.</p> <p>K-6 will commence on 6th Feb 2025. Kindy will start at 9.45am on the same day.</p> <p>Caroline to advise OOSH of changes (department should have already done this).</p> <p>Ryde PSSA update (SIPPS): Students will not play games every week next year. They will train weekly on school grounds, and have 2x Gala days per term. Washout day scheduled. Bus fees were exorbitant and unsustainable.</p> <p>Kids who aren’t in PSSA on Gala days will be at school on those days. Lots of changes expected within the school next year to accommodate this.</p> <p>Over 20x Kindy kids listed for 2025. Likely 24x kids total. Unsure if it’ll be K and K/1 classes next year. Kindy gets higher ratios. Geographic boundaries may have made a slight difference, but will probably take a few more years for greater impact.</p> <p>School numbers: 152; looking for 160 ideally. International students possibly interested.</p>	Principal (Caroline)
<p>Reports</p> <ul style="list-style-type: none"> • President’s Report – as per annual report. • Treasurer’s Report – as per annual report. • Uniform Shop Report – prices to be reviewed, will make any adjustments to prices in new year. Follow up in P&C meeting #1 (as relevant). Price list could be made simpler. 	Matthew Matthew (Lorna) Caire

<p>Summer and winter uniforms needed. Can be difficult to navigate QKR, possibly look into this in new year.</p> <ul style="list-style-type: none"> • Canteen Report – All going well. Needed to get (new) pizza timing right as can't use bottom rack in oven. Order numbers are increasing steadily. • Band Report – Senior band recently showcased themselves at Ku-ring-gai Food and Wine Fair with Terry Hills Public School, well received. Kate Habkoug now in the process of recruiting interested students for 2025. <u>Next Tuesday morning there will be an instrument/ band trial.</u> School signed Kate on for 5 years. Focused on performance element. Staff report that Kate is a good communicator and that she works well with the school. • Class Parent Report – 18x kids already on Kindy Whatsapp group for next year. Morning tea will be on the 6th Feb. Merryn suggested that Year 1 2025 parents welcome the new Kindy group at the morning tea. ACTION: Merryn to suggest this to current Kindy group. Kindy playdate scheduled for Saturday 1st Feb 2025 at 10am. 	<p>Kasja</p> <p>Piu-ling</p> <p>Karen</p>
<p>Year 6 Farewell</p> <p>Gift for coordinator and for Yearbook/ photography to come out of budget. Handbook saved for next year in P&C drive. Traditionally the Year 5 parents organise this event.</p> <p>Lots of useful P&C information on P&C drive. Save on the drive if you have anything to add!</p>	<p>Felicity</p>
<p>Events calendar for 2025</p> <p>Session at the start of the new year to discuss events for 2025. Events team very keen to organise the 'Colour Run' next year – lock in date asap. Federal Election next year. Camp Out? Trivia? Family vs parents-only events. Parent survey to inform events for 2025 > Karen and Kirstin liaise with Events team prior to sending out.</p>	<p>All</p>
<p>Meeting closed 9pm</p>	<p>Matthew</p>
<p>First P&C meeting for 2025 is scheduled for Wednesday 12th February.</p>	

P&C Roles for Election

Role	2024 (OUTGOING)	2025 (INCOMING)
President	Matthew Newman	Matthew Newman
Vice President #1	Mani Raman	Mani Raman
Vice President #2	Lucas Mertens	Lucas Mertens
Treasurer	Lorna Raine	Lorna Raine
Secretary	Kirstin Hopkins	Ciara Cusack
Marketing / Communications Coordinator	Felicity Harris	VACANT
Canteen Coordinator	Kasja Newman	Kasja Newman
Assistant Canteen Coordinator	VACANT	N/A
Uniform Shop Coordinator/s	Claire Stein & Leandri van Schalkwyk	Claire Stein & Leandri van Schalkwyk
Class Parent Coordinator	Karen Deane	Kristen Serra
Band Coordinator	Piu-ling Parsons	Piu-ling Parsons
Events Coordinators	Merryn Dhami, Leah Kelly, Melanie Milne-Davies	Merryn Dhami, Leah Kelly, Melanie Milne-Davies
Tennis Court Coordinator	David Xaio	N/A
Environment Coordinator	VACANT	VACANT
Grants Officer	VACANT	VACANT

P&C Events scheduled for 2025

Event	Date	Person Responsible
Welcome Playdate for new Kindy kids @ Caroola Playground/ Lapwing Reserve	Saturday 01 February @ 10am	Karen Deane to distribute message

New Parent Connections Morning Tea		
Easter Hat Parade		
Mother's Day Stall		
Mother's Day Breakfast		
Father's Day Stall		
Father's Day Breakfast		
Book Fair/Sale and Grandparents Day		
School Disco		
Y6 Farewell		Year 5 Parents (Committee)

Uniform Shop

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

Canteen

Every Monday, Wednesday & Friday during term time **(TO BE CONFIRMED)**

2025 P&C Meeting Dates

Date	Meeting	Location
Wed 12 February	P&C Monthly Meeting @ 7.15pm	Staff room
Wed 12 March	P&C Monthly Meeting @ 7.15pm	Staff room
Wed 14 May	P&C Monthly Meeting @ 7.15pm	Staff room
Wed 18 June	P&C Monthly Meeting @ 7.15pm	Staff room
Wed 13 August	P&C Monthly Meeting @ 7.15pm	Staff room
Wed 17 September	P&C Monthly Meeting @ 7.15pm	Staff room
Wed 15 October	P&C Monthly Meeting @ 7.15pm	Staff room
Wed 13 November	Annual General Meeting	St Ives Bowling Club (TBC)

2025 Term Dates

Term 1 – Friday 31 January to Friday 11 April (students in Years K-6 begin on Thursday 06/02/25)

Autumn school holidays – Monday 14 April to Thursday 24 April

Term 2 – Monday 28 April to Friday 4 July (students return on Wednesday 30/04/25)

Winter school holidays – Monday 7 July to Friday 18 July

Term 3 – Monday 21 July to Friday 26 September (students return on Tuesday 22/07/25)

Spring school holidays – Monday 29 September to Friday 10 October

Term 4 – Monday 13 October to Friday 19 December (students return on Tuesday 14/10/25)

Summer school holidays – Monday 22 December to Monday 26 January 2026