



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

MEETING MINUTES

Wednesday 07th August 2024

Attendance: Caroline English, Alison Wright, Matthew Newman (chair), Kirstin Hopkins (minutes), Lucas Mertens, Rebecca O’Sullivan, Felicity Harris, David, Sophie Hibburd, Karen Deane, Stewart Duncan.

Apologies: Leandri van Schalkwyk, Pui-Ling Parsons, Claire Stein, Kristen Serra, Mani Raman, Merryn Dhami, Craig Taylor, Lorna Raine.

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>	Felicity
<p>Actions from previous meeting</p> <ul style="list-style-type: none"> - Fruit trees – updates from Lucas re proposed costs for trees, garden cleared out? >> Nil updates as yet. ACTION: Update next meeting from Lucas. - Consider classroom revamp/ new furniture, quotes needed >> SEE BELOW. - Uniform change proposal – any current actions required? >> Community consultation period not yet closed (supposed to close tomorrow, Caroline may extend to end of the weekend). More information will be distributed once this feedback has been collated. - PSSA support by P&C – any updates from school? >> SEE BELOW. - Tennis court insurance and booking issues – any updates from Caroline/ Lorna? >> Caroline reported that other local principals do not hire out their tennis courts due to this same issue. Nil updates from Lorna as yet on this. 	Matthew
<ul style="list-style-type: none"> - Principal’s report – see attached report. <p>Thanks to P&C – new portable sound system has arrived, should be ready for Book Week event, team needing to test the system with music. Busy start to Term 3 with various events already incl NAIDOC week, Olympic Spirit Day, and others. Thanks and congratulations to Kristen Serra and Ms Caitlan Drown – first boys choir performance today in assembly was wonderful! Caroline requesting P&C support for SIPPS Spectacular event: \$20-30 per child (total \$3000/\$4,500). P&C support of \$25 per child proposed by Felicity/ Matthew and seconded by Karen/ Lucas at meeting this evening. ACTION: Caroline to feedback to staff team and notify P&C whether any donations of materials or further support is required. School oval – Tender process has been completed. AFL NSW has been successful. The department are now working with AFL NSW to negotiate terms and conditions around the proposed use (license to use the field after school hours). The proposed work will include installation of lighting, field maintenance and upgrades to the oval surface, AFL posts to be put up too. Further updates to follow.</p>	Caroline

<p>PSSA costs update – overall total cost for summer and winter PSSA is \$20,800 (bus fees). \$8,960 invoiced already. P&C agreed (previous meeting) to support with a once off donation of \$5,000 (total), to be split between winter and summer sports (Terms 3 & 4, 2024). ACTION: To be included on flyer highlighting P&C projects.</p> <p>Caroline provided quotes for 3-6 classroom furniture upgrades, roughly 2x \$26,000 or \$52,000 total (Stages 2 & 3). General consensus at the meeting this evening that this will be supported by P&C, but further discussion is required. ACTION: Matthew to send out proposal to P&C for consideration.</p> <ul style="list-style-type: none"> - President’s Report Nil additional report. - Treasurer’s Report \$122,000 in bank Big order coming in for uniform shop which will be deducted from total balance. Accounts audited at year end, Lorna already on it. - Uniform Shop Report All going well. - Canteen Report All going well, reports continue to be very positive. - Class Parents Report All going well, quite a few new students > people join the SIPPS community Whatsapp group, this is working very well as parents can join various groups that they are interested in. 	<p>Matthew</p> <p>(Lorna) via Matthew</p> <p>(Lee/ Claire)</p> <p>(Kasja)</p> <p>Karen</p>
<p>Updates on Grants</p> <ul style="list-style-type: none"> - See report. <p>Stewart is unfortunately unable to continue in this role, so will need to handover. Huge thank you to Stewart for his unwavering dedication and hard work that he has put into the SIPPS P&C and for everything that he has graciously done for our school community!</p> <ul style="list-style-type: none"> - Hopeful for the veggie garden grant – big thanks to Ms Jamie Tippet and Ms Melissa Field for their support, kids drew pictures as to what they wanted to garden to look like. - Hopeful for outdoor furniture grant. - Grants Hub subscriptions \$266 per year > saves much time, highly recommended by Stewart. <p>ACTION: New appointment in this role required. Grants Hub subscription to be followed up.</p>	<p>Stewart</p>
<p>Updates on existing projects</p> <ul style="list-style-type: none"> - PSSA (see above) > P&C funding support of \$5,000 (total) approved at previous meeting (once off donation for Terms 3 & 4, 2024). 	<p>Matthew</p>
<p>Proposed/New items or projects <i>School projects/ works are on hold for now due to instruction by local Asset Management.</i></p> <ul style="list-style-type: none"> - SIPPS Spectacular (see above) > P&C funding support approved this evening, \$25 per child. - School furniture (see above) > P&C to vote on this proposal in the coming weeks. 	<p>Matthew</p>
<p>Events Calendar</p> <ul style="list-style-type: none"> - Upcoming events: <ul style="list-style-type: none"> • Father’s Day breakfast (Friday 30th August) > Flyers have been created; volunteer signup needs to go on QKR! Presents bought and wrapped. Store on 28th August. ACTION: Volunteers needed for store AND breakfast. Notice to be sent out to SIPPS community. • Local government elections (Saturday 14th September) > cake stand and BBQ. Stewart handed relevant event information over to Lucas. P&C funding support for this event discussed. \$2,000 budget proposed by Stewart (based on previous election event) and approved at meeting this evening, seconded by Karen. 	<p>(Leah, Merryn, Melanie) Update provided by Lucas</p>

<ul style="list-style-type: none"> • Colour Run > to be postponed until Term 1, 2025. Too many events in diary. • St Ives Shopping Village pop-up display > Booked for Saturday 21st September. Merryn has met with Caroline and Alison about this already. SIPPS resources, banners, teddy bears etc to be on display. Will need volunteers. ACTION: Events team to follow up re volunteers (parents and ?kids). <p>- Future events:</p> <ul style="list-style-type: none"> • School Disco (Friday 18th October) > ACTION: Bop Til you Drop to be booked ASAP! Disco is in Term 4 week 1, so this needs to be marketed before holidays. <p>- School events (non-P&C):</p> <ul style="list-style-type: none"> • Walkathon > School fundraising event – during school day, Week 4 (06 Nov) • Activityathon > School fundraising event – during school day. 	
<p>School partnering <i>Matthew to write up and send a proposal out to P&C re partnering with school in another country. Caroline noted that she would need to check where this would align with the curriculum.</i> Not yet addressed. ACTION: Matthew to send out prior to next meeting.</p>	Matthew
<p>P&C positions for 2025 – a number of positions will need to be handed over next year.</p> <p>New P&C roles in 2025: Newsletter and website (currently Felicity) ?Treasurer (Lorna)? TBC ACTION: Kirstin to put out pole on P&C Exec Whatsapp chat to determine which of these positions will need to change in 2025.</p>	Matthew
<p>Marketing P&C (new membership)</p> <p>Matthew proposed that current members think about how we can invite new people to the P&C, start thinking about ideas to market P&C projects and events/ activities. Felicity mentioned a previous campaign re encouraging parents to support P&C events – “What’s your ONE THING?” Send out/ market to SIPPS parents; stickers on items that were P&C funded etc.</p> <p>Discussed how best to distribute information to SIPPS parents from P&C meetings. Bullet points re Agenda (topics to be discussed) and Minutes (topics discussed and plans), to be dispersed to parents via Whatsapp groups. ACTION: Karen and Sophie to action.</p>	Matthew
P&C notice board outside OOSH > key handed over to Matthew at meeting this evening.	Stewart
Year 6 graduation > Lots happening behind the scenes, theme organized, all coming along well.	Felicity
For record keeping purposes: P&C website – \$324 approved for next 2 years by P&C Exec via Whatsapp group on 30 July 2024.	Kirstin
Close	
Next P&C meeting: Wednesday 4th September @ 7.15pm in the school staff room	

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 Dhami, Leah Kelly, Melanie Milne-Davies

Tennis Court Coordinator	David Xaio
Environment Coordinator	VACANT
Grants Officer	Stewart Duncan

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
<i>Colour Run</i>	<i>Postponed to Term 1, 2025</i>	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