



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

MEETING MINUTES

Wednesday 13th March 2024

Attendance: Caroline English, Leanne Hayllar, Matthew Newman (chair), Kirstin Hopkins (minutes), Mani Raman, Lucas Mertens, Karen Deane, Kasja Newman, Craig Taylor, Merryn Dharmi, Kristen Serra, Anna Ippolito

Apologies:, Felicity Harris, Claire Stein, Rebecca O’Sullivan, Lorna Raine, Leandri van Schalkwyk, Pui-Ling Parsons

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>	Mani
<p>Actions from previous meeting</p> <ul style="list-style-type: none"> - Home readers for K-2 and resources for library – Ms Follows looking at options for home readers. Ms Allman thanks P&C support for library resources, much appreciated. 	Matthew
<p>OOSH updates Manager, regional director and regional manager attended P&C this evening – Tom, Melanie and Jason Numbers: 8 in AM (vs 7 in 2023), 20 in PM (vs 22 in 2023), up in holiday program numbers Wanted to align with school values and goals, PBLs etc Recognized need to seek feedback, and drop in quality but working hard to improve Transient period currently, recognize support needed for staff (training and development) Want to continue to establish and build new relationships OOSH visits fortnightly by regional directors/ managers Interest based, balance of structured programs and play based activities Consistent routines and set of expectations Key barriers: transient workforce past 6/12 across the OOSH sector, trying to find the right people, now needing to train staff Key area – teaching people how to deal with complex behaviour support, developing strategies Collaborating with external providers re training e.g., NOOSHA (national body) 5x training workshops planned Diploma encouraged as part of work (incentivised) Feedback from parents via surveys – comes via emails, provide feedback via OOSH email address</p>	OOSH team

<p>Keen to hear feedback to help improve quality of service P&C members suggested information evening a couple of times per year New furniture in space now Have received positive feedback Director keen to attend P&C meeting once a term</p> <p>Gate 2 issues – currently locked on a daily basis. Look into closing and latching the gate rather than locking it. May need additional latch. Need to risk assess the situation and children present at OOSH. Will also depend on staffing ratios. ACTION: OOSH team to follow up and communicate with school and parents as relevant.</p>	
<ul style="list-style-type: none"> • Principal’s report – see attached report Office hours 8.40am-3.30pm NAPLAN has started Big thank you to Mrs Taylor for the swimming carnival which ran according to schedule; also to Mrs Bode (parent) – feedback to kids re stroke correction has been fantastic! Parent teacher interviews upcoming – bookings close tomorrow Departments new agenda – “staff wellbeing” will be a focus, addressing workload, culture based on trust >> aims to address improved wellbeing External validation preparation in progress (assessment will occur mid Term 2) K-2 bathroom – tomorrow they will be rehabilitating the landscape area and handover of bathrooms next week, all very exciting! Quadrangle resurface is with ASSETS. Solar panels installed and look great, next step is the screen installation. GA – Caroline looking at options about how to advertise, needs to go through state, ‘equal opportunity’ for all schools therefore P&C unable to add to funds. Cleaners – Caroline has addressed matters and is constantly providing feedback and monitoring. Sports trolley – sports captains and SRC have identified the budget from Yr6 2023, and put together list of equipment. Rhonda will order equipment, trolley will go out 2x days per week at lunchtime, good range of equipment choices. <i>Aim to start this in the last week of this term or early Term 2.</i> Yarning circle logged through ASSETS (ASO = asset service officer). • President’s report Nil formal report, covered in other areas. • Treasurer’s report \$102,000 in bank Canteen equipment funds approved, off to a good start! Need to have signatories updated and they need to be paid up members of P&C (president and vice presidents) ACTION: Matt to discuss with Lorna re QKR access (who can access/ manage QKR) • Uniform shop report Sales going well, nil formal updates. • Canteen report Kasja suggested a canteen WhatsApp group, wants interaction with parents, positive feedback >> approved during meeting. ACTION: Karen to create and distribute to classes via class parents. Parents who want to volunteer would like personal interaction with canteen coordinator Aim for canteen to be open 3x days per week eventually. Lots of changes on QKR, may need to assist Lorna with this. Canteen WhatsApp group <u>not</u> to replace other channels of information distribution. Any changes to canteen menu etc will go through usual class parent/ class group channels. 	<p>Caroline</p> <p>Matthew</p> <p>Lorna</p> <p>Lee/ Claire</p> <p>Kasja</p>

<p>Canteen – Formal food safety supervisor needed. Kasja keen to do this training later in the year. Approximately \$200 cost, P&C approved this cost this evening. ACTION: Kasja to liaise with Lorna re payment when necessary.</p> <ul style="list-style-type: none"> • Class parents report <p>All good, 2024 classes all up and running. 2023 WhatsApp groups will be deleted shortly.</p>	Karen
<p>Updates on existing projects</p> <ul style="list-style-type: none"> - Projectors – update from Caroline > ongoing. - Quadrangle/ sports course playground – update from Caroline SEE ABOVE - Gate 2 doorbell – update from Caroline SEE ABOVE re OOSH comments - Solar – update from Caroline & Matthew SEE ABOVE - Working Bee (24/03/24) – plans and updates from Lucas > risk assessment now completed. Lorna has found out risk assessors need 14 days notice. Need WWCC or declaration. Matt to ask Rhonda for declaration sheet for parents to sign on the day. Tasks: General weeding and tidying up tennis courts, tidying up leaves etc. Lucas to coordinate lists. ACTION: Lucas to coordinate. - Chicken pen – update from Craig. Legal requirements with having chickens on school site. Animal Welfare Officer (Caroline) responsible. Various barriers. Biggest barrier is school holidays and care for chickens during this time. Craig keen to pursue this, but Caroline not keen currently due to barriers. Annual application, lots of checks etc. Chickens live for 5-10 years so this is a long-term commitment. Discussed students being able to adopt/ foster a chicken. ACTION: Ongoing. - GA (general assistant) – update from Caroline SEE ABOVE - Cleaners – update from Caroline SEE ABOVE - Sports trolley – update from Caroline re use of 2023 Yr6 fundraising for new equipment SEE ABOVE - Yarning circle (\$1,000 grant for eco garden) – update from Caroline. ACTION: Ongoing. 	Matthew
<p>Proposed/New items or projects</p> <ul style="list-style-type: none"> - Grants Officer – Stewart Duncan has kindly offered to assist in this position. Seconded by Felicity Harris and Kirstin Hopkins via P&C WhatsApp group, confirmed and approved during meeting. Thank you, Stewart! - Speakers/ amplifier/ cabling (school hall) – update from Caroline. Proposal \$3,000 from Stewart for portable system of speakers. Rhonda chasing department re what they will approve (need to use approved suppliers). Caroline working with procurement. ACTION: Ongoing. - Speakers – locks may be needed on school hall doors re security (via Mani). Issue with locking green doors of hall. Rhonda and Caroline aware of and working on this. ACTION: Ongoing. - Sports Equipment – update from Caroline from teachers and students (SRC) thoughts re sporting equipment SEE ABOVE. Sports equipment noted to be lacking at OOSH, balls being stolen, things need to be packed away and locked away. ACTION: To be raised with OOSH team. - Other proposals – Caroline followed by P&C – Nil additional at present. 	Matthew
<p>Events Calendar</p> <ul style="list-style-type: none"> - Upcoming events/ socials including: <ul style="list-style-type: none"> o Harmony Day (21/03/24) >> SIPPS not doing an event this year, may have activities in classes only. 	Merryn, Leah, Melanie

<ul style="list-style-type: none"> ○ Ride to School Day (22/03/24) >> plans are progressing. Kids can decorate bikes and P&C will provide a prize for best decorated bike. Promote events on social media. ○ Mr Baker now taking more formal photos for school. P&C volunteer – social media updates – considered to be a “school affiliate”. Kristen Serra volunteered to support this role, seconded by Karen Deane. ACTION: Kristen to liaise with Caroline re possible social media tasks. ○ Festive and Easter Hat parade P&C activities (28/02/24 @ 2pm). Lee and sister making cookies – thank you! This has all been promoted via WhatsApp groups and is on QKR. Mel has created a hamper for raffles. Discussed availability of coffee/ teas – team will consider this. <p>- Overview of future events:</p> <ul style="list-style-type: none"> ➤ Mother’s Day – gifts are purchased. Risk assessment to be done for the event. ➤ Colour Run – team keen to arrange in Term 2 potentially – Caroline needs to check school calendar. School and P&C involvement needed. ACTION: Agenda item for Colour Run next meeting. Merryn to meet with Caroline and discuss > bring plan to P&C. Merryn to put suggested plans to WhatsApp group after meeting with Caroline as next P&C meeting only in May, Term 2 week 3. P&C generally approving of this event and keen to proceed once further information has been gathered. 	
<p>Other business:</p> <p>2024 P&C paid members (from Nov 2023):</p> <ul style="list-style-type: none"> - Lorna Raine - Greg Raine - Craig Taylor - Kasja Newman - Claire Stein - Kristen Serra - Teresa Heuw - Piu-ling Parsons <p>ACTION: If your name does not appear on this list, please pay gold coin to become a paid P&C member. Payment option to go up on QKR – Kirstin to liaise with Lorna.</p> <p>Enrolments – tours upcoming next term, not in Term 1. Some individual tours occurring. Letterbox drops of flyers would be good, especially in new catchments and daycares. ACTION: Table this item in May P&C meeting.</p>	Kirstin
<p>Next P&C meeting: Wednesday 15th May @ 7.15pm in the school staff room</p>	

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 and Leandri
Class Parent Coordinator	Karen Deane
Band Coordinator	Piu-ling Parsons
Events Coordinator	Merryn Dhami, Leah Kelly, Melanie
Tennis Court Coordinator	David Xaio
Environment Coordinator	VACANT
Grants Officer	Stewart Duncan

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
SIPPS Family Camp Out	TBC – may not occur in 2024!	
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	
Father's Day Breakfast	Friday 30 August	
Book Fair/Sale and Grandparents Day	TBC	
Local Government Elections	Saturday 14 September	
School Disco	Friday 18 October	
Y6 Farewell Party	Monday 9 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 (TBC)