

RIVA PRIMARY SCHOOL BOARD

Meeting No. 5/ 2022 – Tuesday 9 August 2022

1.0

Welcome and apologies

Present: Aaron Chaplin, Emma Brolly, Shrikant Tawani (Chair), Jodie Van Der Zwan, Scott Olney, Kristy Yew, Dianne Carlshausen, Cid Dare, Prateek Jain, Manpreet Kaur.

Apologies: DJ Wadson, Michelle Berry, Harpreet Singh

Meeting opened at 6.00pm

Acknowledgement of Country – Shrikant
Confirmation of Agenda

2.0

Disclosure of interests

No conflict of interests identified.

3.0

Minutes of Previous meeting

Review of previous minutes.

Minutes accepted – Moved Aaron Chaplin, Seconded – Scott Olney

4.0

Review of Clubs and Activities

- This came out of a discussion of the homework policy. Aaron showed the responses received from the survey – there were 7 responses. Lego, Digital technology and Athletics were the most wanted clubs.
- Most people were happy to pay for a club. They are willing to pay for reasonable services. Most of the respondents wanted an after school service.
- Aaron reviewed the values that the community had nominated during consultations last year when developing the school.
- Aaron put forward that there may be different reasons why the parents didn't respond – they didn't read the newsletter and didn't know about the survey, or it isn't a priority.
- Discussion about the value of after school activities, it was felt that parents would be interested in accessing after school activities. – possibly send via email.
- Board members thought it was worth trying again via a different method.

Resolved that school will email the survey link out directly.

5.0

FiSH – a remarkable way to boost morale and improve results

- An interactive workshop for the Board to explore, experience and engage with the underlying approach to our work
 1. Choose your attitude
 2. Be there
 3. Make their day
 4. Play
- Aaron explained the background to the FiSH! Philosophy. Aaron invited the Board to see if they would like to use this as a way of working together as a board.
- Fish asks – who are you being while you're doing what you're doing? You can't always control what is happening – however you can control what you do.
- Aaron played the introduction video for Board members.
- Aaron gave a book to each of the board members and asked them to read the book before the next meeting. Aaron explained that the philosophy is how we want to work at our school as a positive way of working together.
- Shrikant – agreed that the biggest thing we can offer is our presence and having fun.

6.0

School Partnerships/Agreements

Aaron sent the board members the full agreements for Out of School Hours Care and School Uniforms.

OSHC

- The school had with 7 providers, which the Pilot Group (2021) shortlisted to four, from which a preferred proposal was selected – The Y.
- Out of Hours Care is given a 2 year contract. Now that they have been chosen, we don't have control over how they operate, they are able to choose how they run and what they charge etc.
- Each service offered different proposals with the school getting different financial conditions and licensing arrangements.
- The Pilot Group chose the one that we use (YMCA) as they aligned more with our values and was community based and what was best for the children. It was noted that the Y had a cancellation policy that was the most restrictive.
- There was an issue at the beginning of the year – they were not licensed until two weeks after we started which was out of our control.
- Board suggested that parent feedback be sought ahead of reviewing at the next date of contract negotiations.

UNIFORM

- The school / pilot group consulted companies for uniform provision.
- The pilot group went with Lowes at the preferred supplier after seeing and feeling the quality of the samples from each company.
- For the uniform contract we have a three-year contract to make it viable for the company to stock the range of clothes.
- There was an initial supply issue due to shipping etc.
- Lowes provides discount days and provides 5% back to the school and provides seven-day trading, retail and online.
- At the moment most of the stock is in the store, so sometimes the online ordering can be an issue due to this.
- Pricing – our uniforms are either same or similar price on 5 out of 9 garments compared across all schools in the area. On the discount days – our garments are the most affordable 7 out of 9 items, the two exceptions being the trackpants and jacket. The track pants are not essential (parents can buy plain black). The jacket is highly decorated and is worth it, however there is the jumper option.
- Question – stock on 20% was low. Others noted that recent experience has improved.
- Comment on the shop size – they have moved to a bigger shop.
- There was an issue on online ordering with 20% - Aaron will look into this.
- The stock issues are improving. Currently all items are in stock as far as we know.
- The uniforms are good quality.

7.0

Reports and operational matters

7.1 – Financial Report – Financial reports were provided. The budget was sent in for review due to increased enrolments and the need to establish a new classroom in Term Three and associated staffing costs – we were provided a review and now our budget is in the black.

7.2 Staffing –

- We added another classroom and welcomed a new teacher
- We added 3 EAs this term.
- Year 5/6 class and the Year 4/5 class are at or above enrolment capacity. At the moment we are addressing the large sizes with extra support. In order to change this, we would have to alter 2 classes to get three and there is no simple way to create the extra classes.



If we feel that the staff and children are not getting all that they need we will look at this again.

- We recently ran a session to provide prospective staff with information about our school and how to apply for jobs at Riva.
- We are forecasting just over 600 children for next year.
- We ordered transportable classrooms and waiting for this before we advise acceptance of the PP enrolments.
- When we accept PP enrolments they are guaranteed a position for the rest of their primary school years.
- Children in local intake are automatically provided a position.
- We are looking at 5 Pre-primary classes next year and with other enrolments we are looking to have 600 students from the start of the year.

7.3 Buildings and Grounds –

- Oval – is waterlogged, Aaron is looking into what and why this is happening
- We are looking at installing long jump pits, for sports carnivals which comes at a cost.
- Car parks and traffic are still an issue.
- Prateek mentioned that he has found out that there is a booking system for basketball/tennis with the City of Armadale who manage the Riva Primary School multipurpose courts outside of school hours.

8.0

Other Business

No other business

9.0

Round table evaluation

Emma Brolly provided the roundtable evaluation of this meeting.

10.0

Meeting Close

There being no further business, Shrikant Tiwani thanked all members for their contributions and declared the meeting closed at 7.15pm.

Next Meeting Tuesday 6th September 2022, 6.00pm.

