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| 1.0 | Welcome and apologies |
| 1.1 | Opening and welcome , Acknowledgement of Country. |
| 1.2 | Code of conduct – All members adhere to the Code of Conduct for our meetings and are required to abide by it. |
| 1.3 | Attendees: Aaron Chaplin, Jodie Van Der Zwan, Bronwyn Muggeridge, Nigel Arnold, Scott Olney, Dianne Carlshausen, Karen Passmore, Julie Thompson. |
| | Apologies / absentees: Sara Campbell, Ainslie Olney, DJ Wadson, Cid Dare |
| 1.4 | Confirmation of agenda |
| 1.5 | Correspondence In & Out – IN: Withdrawal – Anu Marydas Children’s Crossing and Road Safety Committee – acknowledgement of application. Children’s crossing and Road Safety Committee – some surveys have been completed WACCSO – invoice. OUT: Motion: To accept correspondence in and out. Moved Jodie Van Der Zwan Seconded Karen Passmore |
| 2.0 | Disclosure of interests |
| | Identify real, perceived or potential conflicts of interest experienced by any member in relation to items on the agenda. These should be raised with the President before the meeting to determine the appropriate way to manage the conflict. No conflict of interests |
| 3.0 | Minutes of previous meeting |
| 3.1 | Review of previous meeting minutes & signing by President. Previous minutes from inaugural meeting. |
| 3.2 | <u>Actions arising</u> <u>No actions arising.</u> Minutes –moved Dianne Carlshausen Seconded Scott Olney |
| 4.0 | President’s Report |
| | <ul style="list-style-type: none"> • School disco was a huge success. • The children had a great time, staff enjoyed the evening. • Lots of positive feedback from families and staff. • Parents were really impressed that their children would stay. • Canteen was successful. We made \$2442. • Outstanding donation to be collected. • We had to pay GST as the money had to go into the school account as the P&C does not have a bank account yet. • It was lovely to see the local businesses supporting. • Other businesses wanted to support but had already spent their donation money for this year. Next year, we need to go to the companies early. |
| 5.0 | Principal’s Report |
| | See attached |
| 6.0 | School Board Report |
| | <ul style="list-style-type: none"> • School Board last met in November. • At the meeting they passed the voluntary contributions, fees and data, booklists. |

- They reviewed the NAPLAN data. We have amazing achievement at one end and other students who need support. We are focussed on supporting everyone to make improvements. This year's data is a baseline.
- They looked at the clubs and activities data. We had 106 responses, there was a lot of appetite around after school clubs, we will look at expanding for next year.
- They approved the School Development day dates.
- There was an update on transportable classrooms.

7.0 Treasurer's Report

- Scott went into Bendigo Bank Forrestfield. They recommend to go in in pairs. We had to wait for incorporation. Opens as a business account and then we send the incorporation documentation and then it is converted to an association account.

Statement of funds – as of 6th December 2022:

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| Donation – Minister for Education - | \$2000 |
| Pyjama Day – Fundraising | \$ 463.50 |
| Disco – Fundraising | \$ 2442.59 |
| Donation – Piara Waters Markets | \$ 280.00 |
| Total - | \$5189.09 |

We will have to pay our WACSO fees. It is uncertain of what the fees will be for our first year. The invoice sent is \$110.

8.0 Establishment of operation of Bank Account

With the Riva P&C now officially incorporated and affiliated, a bank account can now be established.

Motion:

That the Riva P&C Inc. establish a bank account at Bendigo Bank (Canning Vale Branch).

Moved Karen Passmore Second Bronwyn Muggeridge.

All in favour – Motion carried.

Motion:

That the Riva P&C Inc. bank account require for each transaction, the authorisation of two signatories.

Moved Scott Olney, Second – Nigel Arnold

All in favour - Motion carried.

Motion

That the Riva P&C Inc. appoint the following as authorised signatories of the Riva P&C bank account for the duration of their period of office on the P&C or until otherwise replaced through a duly authorised motion of the Riva P&C:

- Julie Thompson – President
- Scott Olney – Treasurer
- Dianne Carlshausen – Vice President
- Jodie Van Der Zwan – Secretary

Moved Scott Olney – Seconded Nigel Arnold

All in favour – Motion carried.

9.0 Fundraising Request

A donation of \$50 is requested by the school from the P&C to contribute to the Arts Award at the Year 6 Graduation.

Motion

That the Riva P&C donate \$50.00 to Riva Primary School for the Year 6 Graduation

Moved Jodie Van Der Zwan Second Karen Passmore

All in favour – Motion Carried.

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| 10.0 | Event Planning / Roadmap for 2023 |
| | <ul style="list-style-type: none"> • Fundraising activities for 2023. There were some things that came through our previous meetings. • Aaron suggested Mothers and Father's Day stalls – is this something that is wanted? We will schedule those. • The other fundraising activity that other schools do is the colour run/fun run. Suggestion of a water day/lap-a-thon. Some discussion about different options and timing. • It was agreed that we will organise a Colour run for Term 4 and Disco Term 3. • Mother's Day Stall (Term 2) and Father's day Stall (Term 3). • Further suggestion that we do drinks and sausage sizzle for school carnival. We will need more parent volunteers for this. |
| 11.0 | Other Business |
| | No other business |
| | Next Meeting |
| | Tuesday 28 th February 2023, Term One, Week 5 |
| 12.0 | Roundtable evaluation |
| | |
| 13.0 | Meeting close |
| | Meeting closed at 7.16pm |

PRINCIPAL'S REPORT P&C MEETING 6th DECEMBER 2022



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Riva Revue

- Congratulations to the entire Riva Community on a wonderful Riva Revue open classrooms evening and concert.
- Feedback has been very positive.
- The foundation medals were well received.
- This will become an annual event.
- Staff are having input on whether to keep the open classroom portion of the evening on this night, or a different time during the year.
- Congratulations to Mrs Smith on her leadership of this event.

Class placements and Step-up

- Opportunities for parent input were called from 6th September and again in October, before classes for 2023 were prepared by school staff.
- Class placement notifications were sent on Monday 5th December.
- All students from Pre-primary to Year 5 will have the opportunity to meet their teacher and experience their new class on Thursday 15th December.

Modular Classrooms

- Practical completion / handover had been delayed into mid-December, and now, into mid-January.
- Issue with plumbing connections which involved more intense works than anticipated.
- Furniture has arrived and is awaiting the rooms to be ready.
- Will be operational from Day 1 of the school year.

Staffing

- The school is fully staffed, with the exception of the Gardener position, which will be readvertised in early 2023. In the meantime, the school will engage contractors to maintain the school grounds.

Crosswalk

- Correspondence received from Children's Crossing Unit acknowledging our application, and also that the first set of surveys were completed. We met the criteria on those occasions, and need to again meet the criteria when further surveys are completed.
- Awaiting the outcome of the next set of surveys, at which point, the Crossing will either be approved, or declined.

Graduation

- Our first Graduation will be held on Wednesday 14th December, acknowledging our 19 inaugural Year 6 students.
- Thank you to the P&C for your support of the Arts Award.

Thank you P&C

- Thank you to the P&C, executive and committee for your support, work, advice and dedication to our school and students this year.