

1.0	Welcome and apologies
	<p>Opening and welcome, acknowledgement of Country. Code of conduct – All members adhere to the Code of Conduct for our meetings and are required to abide by it. Attendees – Aaron Chaplin, Jodie Van Der Zwan, Scott Olney, Dianne Carlshausen, Karen Passmore, Julie Thompson, Cid Dare, Ainslie Olney, Cassandra Cutler, Kristy Yew.</p> <p>Observers - Rashmi Shinde, Shantanu Shinde, Randheer Patil, Doreen Sibanda</p> <p>Apologies / absentees Sara Campbell, DJ Wadson, Nigel Arnold, Bronwyn Muggeridge Confirmation of agenda Correspondence In & Out – No correspondence.</p>
2.0	Disclosure of interests
	<p>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</p>
3.0	Minutes of previous meeting
	<p>Review of previous meeting minutes & signing by President. Previous minutes from meeting held 6th December 2022 were distributed and endorsed as a true and correct record of the meeting. Moved, Karen Passmore. Seconded, Scott Olney. <u>Actions arising</u></p> <p>No actions arising</p>
4.0	President's Report
	Julie welcomed everyone to the meeting, as it is a new year, nothing new to report.
5.0	Principal's Report
	See attached.
6.0	School Board Report
	The School Board hasn't met since our last meeting.
7.0	Treasurer's Report
	<ul style="list-style-type: none"> • The account balance is \$5 189.00 • There is a \$110 bill and the \$50 donation for the Riva Graduation award that need to be paid. • The P&C Bank Account has been opened and we are awaiting the final signatories for verification with the bank. • Account should be operational in the next few weeks. • For the time being, the school continues to hold the P&C funds as recorded above in a trust account, for transfer to the P&C bank account.
	Mother's Day Stall
8.0	
	<i>Discussion of planning and purchase of stock for the Mother's Day stall to be held Wednesday 10th and Thursday 11th May. Mother's day is Sunday 14th May.</i>

- *Appoint person for purchasing items – Julie will organise the purchasing – Dianne and Ainsley will support the ordering and purchase.*
- *Arrangements for Stock pricing, set up, staffing and pack up – The stall will probably be in the Undercover area. Volunteers needed for stock pricing and ensure that we add a sustainable profit margin.*
- *It was decided that the most any gift will retail with be \$10, with a range of options available. Once the stock has arrived – we will call for volunteers to help sort and price.*
- *Advertising- Aaron to organise advertising in the school Newsletter and Facebook.*
- *Financial arrangements – Discussion of options for pricing. There were several suggestions - having one price for everything or different prices and the use of ticket or cash. We will pay for the gifts from the trust account.*
- *Elected that gifts will be a range of prices, and students will be able to shop the stall using cash. Will see how this system goes and possibly refine for Father's Day Stall.*
- *We may need an executive meeting before the stall to organise the float.*
- *The proceeds to be counted and then banked – Karen/Dianne and Scott to count and then deposit at the bank.*

Motion – That the Riva P&C authorise expenditure not to exceed \$3000 for the purchase of stock for the Mother's Day Stall.

Moved, Cid Dare; Seconded, Ainsley Olney

All in favour. Motion Carried.

9.0

Fundraising Request

Discussion about prioritisation of projects the P&C may wish to have in mind for Fundraising in short, medium and long term.

Considerations

- Air-conditioning for the undercover area – We don't have costing yet – (estimate - \$50 000) – discussion that all students use this area therefore a good project to support.
- Blinds to the windows in the library – were not part of the school building plan
- Blinds to the wet area of Block 5 (Science) – to support the Science learning program.
- Shade for playground outside H2 – only unshaded playground (apart from Yaakin). There was a comment that this is important as the playground gets very hot and is not useable in summer.

After discussion it was decided -

- Medium to long term goal – Funds for air-conditioning. Question about funding from government – possibly local government and Capital Works may also contribute and the funds from YMCA – out of school care
- 2nd Priority – Shade for the playground – would most likely be shade sails.
- 3rd Priority - Library Blinds

10.0

Event Planning and Engagement

The P & C will support and/or plan the following events:

- Riva Day – 28th July, Week 2, Term 3 (during school day) [support]
- Father's Day stall – Wednesday 30th and 31st August [Plan]
- Disco - Friday 15th September, Week 9, Term 3 [Plan]
- Riva Run – Friday 10th November, Week 5, Term 4 [Plan]

Julie mentioned that we need to start planning and approaching businesses for donations for the Disco.



RIVA PRIMARY SCHOOL
PARENTS & CITIZENS ASSOCIATION (INC).

Meeting Minutes
Tuesday 28th February 2023

Meeting time – There was a discussion as to the best time for the P&C meeting. Discussion about possibility of 3pm meeting. Suggestion for a morning tea after next assembly to provide information for parents about P&C, find out the best times and try to get more parents interested in being involved.

11.0	Other Business
Question about having a staffed pedestrian crossing at Nicholson Road. Aaron explained the process and the parameters for the crossing. Due to the number of students going across Nicholson from our school they may not get enough students to meet the criteria for getting a crossing. We can have it looked at and the school can do an initial count and then ask for it to be officially counted and assessed.	
Next Meeting	
Tuesday 9 th May Term 2 Week 3 at 6.00pm	
11.0	Roundtable evaluation
Jodie provided a summary and reflection on the meeting and decisions made.	
12.0	Meeting close
Meeting closed at 7.14pm	

