

RIVA PRIMARY SCHOOL BOARD

Meeting No. 1/2023 – Tuesday 21st March 2023

1.0 Welcome and apologies

Present: Aaron Chaplin, Emma Brolly, Shrikant Tawani, Michelle Berry, Jodie Van Der Zwan, Kristy Yew, Dianne Carlshausen,

Apologies: Harpreet Singh, Scott Olney, Cid Dare, Manpreet Kaur, Prateek Jain, DJ Wadson.

Meeting opened at 6.05pm

Acknowledgement of Country

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 Emma Brolly, Seconded Kristy Yew.

Actions arising – Aaron called the Children's Crossing Unit last week. Aaron was advised that the committee have met and a decision has been made, however they were unable to provide the decision until the minutes of that committee meeting have been approved.

4.0 Review Discussion and Endorsement of Annual Report

- Since the report was sent to members, there have been some minor changes to fix some spelling mistakes and Shrikant has provided his introduction on behalf of the Board;
- Aaron went through the layout of the Report. He has tried to give the background to the school context which is quite different to other schools.
- Our different context shows in our data, where we include all students in assessments.
- We do have a fairly good attendance rate and our unexplained absences are low.
- Attendance is a concern, due to families travelling overseas. Last year Aaron was approving the absences, due to the exceptional circumstances. We still have students that have not attended at the beginning of this year. There are some areas for improvement, however there is an acknowledgement of cultural significance and need.
- Suggestion that we put out the message about attendance and taking holidays during school holidays.
- Achievement - the like schools are not necessarily 'like' us as we include all of our students in all of our data, including students who have a disability. This can look like we are underperforming in some of our data.
- All of our data in this report is starting data for our school.
- Our students came from over 60 schools.
- NAPLAN data showed the range of achievement for our school. We consistently have more children in the top 20% of achievement and we also have more in the bottom 20%.
- The specialist learning areas are featured including the grade distribution in the different specialist learning areas. We have less students with A grades. We don't give students E – instead they are assessed on an individual education plan. The grade allocation provides us with feedback for areas for us to improve.

- The report includes information about staff and highlights from the year.
- The financial summary is provided with information showing income and expenditure.
- The bulk of our funding is from student centred funding.
- We had a high number of families paying the voluntary contributions.
- Last year we spent 92% of our funds. Every dollar was managed and targeted.
- Improvement Focus provides information about the areas that we want to address this year.

Motion: *That the Riva Primary School Board approve the publication of the Riva Primary School Annual Report 2022*

Moved – Aaron Chaplin, Seconded - Shrikant Tawani

**All in favour
MOTION CARRIED**

5.0 School Plan Input Session

This was postponed to the next meeting, when more Board members can participate.

6.0 Mobile Phone and Personal Electronic Devices policy

Board members were provided with the policy for review prior to the meeting;
We have not had any issues with devices as yet, however, this is the best time to form our policy position;
All members agreed that the policy was clear, easy to understand and included all requirements to meet needs as they arise.

Motion: *That the Riva Primary School Board approve the Mobile Phones and Personal Electronic Devices Policy*

Moved – Michelle Berry, Seconded - Shrikant Tawani

**All in favour
MOTION CARRIED**

7.0 Reports and Operational Matters

7.1 – Financial Report – Financial reports were provided. We have been funded for 602 students, even though we have 632. Eighteen students in Kindy have not been funded due to them being overseas at the beginning of the year. We had planned to keep classes lower in numbers due to the number of students with a disability in some year levels. We are carrying a lot of numbers without funding. Last year when we had to restructure, we asked for a budget review. When they give us funding after a review, they don't give us the funding for the number of students, only the funding for what we need to continue to run. Suggestion to educate parents about the importance of attending school, particularly at the beginning of the year. Funding will be released next week. We will be getting less than we had expected which will impact the number of support staff.

7.2 Staffing Report – Three staff members are going on parental leave, two teachers and one education assistant. We have communicated with the Year 1 class about the replacement teacher. We have also replaced another teacher for parental leave, who teaches 2 days in PP and 1 day in Year 1.

We have advertised for a gardener. At the moment we have a contractor maintaining our gardens.

We have also advertised for an Auslan interpreter assistant.

7.3 Buildings and Grounds – Most of our maintenance work has been completed, to fix all of the outstanding faults/issues after the end of our 12 month defect/warranty period. Many of these things are items that were identified last year.

The 4 demountable classrooms were handed over on 19th January 2023 and there are some maintenance/defects being addressed for these classrooms during the next school holiday period.



8.0 Other Business

- Shrikant acknowledged the efforts of the Board and the successful outcome in the change to the YMCA OSH cancellation policy.
- Aaron explained that we will need to go out to market to tender for the Out of School Hours Care for the next contract period.
- Acknowledgement that the YMCA staff do wonders in our context.

9.0 Round table evaluation

We talked about mobile device policy, the annual report and the financial summary and everything that has happened since the last meeting.

10.0 Meeting Close

There being no further business, meeting closed 6.59pm
Next Meeting Tuesday 16th May 2023 6pm

