

RIVA PRIMARY SCHOOL BOARD	
Meeting No. 2/2023 – Tuesday 16 th May 2023	
1.0	Welcome and apologies
<p>Present: Aaron Chaplin, Emma Brolly, Jodie Van Der Zwan, Dianne Carlshausen, DJ Wadson, Prateek Jain, Scott Olney, Cid Dare, Michelle Berry Invited Guest – Kate Lynch</p> <p>Apologies: Harpreet Singh, Manpreet Kaur, Shrikant Tawani, Kristy Yew</p> <p>Meeting opened at 6.03pm</p> <p>Confirmation of Agenda</p> <p>Purpose of the board and agreements of the board. Acknowledgement of Country - Aaron</p>	
2.0	Disclosure of interests
<p>Prateek Jain – potential conflict of interest with Community and Third party use of School grounds and Facilities item on agenda. Will abstain from voting. No other conflicts of interest in relation to items on the agenda.</p>	
3.0	Minutes of Previous meeting
<p>Review of previous minutes. Minutes accepted – Dianne Carlshausen Seconded Emma Brolly.</p> <p>Actions arising – Aaron contacted the school crossing board to find an outcome to our application. They have since come back to let us know that Riva Entrance is not suitable for a crossing. Since then we have counted Nicholson Rd, Novelli Pde and Terracina Pkway. Nicholson had more than 1000 vehicles, but only 3 children crossed. We won't meet the criteria for Nicholson Road for number of students. Terracina, didn't meet the criteria. Novelli Pde did meet the criteria, however we seem not to need one at the part of the school. Aaron will look into the possibility of a zebra crossing for Riva Ent.</p>	
4.0	School Plan Input Session
<ul style="list-style-type: none"> • The School Board participated in a workshop to further refine and gather input into the school plan – “Voyage” • We have been working on this for more than a year. Aaron has sent the board a draft of the initial plan. We have four areas – Respect, Achievement, Inclusion and Community. • Board members were given 10 minutes to add their ideas to each of the four areas. 	
5.0	Attendance and behaviour Overview
<ul style="list-style-type: none"> • Kate Lynch presented the school attendance data for 2023 to inform supportive actions and policy. • Kate explained that 90% or greater is classed as regular attendance. Indicated at risk – 80-90% (missing 1 day per week). Moderate “at risk” 60 – 80% Severe “at risk’ less than 60%. • Establishing regular attendance is important. • Kate provided a snapshot of school for Term 1. 64.9% of students were regular attendance. 19.8% of students are indicated (80%), 11.8% is moderate (60 – 80%) • Reasons that families provided: 	

Severe – 16 students – main reason – students were overseas.
Moderate -60 students – main reason – overseas, and unwell/appointments and vacations.

- There have been families going overseas after Covid, however now we are seeing families that are going overseas again, so it is starting to become a regular occurrence.
- What are we doing about it? Classroom teachers have been given a list of the students who are at risk and teachers will contact parents to discuss the importance of attendance.
- If needed teachers will develop an attendance plan with school and home-based strategies.
- Discussion about some strategies to encourage attendance.

Behaviour expectations

- Input into the 'expected behaviours' and 'roles and responsibilities' that underpin our behaviour support plan.
- Kate shared the Behaviour Expectations that staff had developed.
- There were several comments that board members liked the expectations.
- Task – Kate asked board members to identify the rights and responsibilities of all members of the school community, consistent with the school values and expectations of behaviour.
- She explained – Rights – a freedom someone is entitled to as a member of a community.
Responsibilities – duties or things that you should do.
- Board members spent time adding their ideas to the rights and responsibilities.

Motion: *That the Riva Primary School Board approve the expected behaviours document for inclusion in the Riva Primary School Behaviour Support Plan.*

Moved – Aaron Seconded Cid - All in favour.

Motion carried

6.0 Community and Third Party Use of School Grounds and Facilities

The Board are asked to consider, and endorse:

• **Piara Waters Markets**, use of school grounds on selected weekends 21st May – 27th August 2023; During summer the markets are on the oval, however they cannot use the oval in Winter. Aaron has suggested that they can use our school grounds during winter to see how it goes, providing them with the opportunity to utilise the school grounds. They will be using their own power and will have the use of some toilets and the playgrounds.

• **Codestar** – Coding classes for school aged students, held on Saturdays, commencing Term Three. This is a coding club for primary school students. This is a private arrangement; this will be offered on a fee for service basis. There is interest in the community to have this sort of option available.

These considerations are for the Board's information rather than approval. There were no objections to these arrangements.

The **Licence Agreement for OSHC** at Riva expires on 31st December 2023.

- Board guidance is sought on the process and level of involvement for the next term of the agreement. Aaron asked the Board whether there was an interest in looking into the service provider.
- Jodee confirmed that she has had a very good experience with the current provider - the service manager, and the other regular staff were very good. Question – have there been complaints? There are some issues with casual bookings not being available. We are unique in the fact that we have a number of students with additional needs, and they have been able to adjust to their needs.
- Aaron asked if the Board would like written expressions of interest or do we want the services to provide presentations for the board. The previous choice, was based on what we thought best suited our students.
- It will go out to tender.



- We will put out an expression of interest and invite written applications.

7.0 Reports and Operational Matters

7.1 – Financial Report – Note the 2023 Funding Agreement. The financial reports were sent to Board members. In the documentations, there was the funding agreement for schools. This ensures we are accountable and open to how we use the funds.

The funding agreement was noted.

7.2 Staffing – Nothing to report

7.3 Buildings and Grounds – We now have a gardener, Trev Dare, who started a few weeks ago. We have put in application for 5 transportable classrooms for next year. They will be put on the lawn near the staffroom/library and one outside Block 4. We are predicting over 700 students next year. This is the growth of a new school. There will still be adequate room to play etc.

8.0 Other Business

No other business

9.0 Round table evaluation

Looked at data on student attendance and discussed. We had discussion on rights and responsibilities of parents.

Exciting developments of coding club, future OSH developments. Growth of the school was noted.

10.0 Meeting Close

There being no further business, meeting closed 7.06pm

Next Meeting Tuesday 13th June 2023 6pm

