

<b>RIVA PRIMARY SCHOOL BOARD</b>	
Meeting No. 4/2023 – Tuesday 5 <sup>th</sup> September 2023	
<b>1.0</b>	<b>Welcome and apologies</b>
<p><b>Present:</b> Aaron Chaplin, Emma Brolly, Jodie Van Der Zwan, Dianne Carlshausen, Michelle Berry, Manpreet Kaur</p> <p><b>Apologies:</b> Shrikant Tawani, Scott Olney, Cid Dare, Kristy Yew, DJ Wadson, Prateek Jain, Harpreet Singh.</p> <p>Meeting opened at 6.00pm</p> <p style="text-align: center;"><b>Informal meeting due to Quorum not being met</b></p> <p>Acknowledgement of Country Confirmation of Agenda</p>	
<b>2.0</b>	<b>Disclosure of interests</b>
No conflict of interests identified.	
<b>3.0</b>	<b>Minutes of Previous meeting</b>
<p>Review of previous minutes. Minutes were noted. No actions arising.</p>	
<b>4.0</b>	<b>Final Decision of OSHC Provider 2024 - 2025</b>
<ul style="list-style-type: none"> <li>• Following the previous Board Meeting, the school has worked with the original recommended provider to meet the conditions required by the Board</li> <li>• At the same time, the school asked all other parties who tendered to state their position on the conditions sought in the agreement</li> <li>• The members present recommend that the school engage the recommended by the Board through the agreement for 2024/2025.</li> <li>• We will go to market again next time.</li> </ul>	
<b>5.0</b>	<b>Plan/Confirm School Development Days 2024</b>
<p>There will be 6 School Development Days in 2024 Three of these are on mandated dates, being Monday 29<sup>th</sup> and Tuesday 30<sup>th</sup> January, and Friday 13<sup>th</sup> December</p> <ul style="list-style-type: none"> <li>• The remaining three days can be scheduled flexibly</li> <li>• Proposals for scheduling the dates were presented to the Board for endorsement.</li> </ul> <p>Members recommend going forward with the following days for next year's School Development days:</p> <ul style="list-style-type: none"> <li>• Friday 26<sup>th</sup> April (Friday Week 2, Term Two (following a Thursday ANZAC Day holiday)</li> <li>• Monday 15<sup>th</sup> July (1<sup>st</sup> Day Term 3)</li> <li>• Monday 7<sup>th</sup> October (1<sup>st</sup> Day Term 4)</li> </ul> <p>The school will schedule these days as per the recommendation at this meeting.</p>	
<b>6.0</b>	<b>Note Memorandum of Understanding Between Riva Primary School and Munch Box</b>
<ul style="list-style-type: none"> <li>• The Board were asked to read and note the MOU between Riva PS and Munch Box for providing a lunch service, with effect from Term 4 of this year, through until the end of 2024.</li> </ul>	

- Aaron explained the agreement that we have entered into to provide lunch service for our school runs from Term Four of this year until the end of 2024, and provides a lunch ordering service, five days per week.
- They have to meet the requirements of the Healthy Food in Schools and Traffic Light system.

Noted.

## **7.0 Workforce Plan**

- Aaron presented our overall workforce data. Members were given a copy of the data to look through. Members reviewed the data.
- Aaron explained some of what the data shows. The data was reviewed and used by the Workforce Advisory Committee and a Workforce Plan has been created. It will go back to the committee to finalise, then to the staff and will come back to the Board to be approved.
- The Workforce Advisory Committee have worked together to develop our plan around staffing, supporting advancement of staff and pre-service teachers and new staff.
- Diversity and Agility. We select our staff based on merit. If we have 2 people equally rated for a position, then we would look at our diversity data to make the decision. We aim to reflect the diversity of our students and community.
- The plan includes information around leave management. We look at the needs of students as well as staff. The balance of full time and part time staff and deployment, of where people are placed in the school forms part of the plan. The plan highlights the need for balance, for example, teachers will be asked to move either classroom or year level within 3 – 5 years.
- Question about the nurse – our school nurse is employed by the Health Department, so she is not included in our data.
- Manpreet gave some positive feedback that she has had from allied professionals that she works with.

## **8.0 Reports and Operational Matters**

8.1 – Financial Report – Financial reports were provided.

8.2 Staffing – We have completed our teaching recruitment process for next year. We will let staff know about their class placement for next year. We are growing and employing more staff. We have had to become stricter with our boundaries due to the growth of our school. Some discussion around the Inclusive program that we offer at Riva and the boundaries.

8.3 Buildings and Grounds – nothing to report

## **8.0 Other Business**

No other business

## **9.0 Meeting Close**

There being no further business, meeting closed 7.00pm

Next Meeting Tuesday 31<sup>st</sup> October 2023 6pm

