

<b>RIVA PRIMARY SCHOOL BOARD</b>	
Meeting No. 5/2023 – Tuesday 31 <sup>st</sup> October 2023	
<b>1.0</b>	<b>Welcome and apologies</b>
<p><b>Present:</b> Aaron Chaplin, Shrikant Tawani, Jodie Van Der Zwan, Kristy Yew, Dianne Carlshausen, Scott Olney, Paul Parsons, Parth Vyas, Cid Dare, Michelle Berry.</p> <p>Special Guest – Kate Lynch</p> <p>Apologies - Manpreet Kaur, Prateek Jain, DJ Wadson, Emma Brolly</p> <p>Meeting opened at 6.00pm</p> <p>Acknowledgement of Country</p> <p>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.</p> <p>As previous meeting was an informal meeting, the Board noted the Minutes.</p> <p>Actions arising – Last meeting was informal meeting and items were advisory.</p>	
<b>4.0</b>	<b>Voluntary Contributions, Fees Charges and Personal items Lists 2024</b>
<p>Board members were provided with spreadsheets or proposed Voluntary Contributions requests ahead of the meeting. The maximum amount that can be requested in Primary School is \$60 We do have a high number of parents paying the voluntary contributions. Question about how many pay - it is about 70%.</p> <p><b>Motion:</b> <i>That the Riva Primary School Board set the amount requested for voluntary contributions at \$60 per student in Kindergarten for 2024</i></p> <p><b>Moved – Shrikant Tawani. Seconded – Parth Vyas</b> <b>All in favour</b></p> <p style="text-align: right;"><b>Motion Carried</b></p> <p><b>Motion:</b> <i>That the Riva Primary School Board set the amount requested for voluntary contributions at \$60 per Pre-primary – Year 6 student in 2024</i></p> <p><b>Moved - Scott Olney. Seconded Michelle Berry.</b> <b>All in favour.</b></p> <p style="text-align: right;"><b>Motion Carried</b></p> <p><b>Fees &amp; Charges 2024</b></p> <ul style="list-style-type: none"> <li>• Discussion about charges for Kindergarten for excursions/incursions. Suggestion to combine Excursions/Incursions to a single maximum amount of \$100. Classroom activities \$20.</li> <li>• PP – Year 6 – increased number of activities and extra cost optional components due to curriculum offering, particularly in the upper years. For some activities they only apply to some students (PEAC, Instrumental Music). Question about PEAC - Aaron explained that it is a Department of Education Extension and Challenge, where students are tested and then offered a specialised program.</li> </ul>	

- Instrumental music - we test our students in Year 4 for Year 5 for clarinet and flute. This program is a specialist instrument teacher who teaches a small group. We will be adding the Strings program which starts in Year 4 so the students are tested for strings in Year 3. This is separate to the private Music program that is offered by Perth Music Agency which is a fee for service program arranged between parents and the agency.
- Question as to whether the payment of the contribution tapers off in the older years. Dianne confirmed that the Year 6 payments are lower than other years.

**Motion:** *That the Riva Primary School Board approve the schedules of Fees and Charges for all extra cost optional activities which may be levied in 2024 for students in Kindergarten – Year 6.*

**Moved – Cid Dare. Seconded Kristy Yew.**

**All in favour.**

**Motion Carried**

#### **Personal Items Lists 2024**

- Aaron explained the proposed personal items lists for Kindergarten – Year 6.
- Question about whether the list is from a particular store.
- The prices provided are by Champion.
- Parents are able to purchase from any provider.
- Suggestion to change the wording of fee to program for Prime and Spelling Mastery item.

**Motion:** *That the Riva Primary School Board endorse the personal items lists for Kindergarten to Year 6 2024 as approved at the meeting of 31<sup>st</sup> October 2023 and that these be published.*

**Moved – Parth Vyas, Seconded Paul Parsons.**

**All in favour.**

**Motion Carried**

#### **5.0**

#### **Presentation/Review Draft Behaviour Policy**

- Kate presented the Behaviour Policy. Kate explained that we had an original policy and then this year that the Education Department has reviewed and implemented new guidelines and requirements for School behaviour policies.
- The School Board and staff have been involved in developing the policy with input into rights and responsibilities. Students also had input.
- There was the responding to behaviour process. The staff were asked to provide some suggestions for the process. The committee came up with the final process diagram. Staff were consulted and asked for input and suggestions for positive behaviour.
- Question about UDL – Kate explained Universal Design for Learning - where all students are provided the necessary support to engage in the learning.
- Staff provided input and suggestions into the policy that outlines how we respond to behaviour.
- Board members asked some questions about how the behaviours are recorded and how data is used to inform the teachers and the grouping of classrooms for next year and is the data available for teachers in the following year.
- Due to the meeting running over the agenda times, this item was adjourned.
- Kate will continue to share the policy at our next meeting.

#### **6.0**

#### **Endorsement of Riva Primary School Workforce Plan**

Board members were provided with the draft Workforce plan. We have a school plan to ensure that we deliver the teaching and learning program and have targets set for each area. The workforce plan is our plan for staff and how we recruit and manage staff.

**Motion:** *That the Riva Primary School Board approve and endorse the Workforce Plan, **Compass***

**Moved Aaron Chaplin. Seconded Shrikant Tawani.**

**All in Favour**

**Motion Carried**



## 7.0

### Growth and Logistics 2024

- Aaron shared the proposed logistics for classes for next year. We now need 34 classes with 762 students. We will be getting 5 new transportable classrooms. These classrooms were always on the original plan.
- The growth is organic, within the local intake area, and reflects the more than 50 enrolments just in this semester, with house completions.
- The school is rejecting out of area applications.
- Question - is 34 classrooms the maximum? Theoretically the maximum. We may need to have further classrooms added as our school grows.
- There will be at some stage another school built to relieve pressure, however we don't know when this might happen.
- There will be two classes that are "split" - where two year levels will be in one class. Split classes can be of concern for some parents. Question - is this the first time? No, last year we had some split classes. There are some misconceptions around split classes. There are benefits of the split classes as we can have some smaller class sizes. All teachers need to accommodate the different needs of students regardless of the year level.
- We are conscious of our growth and we are aware of maintaining the quality teaching and learning program.
- We are also looking at our timetable so that we can ensure that all classes are able to be taught by our specialist teachers.

## 8.0

### Reports and Operational Matters

**8.1 – Financial Report** – Financial reports were provided.

Next meeting, we will have the draft budget for 2024

**8.2 Staffing** – We have most of our staff in place for next year. We are planning our step up day for Monday 11<sup>th</sup> December.

**8.3 Buildings and Grounds** – We don't have an installation date for the transportable classrooms yet. We are having one of our rooms converted to a science lab. At the moment the science specialist has been working in the "wet" area which is an activity area for classes to use in each block. This week we are starting with changing the flooring for the new science room.

## 9.0

### Other Business

What foreign language – Auslan is our school language other than English. There is a Hindi private language school which operates from our grounds on Saturday mornings.

## 10.0

### Round table evaluation

Cid gave a summary and reflection of the meeting.

## 11.0

### Meeting Close

There being no further business, Shrikant thanked all members and declared the meeting closed at 7.25pm.

Next Meeting Tuesday 28<sup>th</sup> November 2023 6pm

