

RIVA PRIMARY SCHOOL BOARD

Meeting No. 1 / 2025
Tuesday 11th March 2025

1.0 Welcome and apologies

Present: Aaron Chaplin, Jodie Van Der Zwan, Prateek Jain, Mark Campbell, Parth Vyas, Manpreet Kaur, Dianne Carlshausen, Kiarni Englebrecht, Michelle Silver, Jeff Gan, Sarah Butler, Aliya Broadley.

Apologies: Kristy Yew, Robert Bruno

Meeting opened at 6.00pm

As there are new members. The members introduced each other. Our previous Board Chair has retired. For now, Aaron will run the meeting until we elect a new board chair.

2.0 Disclosure of Interests

No conflicts of interest in relation to this meeting agenda.

3.0 Minutes of previous meeting

Review of previous meeting minutes

Meeting minutes dated 6th August 2024 were distributed ahead of the meeting.

**Moved Dianne Carlshausen, Seconded Mark Campbell
CARRIED**

Motions for approval of Voluntary Contributions, Fees and Charges for 2025, approved by online vote by Board 30/10/2025.

NOTED

4.0 Good Governance

What does a School Board do?

The Board is a formal way of showing the partnership between the parents and the school.

There are particular functions. The board is not responsible for the management of the school.

The Board members can provide guidance and provide suggestions and expertise. Aaron outlined the functions.

- Establishing and reviewing the school objectives, priorities and policy
- The planning of financial arrangements necessary to fund the objectives
- Evaluating the schools performance in achieving them.
- Formulating codes of conduct.
- Approve the charges and contributions, costs and agreements about advertising and sponsorships.
- Determine the dress code.

Limits - The Board cannot

- Intervene in the control or management of the school
- Intervene in educational instruction
- Exercise authority over staff
- Performance manage the principal or other employees
- Intervene in the management or operation of the school.

Membership

Membership of the School Board is made up of parents, members of the community and staff. The principal is automatically a member of the Board. The number of members of the Board will be 14.

The composition of the Board will be

- 1 member of the general community
- 6 staff of the school in addition to the principal.
- 7 parents

Terms

Members of the Board are appointed for a term not exceeding three years. Members may be reappointed for a further term.

Responsibilities of the School Board members

Mandatory

Complete the Department of Education criminal history screening.

Complete online professional learning

-Accountable and Ethical Decision- making

-Aboriginal and Torres Strait Islander cultural awareness.

Riva School Board – The Code of Conduct was outlined for the School Board members.

- The roles and functions of the Riva PS Board are outlined in the School Education Act 1999. The key role of the Riva PS Board is in setting the long-term future for Riva PS
- Attending meetings – if you are not able to attend a meeting it is expected that you provide a written apology. Those members who miss more than three consecutive meetings will be invited to resign
- Complete pre-reading and meeting preparation.
- Adhering to the published agenda and time limits during meetings and limiting discussion and input only to the issues at hand.
- Support the decisions made by the Board in all forums.
- Publicly support the school and the Board in our work.
- Relationships and the way we work together is based on mutual trust.
- Represent the broad voice of your constituency.
- Direct parent and community queries and issues to the school in the first instance.
- Understand that you cannot lobby the Government or the Department of Education by any person acting in their capacity as a Board member.
- Refrain from any discussion of individual school staff, student parent of other members of the community
- Respecting the requirement for confidentiality and privacy where requested with regard to sensitive matters.

School Board Chair

The position of the school Board Chair is vacant due to the previous board chair moving to a different location.

The role of the Board Chair was outlined for the members.

Aaron asked if any members would like to nominate to be the Board Chair.

Michelle Silver nominated to be the school board chair. Michelle was elected unopposed.

ELECTED

5.0

Annual Report

- Board Members were requested to have pre-read the Draft Riva Primary School Annual Report 2024

Aaron provided a presentation of key insights and recommendations.

- The school plan was developed in 2023, and this will be the last year of the plan. Aaron explained the parts of the school business plan. At the end of each year, we report on the previous year. There is one more year left in the business plan. We will look at the areas that have been achieved, what we still need to do and what areas might not be continued.



We don't change for the sake of changing and we don't keep doing things that are not working. Over the course of this year we will look at what will come next following the current business plan.

- Question about Gifted and Talented – Initially there was a gifted and talented program for Maths only and now this has expanded into a STEM program. It is a selected entry program – the child needs to be nominated via at least two out of three means - parents, teachers, and academic data. The **Everest** program (the name of our Gifted and Talented program) runs on a Wednesday and each group attends during the class time. It is an enrichment opportunity. Currently, there are 50 students participating. Parents were advised of the program via the newsletter. We are always looking at improving the program.
- Aaron explained that our school is quite unique and we are quite different to our “like” schools. We are an inclusive school and have around 88 students with disability resourcing and also have a group of students that are not resourced. We have a significant greater proportion of students with disability than the schools around us and our “like” schools. It doesn't affect the individual students' performance, however it looks differently when compared to like schools.
- Last year we had 756 students. Attendance is 90%. Around 22% of absences are due to taking vacations during the school term. Vacation absences is an area that we would like to improve however Aaron is not sure how this can be changed.
- Our graduating students went to a range of different schools. The majority go to Harrisdale SHS
- The report has some information about our Riva values: Respect, Inclusion and Achievement.
- The NAPLAN data is included in the report – the Board saw this data last year. Our data is getting closer to the like schools despite the varied student population. The Year 5 data is good. For the Year 3 data, the data shows a trend for our school going up while the like schools are trending down.
- Aaron is happy to have conversations from the Board members to go through the data in more detail.

Motion: *That the Riva Primary School Board approve the 2024 School Annual Report.*
 Moved, Aaron Chaplin Secoded, Parth Vyas.

CARRIED

6.0

Forward

The School's current plan, *Voyage* is now in the final year of its cycle

- Review and discuss progress and purpose
- Priorities for 2025 and begin vision for 2026 plan

This item will be moved to the next meeting.

7.0

Reports and Operational Matters

7.1 – Financial Report – School budgets are in the process of being prepared and are not released until 1st April 2025. Our budget is around \$11 million dollars. We manage the money for the staffing, but these funds do not physically sit in the school's bank account. The only money we have is the goods and services money. Aaron presented the draft budget for 2025. This is the notional budget for the goods and services money that we will get in April 2025.

Motion: *That the Draft Budget for 2025 for Riva Primary School be noted by the Board*

Moved, Sarah Bulter Secoded, Jeff Gan

NOTED

7.2 Staffing – nothing to report.

7.3 Buildings and Grounds - Election commitments – The local member for Oakford committed \$250,000 for Riva Primary School, announced as “Improve the Undercover Area” however the details of this are slightly different. This money will be used for shade structures over the bike compounds, structure across eaves gaps on modular buildings, shade sails for the playground in



the Hub, and potentially half or full court rigid shade structure over basketball hardcourts. There is also funding to look at preliminary capital works planning for buildings going forward.

8.0

Other Business

No other business

9.0

Roundtable Evaluation

We started with an introduction into school board governance and what is involved which was important for our new members. We looked at the school annual report and approved it. We noted the draft budget and looked at some upcoming building works at our school.

10.0

Meeting Close

There being no further business, Michelle thanked all members for attending and declared the meeting closed at 7.09pm.

Date of next meeting: **Tuesday 27th May 2025, 6pm**

