



**RIVA PRIMARY SCHOOL**  
**PARENTS & CITIZENS ASSOCIATION (INC).**  
Executive Meeting Minutes  
Tuesday 13th August 2024

**1.0 Welcome and apologies**

**Opening and welcome, Acknowledgement of Country.**

**Code of conduct** – All members adhere to the Code of Conduct for our meetings and are required to abide by it.

**Attendees** – Cassandra Cutler, Bronwyn Muggeridge, Noriko Toyoshima, Dianne Carlshausen, Karen Passmore, Ainslie Olney and Aaron Chaplin

**Apologies / absentees** - Sharon Tan, Sarah Hickey, Cindy Tan, Jodie Van der Zwan, Kristy Yew and Scott Olney.

***Noted that this meeting would be an Executive Meeting as there was not enough members present to reach a quorum.***

**Confirmation of agenda**

**Correspondence In & Out – IN- nil OUT** - Associations Information Statement (AIS) has been submitted to DMIRS

**2.0 Disclosure of interests**

Identify real, perceived, or potential conflicts of interest experienced by any member in relation to items on the agenda. These should be raised with the President before the meeting to determine the appropriate way to manage the conflict.

No conflicts of interest were declared in relation to items on the Agenda.

**3.0 Minutes of previous meeting**

**Review of previous meeting minutes**

***Minutes of General Meeting, Tuesday 21st May 2024*** – Moved Karen Passmore, Seconded Bronwyn Muggeridge

**CONFIRMED**

**Actions arising**

No actions arising.

#### **4.0 President's Report**

Nil

#### **5.0 Principal's Report**

Attached.

#### **6.0 School Board Report**

- The School Board met on Tuesday 6th August 2024. Discussed NAPLAN results, Tracking Better, and school planning for new numbers in 2025

#### **7.0 Treasurer's Report**

- Bronwyn Muggeridge provided the Treasurer's Report. (see attached)
- Opening Balance of P&C account \$14034.79 on 20/5/24 with outgoings totaling
- \$9818.56 in June for contributions towards Swimming lessons, WACSSO fees
- and Father's Day stall gifts.
- The PJ Day activity raised \$959.70.
- P&C Account Balance as of 13/8/2024 is \$5175.93.

#### **8.0 Father's Day Stall**

- Tuesday 27th to Thursday 29th August
- Organization- Tues to start around 11am with Wed and Thurs around 9am, to be held in the Undercover area again.
- Financials- \$400 float has been organized
- Volunteers - each day, set up, community opening, pack up. - Hoping for 2 volunteers each day.
  
- Plan to ask for volunteers on Facebook page and Seesaw - after school volunteers needed especially due to how busy the Mother's Day event was.
  
- Ainslie will contact volunteers from Mother's Day stall and see if they would like to help at this event also.

#### **9.0 R U OK Day**

Discussion on ways to acknowledge day-

- Sharon- Mindful colouring, Meditation, Yoga.
- Ainslie- wear Crazy Socks/bright Hair accessories to support the day.
- Aaron- wear what makes you happy themed clothes. Mini size Kit Kat (Have a break, have a Kit Kat- share with friends) and mini lolly pops for allergen option. Possibly sourced from Costco with P&C to provide contribution towards post event.

## **10.0 Term Four Fundraiser**

- Bronwyn suggested a travelling incursion - Scitech/reptile/animal farm - parents pay for child attending and a small amount extra for the P&C.
- Traditional Disco format- hard to get volunteers and people to seek contributions for the event. Massively supported by the school which makes it a very long day for staff as there would need to be multiple sessions for the population.
- Cass mentioned that some schools are conducting this type of activity in school hours to still allow children the opportunity to participate but reduce the need for volunteers etc. P&C could still charge an entry fee to cover the cost of a DJ and provide a treat (juice/bag of chips)
- Ainslie asked if this format could be considered in the last week of school to possibly tie in with class parties/end of year celebrations- something different/ minimized disruption to learning programs.

## **11.0 Other Business**

Nil

## **12.0 Next Meeting**

**Tuesday 22nd October 2024, 6.00pm**

## **13.0 Roundtable Evaluation**

Karen reflected that the meeting went well, the school and board were preparing for the continued growth of the school and planning for 2025. Everyone is looking forward to the Father's Day stall which is mostly prepared but need to call for volunteers for the event, to consider colours and brightness for RU Ok day and possible Kat Kit treat. Consider dismissing the disco as the term is busy and Riva Night celebration wraps up the year in late November.

## **14.0 Meeting Close**

There being no further business, Cass Cutler thanked all members for their contributions and declared the meeting closed at 6.53pm.



## Statement of Receipts and Payments

From: 20/05/2024 To: 13/08/2024

		Dr	Cr	Bal
<b><u>20/05/2024</u></b>	Opening Balance			<b>\$ 14,034.79</b>
<b><u>OUTGOING</u></b>				
18/06/2024	Swimming Subsidy	\$ 1,000.00		
18/06/2024	WACSSO Fees	\$ 1,889.61		
24/06/2024	Moon & Back Fathers Day Stall Purchases	\$ 3,265.00		
27/06/2024	Smart Gifts Fathers Day Stall Purchases	\$ 3,663.95		
	<b><u>Total Outgoings</u></b>	<b><u>\$ 9,818.56</u></b>		
<b><u>INCOMING</u></b>				
28/05/2024	PJ Day		\$ 959.70	
	<b><u>Total Incoming</u></b>		<b><u>\$ 959.70</u></b>	
	<b><u>Closing Balance as of:</u></b>			
	<b><u>13/08/2024</u></b>			<b><u>\$ 5,175.93</u></b>

# PRINCIPAL'S REPORT P&C MEETING 13<sup>th</sup> AUGUST 2024



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## Swimming

- Thank you once again to the P&C for the subsidy for swimming lessons this year;
- We had a very high participation rate;
- Next week will see the last week of our swimming series for this year, for the first time at Cockburn ARC;
- Lessons have been allocated for 2025 already, with Junior students going to Stateswim Canning Vale, and Senior students to Cockburn ARC.

## School Growth

- In preparation for the 2025 school year, a further 6 modular classrooms will be added to the school site
- We are working with Department of Education Schooling Planning and the Department of Finance building surveyors on placing these on the school site
- Expected that the rooms will be installed during Term Four of this year
- Currently managing enrolments processes for 2025
- Working in staffing for 2025

## Faction Athletics

- Planning and training is in full swing for our House Athletics Carnivals
- This year, the main carnival has been split into two, to give more opportunities for students to be actively involved, manage student numbers and deliver the days on time
- The school has organised lunch order special meal deals from Munchbox for each Carnival Day. Order forms will be sent home soon.
- We also have a coffee van, and an icecream van booked for each day.