



RIVA PRIMARY SCHOOL
PARENTS & CITIZENS ASSOCIATION (INC).
Minutes of General Meeting held Tuesday 20th May 2025

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, Hannah Carson, Dianne Carlshausen, Bronwyn Muggeridge, Carolina Ochoa, Loncha Dhanbai, Cindy Tan, Aaron Chaplin.

Apologies / absentees - Sharon Tan, Karen Passmore.

Confirmation of agenda

Correspondence In & Out – **IN-** Nil

OUT - Nil

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 25th February 2025 – Moved Dianne Carlshausen.

CONFIRMED

Actions arising

No actions arising.

4.0 President's Report

- Attached.

5.0 Principal's Report

- Attached.

6.0 School Board Report

- No report for this meeting. School Board next meet on Tuesday 27th May 2025.

7.0 Treasurer's Report

- Attached.

Motion: *That all Reports are accepted as tabled.*

Moved – Bronwyn Muggeridge. Seconded – Cindy Tan.

CARRIED

8.0 P&C Financial Operations

Motion: *That the P&C approve the continued operation of its bank account through Bendigo Bank at Canning Vale.*

Moved – Hannah Carson. Seconded – Cindy Tan.

CARRIED

Motion: *That the P&C appoint the following as approved signatories to this bank account, with no fewer than two of these signatories to sign and approve transactions, and that all persons NOT LISTED below are removed as signatories from the Riva P&C Account.*

- i. President – Cassandra Cutler
- ii. Treasurer – Loncha Dhanbai
- iii. Cindy Tan – Vice President
- iv. Dianne Carlshausen – Executive Committee Member

Moved Cassandra Cutler. Seconded Dianne Carlshausen

CARRIED

9.0 Election Day Sausage Sizzle / Bake Sale Reflections

- Generally quite positive – was our first time as a polling place and first time hosting a sausage sizzle / bake stall
- Booth was one of the smaller in the electorate, with just under 700 voters at this election
- Suggest to promote more next time that Riva is a polling place
- Sales to crowd size ratio was good
- Really wonderful to have so many dedicated volunteers
- The baked goods were especially popular
- Revise down number of sausages next time, and limit to just beef
- Appreciate the generous donations from families and community to the stall and raffle
- Indicated that we would do this again if we are used as a polling place in the future.

10.0 Mother's Day Stall Reflections

- Well organised and run
- Great again to have a number of volunteers from the P&C
- Flow and timing was really good
- Appreciate the variety of goods on offer and that students get to select
- Suggest to investigate if some lower cost items could be available at the \$1-\$2 price point, and potentially supplement the stock from online sources in addition to the established suppliers for next year.

11.0 Father's Day Stall Planning

- The Father's Day Stall will be held from Wednesday 3rd September – Friday 5th September
- Suggest to put the call out or look to source bags
- Potentially investigate online supplier to supplement stock – maybe just a few test items to review quality and availability, and then use this in 2026.

Motion: *That the P&C approve the expenditure of an amount not to exceed \$7,000 for the purchase of stock for the Father's Day Stall.*

Moved – Cassandra Cutler. Seconded – Cindy Tan.

CARRIED

12.0 Colour Run

- Cass has sourced the information package for the provider for a Colour Run
- 60% of funds returned to the P&C, the rest in prizes for students, minus costs and administration
- The package includes a set of sunglasses and headband for every student, as well as the coloured powder
- Nominated the date for Friday 21st November 2025
- Cass to confirm that this will allow enough time for the ordering and delivery of prizes prior to the end of the school year.

Motion: *That the P&C approve a Colour Run Fundraiser to be conducted in Term 4 of 2025.*

Moved – Cassandra Cutler. Seconded – Hannah Carson.

CARRIED

13.0 Theme Day

- Resolved that the P&C would again support an RU OK? Day activity, similar to last year
- A themed fundraiser to be scheduled at some time in Term Three
- School will consult students on their recommended theme and feed back to the P&C.

14.0 Goals / Priorities

- Deferred to next meeting

15.0 Other Business

- **Interm Swimming.** The school has requested an amount of \$3,000 to subsidise Interm Swimming Lessons for Pre-primary to Year 6 students.

Motion: *That the Riva P&C donate \$3,000 to Riva Primary School to subsidise Interm Swimming Lessons.*

Moved – Hannah Carson. Seconded – Cassandra Cutler.

CARRIED

- **Year 6 Camp.** The school has requested a donation of \$2,000 from the P&C to subsidise the cost of the Year 6 Camp.
- Discussion that the P&C would give some support, however, the Year 6 cohort and parents should be encouraged to fundraise as well.

Motion: *That the Riva P&C donate \$1,000 to Riva Primary School to subsidise the Year 6 Camp in 2025.*

Moved – Casandra Cutler. Seconded – Hannah Carson.

CARRIED

- **Meeting Time.** The P&C Survey indicated a range of times preferred for meeting, with immediately after school having almost the same support as the current evening timeslot. The earlier time of 3:00pm-4:00pm will be trialled for the next meeting.

16.0 Next Meeting

Tuesday 5th August 2025, 3.00pm

17.0 Meeting Close

There being no further business, Cassandra Cutler thanked all members for their contributions and declared the meeting closed at 7.08pm.

Presidents Report,

This year has already seen significant growth of the Riva P&C. In term 1 we conducted a Community Engagement Survey. This survey had approximately 55 respondents. Respondents shared their opinions on events they would like to see occurring, volunteering and meeting availability. Mothers Day & Fathers Day stalls were highly popular, as was the colour run and school disco. Interestingly respondents still preferred to meet at the current 6-7pm time slot.

Heavy social media and email advertisement has seen the Facebook page gain a rapid increase in followers, with people contacting the P&C via both Facebook messenger and email. I have had parents comment on how much more “visible” the P&C is this year and that last year they just didn’t know what was happening and how they could get involved.

Already this term we have held two successful events, including the Election Day Sausage Sizzle/Bake Sale and the Mothers Day stall, raising just over \$3000 between them. This has seen our Bank Account fund increase to around \$16000 from \$1200 at the start of the year. Thank you to the volunteers who were aplenty at these events, we hope to retain these community members and extend upon our volunteers in the future.

Some of the profits gained by the P&C have already been approved to help subsidise the upcoming Swimming lessons starting in June. We welcome suggestions on how we can further use funds to support the students and school.

Looking ahead, Term 3 is looking quite light on P&C lead events/activities. We only have the Fathers Day stall scheduled. It is suggested that we look at continuing the RUOK day Kit Kat idea from 2024 and having some sort of additional fundraiser, such as a dress up day, sausage sizzle, icy pole day etc. Moving into Term 4 would be a great time to hold an annual large scale school wide event such as a disco or colour run. Both are well supported by the parent community.

I would like to thank all the members who have attended a meeting this year. I recognise that it can be a challenge to attend meetings and/or volunteer your time. I hope to continue to build the P&C numbers and provide a mix of meeting times across the school year to help capture a larger audience. As based on the active volunteers we had at the past two events, 3pm was most popular.

Finally I welcome any support, suggestions and/or advice as we continue throughout the school year.

That’s all for now – Cass

20th May 2025

PRINCIPAL'S REPORT P&C MEETING 20th MAY 2025



33 Riva Entrance, Piara Waters WA 6112

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t 9562 8600

Swimming

- Lessons booked for Weeks 7&8 and Weeks 9&10 of this term
- Three series across two pools
- Attending at this time of year due to venue availability, particularly for State Swim Canning Vale which is set up ideally for our school and students. All Pre-primary to Year 3 will do swimming at State Swim, plus one of our Year 4 classes
- Remaining classes will complete swimming at Cockburn ARC
- This year, students will do 10 lessons each (formerly 9)
- School has priced it out at \$65.00 per student, which is the same as was requested in 2024, with fewer lessons
- Subsidy to attain this cost is \$4,500

Uniform

- Recommendation to review skort / skirt options to replace one or both with easier care and wear option
- Would be same cost as current options
- If approved, Lowes would arrange a run-out on the replaced option(s)

Reports

- Student reports are issued at the end of this term
- Consistent with the School Curriculum and Standards Authority requirements, reports consist of:
 - Grades at the Learning Area level for each Learning Area
 - Attitude, Behaviour and Effort on a four point scale
 - A general, overall comment from the classroom teacher
- The school is reviewing our assessment and reporting options this year

Year 6 Camp

- Scheduled for four days in Week 3 of Term 4 at Point Peron
- Our inaugural school camp was for Year 5/6 in 2023. Now it is for Year 6 only, and will take place each year
- The cost of this is calculated at \$503 per student. Through a combination of school and P&C subsidy of approximately \$8,000, the requested cost per student would be \$400, a saving of \$100 for each family
- The school requests the P&C to contribute to this subsidy in that:
 - Funds raised should be expended on students
 - All students will end up in Year 6 and have this opportunity
 - Should subsidies not be possible, the Year 6 cohort would need to fundraise, which would then detract or compete with P&C fundraisers



Statement of Receipts and Payments

From: 25/02/2025 To: 14/05/2025

	Dr	Cr	Bal
25/02/2025 Opening Balance			\$12,480.73
<u>OUTGOING</u>			
Smart Gift Ideas - Mother's Day Stall Gifts	\$2,671.50		
Moon & Back - Mother's Day Stall Gifts	\$4,327.00		
Float	\$300.00		
Total Outgoings	<u>\$7,298.50</u>		
<u>INCOMING</u>			
Float return		\$300.00	
Cash - Sausage Sizzle Election Day		\$596.00	
Cash - Mother's Day Stall		\$8,923.65	
Eftpos Sales - Election Day		\$1,052.00	
Eftpos Sales - Mother's Day		\$257.00	
Total Incoming		<u>\$11,128.65</u>	
Closing Balance as of:	25/02/2025		<u>\$16,310.88</u>
Less Outstanding cheque 000007 Riva PS - Sausages & Buns Election Day			\$522.50
			\$15,788.38



33 RIVA ENTRANCE
PIARA WATERS, WA, 6112, AUS

Statement Account

Account title	RIVA PRIMARY SCHOOL PARENTS & CITIZ
BSB	633 000
Account number	202859658
Account opening date	April 06, 2023

Proof of Account

Bendigo Bank is pleased to confirm your account details
and the following transactions:

\$16,310.88
Current balance

Transactions from 15/05/2025 - 15/05/2025

This Proof of Account was generated by Bendigo e-banking on May 15, 2025 at 11:29am

Date	Transaction	Withdrawals	Deposits	Balance
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Riva Primary School P&C Assoc. Inc. Balance Sheet as at 14th May 2025

Assets		
Current assets:	Previous Year	Current Year
Cash in bank (Main Account)	-	\$ 16,310.88
Cash in hand	-	\$ -
Stock On Hand (Mother's Day)	-	\$ 2,123.30
Stock On Hand (Father's Day)	-	\$ 2,142.15
Other	-	\$ -
Total current assets	-	\$ 20,576.33
Fixed assets:	Previous Year	Current Year
Property, Plant & Equipment	-	-
Total fixed assets	-	-
Other assets:	Previous Year	Current Year
	-	-
Total other assets	-	-
Total assets	-	20,576.33
Liabilities and owner's equity		
Current liabilities:	Previous Year	Current Year
Accounts payable	-	522.50
Other	-	-
Total current liabilities	-	522.50
Long-term liabilities:	Previous Year	Current Year
	-	-
Total long-term liabilities	-	-
Owner's equity:	Previous Year	Current Year
Investment capital	-	-
	-	-
Total owner's equity	-	-
Total liabilities and owner's equity	-	522.50
Balance	-	20,053.83

2024 Remaining Father's Day Stock at Cost/Sell Price

		Cost	Sell
Gift card	294	147.00	294.00
Maze Cube Key Ring	2	3.00	4.00
Magent set of 3	10	19.50	30.00
Dreaming Key Ring	69	138.00	207.00
Dad Pen	35	64.75	105.00
Dreaming Pen	62	114.70	186.00
Water Frisbee	27	54.00	81.00
Pop keyring	2	4.00	6.00
Back Scratcher	47	65.80	141.00
Pop Photo Frame	3	8.70	12.00
Wooden Puzzle	43	165.55	215.00
Metal Puzzle	31	116.80	155.00
Money Box Frame	11	35.20	55.00
Wooden Noughts & Crosses	3	9.00	15.00
I Love Dad Blocks	11	38.50	55.00
Torch Key Ring	66	211.20	330.00
Dad Photo Frame	21	67.20	105.00
Seed Pot	22	97.90	132.00
Dad Mug	8	48.00	48.00
Dreaming Mug	15	68.25	90.00
Dreaming Photo Frame	19	76.00	114.00
Mega Screwdriver Set	29	123.25	174.00
Noughts & Crosses Large	25	106.25	150.00
Relax Hour Glass	14	58.80	84.00
Mini Camping Light	48	230.40	336.00
Dad Cooler Bag	7	39.20	56.00
20 Piece Tool Kit	6	31.20	48.00
	930	2142.15	3228.00

Sold

1783

Mother's Day Stall Stock @ 09/05/2025

	COST	SELL	STOCK	COST	SELL
Flying Disc	1.40	3.00	22	\$30.80	\$66.00
I Love You Mum Teddy Bear	3.90	7.00	11	\$42.90	\$77.00
Magnet for Mum	1.20	3.00	28	\$33.60	\$84.00
Heart shaped stress ball	1.40	3.00	19	\$26.60	\$57.00
Playing Cards	2.40	5.00	38	\$91.20	\$190.00
Mum's Tool Kit	4.80	8.00	48	\$230.40	\$384.00
Seed Pack	1.90	3.00	12	\$22.80	\$36.00
Trowel & Glove Set	4.90	10.00	51	\$249.90	\$510.00
Bookmark with Tassels	0.90	2.00	67	\$60.30	\$134.00
I Love Mum Blocks	3.60	6.00	21	\$75.60	\$126.00
Sleep Mask	2.70	5.00	17	\$45.90	\$85.00
Nail File	1.30	2.00	40	\$52.00	\$80.00
Shower Cap	2.00	4.00	41	\$82.00	\$164.00
Kitchen Spatula	2.60	4.00	3	\$7.80	\$12.00
Water Bottle 1L	5.50	8.00	0	\$0.00	\$0.00
Smiley Lunch Cooler Bag	5.50	10.00	32	\$176.00	\$320.00
Thermal Travel Mug	4.95	8.00	73	\$361.35	\$584.00
Family Photo Frame	3.95	6.00	47	\$185.65	\$282.00
Large Cosmetic Bag	4.95	7.00	44	\$217.80	\$308.00
Heart Trinket Tray	\$3.95	\$5.00	6	\$23.70	\$30.00
Love You Trinket Box	\$5.95	\$7.00	2	\$11.90	\$14.00
Microfibre Gym Towel	\$2.10	\$5.00	27	\$56.70	\$135.00
Love Heart Socks	\$2.40	\$5.00	16	\$38.40	\$80.00

665 \$2,123.30 \$3,758.00

MOTHER'S DAY STALL 6TH, 7TH & 8TH MAY 2025

Cash Sales	\$8,923.65
Eftpos Sales	\$257.00
	<u><u>\$9,180.65</u></u>

Raised \$9,180.65

Costs	Moon & Back	\$4,327.00
	Smart Gifts	\$2,671.50
	Other	\$0.00
		<u><u>\$6,998.50</u></u>

TOTAL	Takings	\$9,180.65
	Less Costs	\$6,998.50
	Raised	<u><u>\$2,182.15</u></u>

Stock Remaining \$2,123.30 (Cost Price)

ELECTION DAY SAUSAGE SIZZLE & FOOD STALL 3RD MAY 2025

Cash Sales	\$910.00
Eftpos Sales	\$1,052.00
Raffle Sales	
	\$1,962.00

Less Float	\$300.00
Less Reimb Cass	\$14.00 (10kg onions)

Raised	\$1,648.00
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Costs	Sausages	\$255.00	510
	Rolls	\$267.50	500 Rolls (inc 20 GF)
	Other	\$0.00	
		\$522.50	

TOTAL	Takings	\$1,648.00	
	Less Float	\$300.00	
	Less Costs	\$522.50	
	Raised	\$1,125.50	

500 approx rolls & sausages cost \$1.07 each.

Selling for \$3.00 = profit of \$1.93. ($\$1.93 \times 500 = \965 possible, plus food stall items & raffle sales) **Approx 200 rolls left over**

Eftpos Sales

8am - 9am	10
9am - 10am	21
10am - 11am	26
11am - 12pm	24
12pm - 1pm	21
1pm - 2pm	11
2pm - 3pm	12
3pm - 4pm	7
After 4pm	1
Total	133