



RIVA PRIMARY SCHOOL
PARENTS & CITIZENS ASSOCIATION (INC).
Executive Meeting Minutes
Tuesday 22nd October 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 – Sharon Tan, Cassandra Cutler, Cindy Tan, Bronwyn Muggeridge, Aaron Chaplin

Apologies / absentees - Noriko Toyoshima, Dianne Carlshausen, Karen Passmore, Jodie Van der Zwan, Kristy Yew, Ainslie Olney, 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-** Confirmation of association fees and certificate of insurance WACSSO

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 GExecutive Meeting, Tuesday 13th August 2024 – Moved Bronwyn Muggeridge.

CONFIRMED

Actions arising

No actions arising.

4.0 President's Report

- WACSSO Affiliation
- Trying to increase P&C membership

5.0 Principal's Report

Attached.

6.0 School Board Report

- The School Board next meet on Tuesday 29th October 2024.

7.0 Treasurer's Report

- Bronwyn Muggeridge provided the Treasurer's Report. (see attached)
- Opening Balance of P&C account \$5,175.93 on 13/8/2024
- \$688.00 on payments for Father's Day Stall Float and RU OK Day (Kit Kats)
- Income of \$7992.80 being proceeds of Father's Day Stall and return of \$400.00 float
- P&C Account Balance as of 22/10/2024 is \$12,480.73
- P&C Stock on Hand \$3451.20 (Mother's Day & Father's Day stock).

8.0 Father's Day Stall Review

- Great range and variety
- Almost \$8,00.00 turnover
- Didn't run out of stock, and good to build up buffer
- Thankful for volunteers, but need to get more to reduce the impact on school staff
- Look to increase margin, without over-pricing.

9.0 P&C Engagement & Involvement / 2025 Planning

- Looking at developing a survey tool to get input on P&C directions (volunteer availability / meeting days / times)
- Have offered option for online attendance for all meetings this year, no-one has taken this up as yet
- President will be stepping down at the end of this year – look for office bearers
- Try to build support and interest for AGM to either continue the P&C (require only 8 financial members to be viable), or wind-up.

10.0 Other Business

- Brief discussion on parking / carpark safety – ongoing.

11.0 Next Meeting

Tuesday 25th February 2025, 6.00pm

12.0 Meeting Close

There being no further business, Sharon Tan thanked all members for their contributions and declared the meeting closed at 6.58pm.

PRINCIPAL'S REPORT P&C MEETING 22nd OCTOBER 2024



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2024

- Thank you for your support and efforts throughout the year, in partnership with the school
- Hard work of the P&C, with limited growth of membership
- Thank you for the RU OK Day initiative
- Strong financial position of the P&C, and being able to contribute positively
- Will need to make decisions at the 2025 AGM as to the future of the P&C.

School Growth

- Development approval has been given for the 6 additional modular classrooms to be placed in time for the commencement of the 2025 school year. This is currently out to tender
- The school will also be receiving a new modular toilet block
- Staffing, class placements and transition planning are all underway.

Reporting

- Changes to reporting announced by the Department of Education are being implemented from this term
- We are aligning with the policy requirements
- Will explore fully our assessment and reporting mix in 2025.

Riva Revue

- Planning is underway for our annual open night and end of year concert.
- Will be held on Friday 29th November on the school oval
- Food trucks and vendors have been organised.

Riva Primary School P&C Assoc. Inc. Balance Sheet as at 22 October 2024

Assets

Current assets:	Previous Year	Current Year
Cash in bank (Main Account)	-	\$ 12,480.73
Cash in hand	-	\$ -
Stock On Hand (Mothers Day)	-	\$ 1,309.05
Stock on Hand (Fathers Day)	-	\$ 2,142.15
Total current assets	-	\$ 15,931.93

Fixed assets:	Previous Year	Current Year
Property, Plant & Equipment	-	-
Total fixed assets	-	-

Other assets:	Previous Year	Current Year
	-	-
Total other assets	-	-

Total assets - **15,931.93**

Liabilities and owner's equity

Current liabilities:	Previous Year	Current Year
Accounts payable	-	-
Other	-	-
Total current liabilities	-	-

Long-term liabilities:	Previous Year	Current Year
	-	-
Total long-term liabilities	-	-

Owner's equity:	Previous Year	Current Year
Investment capital	-	-
	-	-
Total owner's equity	-	-

equity - -
Balance - **15,931.93**



Statement of Receipts and Payments

From: 13/08/2024 To: 22/10/2024

		Dr	Cr	Bal
<u>13/08/2024</u>	Opening Balance			\$ 5,175.93
<u>OUTGOING</u>				
21/08/2024	cash cheque - float Fathers Day Stall	\$ 400.00		
8/10/2024	R U OK Day - Kit Kat Purchase	\$ 288.00		
	<u>Total Outgoings</u>	<u>\$ 688.00</u>		
<u>INCOMING</u>				
30/08/2024	Eftpos Deposit Fathers Day Stall		\$ 178.00	
2/09/2024	Cash Deposit - Reimburse Float Fathers Day Stall		\$ 400.00	
2/09/2024	Cash Deposit - Fathers Day Stall Takings		\$ 7,414.80	
	<u>Total Incoming</u>		<u>\$ 7,992.80</u>	
<u>Closing Balance as of:</u>	<u>22/10/2024</u>			<u>\$ 12,480.73</u>