

**RIVA PRIMARY SCHOOL**  
**PARENTS & CITIZENS ASSOCIATION (INC).**  
**MINUTES OF GENERAL MEETING**  
Tuesday 5<sup>th</sup> March 2024

<b>1.0</b>	<b>Welcome and apologies</b>
<b>Opening and welcome, acknowledgement of Country.</b>	
<b>Code of conduct – All members adhere to the Code of Conduct for our meetings and are required to abide by it.</b>	
<b>Attendees –</b> Aaron Chaplin, Jodie Van Der Zwan, Ainsley Olney, Dianne Carlshausen, Karen Passmore, Julie Thompson, Bronwyn Muggerridge, Sarah Hickey, Kristy Yew and Cassandra Cutler, Scott Olney	
<b>Apologies / absentees</b> Cid Dare, Greer Parry	
<b>Acknowledgement of Country -Aaron</b>	
<b>Confirmation of agenda</b>	
<b>Correspondence In &amp; Out –</b>	
<b>2.0</b>	<b>Disclosure of interests</b>
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 conflict of interests	
<b>3.0</b>	<b>Minutes of previous meeting</b>
Review of previous meeting minutes & signing by President.	
Previous minutes from general meeting held 1 <sup>st</sup> August 2023 distributed.	
<b><u>Actions arising</u></b>	
<u>No actions arising.</u>	
<b><i>Minutes –moved Dianne Carlshausen. All in Favour. Motion Carried</i></b>	
<b>4.0</b>	<b>Principal's Report</b>
<b>Principal's report.</b>	
Principals report – to be attached.	
<b>5.0</b>	<b>Planning for 2024</b>
<ul style="list-style-type: none"> <li>• <b>Membership</b> – there was an email suggesting that if the meeting was a different time, more parents might be able to attend. The suggestion was 7pm. There was also the suggestion of the use of Zoom. Discussion about looking to continue to build the profile in the P&amp;C. There are some people that attend for one meeting and then don't attend again.</li> <li>• <b>Fundraising</b> – Mother's Day stall has already been organised with ordering of items for the stall. Aaron has put the stall on the planner for the 7<sup>th</sup> 8<sup>th</sup> and 9<sup>th</sup>.</li> <li>• Last year the P&amp;C did Mother's Day, Father's Day and the Disco.</li> <li>• Sharon suggested a well-being day for the children, for example <i>Are you OK</i> day. Aaron said that it doesn't have to be about fundraising, could be just a different day.</li> <li>• We could also do a last day of term free dress or pyjama day.</li> <li>• Suggestion of Pyjama day – Friday Week 6 of Term 2.</li> <li>• Term 4 Disco- date to be advised.</li> </ul>	

