

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, Sharon Tan, Bronwyn Muggerridge, Noriko Toyoshima, Dianne Carlshausen, Karen Passmore, Cindy Tan, Aaron Chaplin, Sarah Hickey.

Apologies / absentees - Ainslie Olney.

Confirmation of agenda

Correspondence In & Out – IN: WACSSO – No action required.

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 & signing by President.

Minutes of General Meeting, Tuesday 5th March 2024 – Moved Karen Passmore, Seconded Sarah Hickey.

CONFIRMED

Minutes of Executive Committee Meeting, Wednesday 27th March 2024 – Moved Sarah Hickey, Seconded Dianne Carlshausen.

CONFIRMED

Actions arising

No actions arising.

4.0 President's Report

- Seeking a handover.
- 2023 – was run largely by the school, money was held in trust by school until P&C operational and had account and signatories.
- Roles are on WACSSO website & distributed via booklets to; President, Treasurer & Secretary.
- Aaron able to assist, help and facilitate with P&C.
- Slow transition from school leading to P&C leading.
- Communication issues, with there being lots of platforms and not everyone has access to all.
- **Communication resolutions:** When contacting the school, email riva.ps@education.wa.edu.au as this will distribute to multiple people in administration, ensuring that it is seen and actioned / directed to the right person.

- **Whats App**- Instant messaging, used for general business, quick responses. Add Karen Passmore as a representative for the school.
- **Email** – Formal; meetings, minutes, what’s app summaries etc need to go to email.

5.0 Principal’s Report

Attached.

6.0 School Board Report

- The School Board met on Tuesday 14th May 2024.
- The Board approved the Riva Primary School Annual Report for 2023. The report is now published on the school and Department of Education websites.
- The Board had a presentation on the school’s specialised programs, *ABLEWA* and *Everest* and how these programs support and extend student abilities.
- A comprehensive overview of the Student Centred Funding Model was presented, outlining how the school receives funding.

7.0 Treasurer’s Report

- Bronwyn Muggerridge provided the Treasurer’s Report.
- The Mother’s Day Stall made a profit of \$2,203 on sales of \$7,990.15.
- The P&C has Mother’s Day stock in reserve with a value at cost price of \$1,309.05.
- P&C Account Balance as of 20th May 2024 is \$14,034.79.
- Discussion of funding usage – members are requested to consider and also liaise with parents / staff on funding priorities for the fundraising of the P&C to bring to the next meeting.
- Will bring forward the wish list generated in the last year. School suggested next project to fund would be shade installation over the playground outside of H2.
- We have now completed the process to add the new signatories to the P&C Bank Account, reflecting the current office bearers for 2024. There is a need to formally remove the former office bearers as authorised signatories on the account.

Motion: *That the Riva P&C authorise the removal of Scott Olney, Julie Thompson and Jodie Van Der Zwan as signatories on the Riva P&C Bank Account, held at the Bendigo Bank due to the expiry of their term as Office Bearers of the Association.*

Moved Sharon Tan, Seconded Cassandra Cutler.

CARRIED

8.0 Mother’s Day Stall Review

Positives...

- Performance – approximately \$8,000 turnover.
- \$2,203 profit.
- Performance good.
- Children had choice.
- Location, as children not distracted.
- Mecca bags

Minus...

- Last day afterschool slammed (6 or 7 deep).

Even Better If...

- More volunteers.
- More time to set-up – spread classes over the three days completely, with a later starting time.

9.0

Upcoming Special Days

Pyjama Day – Friday 24th May

- Advertised.
- Year 6 Community Custodians will collect the funds to give to school office. School office will count and secure.
- Bronwyn will collect the funds from the school office to deposit at the Bendigo Bank Branch in Canning Vale.

RU OK Day – Thursday 12th September

- Wellness Day – not a fundraiser, but P&C supported activities to promote student and staff wellbeing.
- P&C asked to think of ideas for this day and bring to next meeting.

10.0

Father's Day Stall

- Father's Day Stall is scheduled for Tuesday 27th until Thursday 29th August in the Undercover Area.
- We ran out of stock during the stall last year, and had to make a dash to purchase supplementary stock.
- Discussion of consignment options – low margin and limited options for Father's Day. Will stay with P&C-managed stock for this year, but adjust quantities up.
- Discussion of increasing budget for stock purchase, as we have no carry-over stock from 2023, plus enrolment growth.

Motion: *That the P&C authorise an amount not to exceed \$7,000 be spent on purchase of stock for the Father's Day Stall. Stock purchasing to be undertaken by Dianne Carlshausen.*

Moved Bronwyn Muggeridge. Seconded Sharon Tan.

MOTION CARRIED

11.0

Swimming

- The cost of the swimming lesson (instructors etc) is covered by the Department of Education, however there are charges for daily pool entry and bus hire.
- The overall cost for the swimming series is near to \$40,000. The school is applying a subsidy of just over \$4,000, which reduces the amount requested from parents by approximately \$8.50 per child.
- The P&C were asked to consider contributing to this subsidy.

Motion: *That the Riva P&C contribute \$1,000 to Riva Primary School for the purpose of subsidy of Interm Swimming Lessons in 2024.*

Moved Sharon Tan. Seconded Sarah Hickey.

MOTION CARRIED

12.0 Other Business

Athletics Carnival(s) – House Carnival will be held over two main days this year, with Thursday 5th September for Pre-primary to Year 2, and Friday 6th September for Year 3 – Year 6.

P&C may consider hosting a stall such as sausage sizzle / drinks / icy poles. To be discussed at next meeting.

Consider hiring / sourcing Boost Juice / Coffee Van / Ice Cream Vans

Will not use Subway orders this year, will hopefully have MunchBox put together Carnival Special lunches for order.

Disco – Bronwyn showed examples of rings and wrist bands which may be suitable for the Disco. Members asked to consider other options and ideas for this.

Colour Run / Fundraising Group – to Agenda for next meeting – explore fundraiser such as a Colour Run or similar in 2025.

Next Meeting

Tuesday 13th August 2024, 6.00pm

13.0 Roundtable evaluation

Cass reflected that the meeting went well, great ideas raised, discussion of the Mother's Day Stall and with that success to be built on for the Father's Day Stall.

14.0 Meeting close

There being no further business, Sharon Tan thanked all members for their contributions and declared the Meeting closed at 7.03pm.

PRINCIPAL'S REPORT P&C MEETING 21st MAY 2024



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Swimming

- Organisation is taken care of. We have had to take 2 x 2 week series, plus a 1 week series of double lessons later in the year. This is due to a mix of factors.
- The vast majority of Pre-primary to Year 4 will complete the Series at State Swim Canning Vale. The Year 5 and Year 6 students and one Year 4 class will do the double lessons over 5 days at Cockburn ARC in Term Three.
- This is both positive and negative, meaning that we can still manage to run the entire school program simultaneous to swimming.
- We have had to submit preferences for 2025 Swimming already, and will likely get a similar structure.
- We are required to submit three options for swimming lessons for every term of the year, including through Terms 2 and 3.

Car Parks / Traffic

- Audit report has not yet been provided based on the work commissioned by the Department of Finance due to the increase in school enrolments
- The school had originally organised an independent traffic engineer for advice, but postponed this when the Department sent one. School will likely return to an independent adviser to get some solutions and progress
- Novelli facing carpark is improved, when there is strict staff supervision
- There are niggles on most sides, with parking on private properties, verges, and parents dropping off students directly in the carparks, not the Kiss and Ride
- We're not done with this yet

Upcoming

- **House Cross Country**
Scheduled for Tuesday 23rd July. This Year, the House Cross Country will be for Years 3 to 6 only, aligning with the Interschool Competition.
- **Riva Day**
Our Annual celebration of the day we became Riva will be held on Friday 26th July. Working on the program for this, but will involve hands-on activities and learning experiences alongside the students.
- **House Athletics Carnival**
Will be held over a total of three days this year:
Tuesday 3rd September – Year 3-6 jumps and throws and 400 metre events
Thursday 5th September – Pre-primary to Year 2 House Athletics Carnival
Friday 6th September – Year 3 to Year 6 House Athletics Carnival

Aaron Chaplin
Principal
21 May 2024