



RIVA PRIMARY SCHOOL

PARENTS & CITIZENS ASSOCIATION (INC).

Minutes of General Meeting held Tuesday 11th November 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 – Karen Passmore, Diane Carlshausen, Lisa Nelson, Dhanbai Loncha, Cindy Tan, Hannah Carson, Cassandra Cutler, Aaron Chaplin

Apologies / absentees -

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 5th August – Moved Hannah Carson.

CONFIRMED

Actions arising

- Donation to Kindy Incursion - \$1,00 received. Will fund Educated By Nature Incursion – subsidised cost by \$10 per child. P&C acknowledged on permission form.
- Father's Day Stall – will be discussed on Agenda
- Finalise Colour Run Fundraising Platform. \$17,000 raised to date. 60% of funds come to P&C, 40% of funds to the event provider for materials and prizes.

4.0 President's Report

- Attached.

5.0 Principal's Report

- Attached.

6.0 School Board Report

- The School Board met on Tuesday 4th November 2025
- Items included approval of booklists, fees and charges for 2026, approval of School Development Days, review and endorsement of enhanced reporting and assessment procedures, overview of homework policy.
- Minutes of the meeting are on the school website.

7.0 Treasurer's Report

- Attached.

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

Moved – Hannah Carson. Seconded – Karen Passmore.

CARRIED

8.0 WACSSO Conference - Update

- President attended
- Fantastic experience, highly recommended
- WACCSO AGM, Vendor/sponsor hall, Guest presentations (local P&C reps, ASD, ADHD, Snap Fresh etc)
- New ideas – faction carnival fundraiser, myth buster & P&C promotional flyer, Banner, welcome back picnic etc.
- Community to assist in design of P&C banner
- Year in review – importance of P&C

9.0 Father's Day Stall

- Increase of volunteers – 22 volunteers!
- Thank you to all volunteers. 1st stall where it was predominantly run on the day(s) by the P&C (as opposed to school staff).
- Profit of \$1,823.85. Similar to Mother's Day stall profits.
- Lots of stock retained for 2026.
- Already seeking volunteers for 2026.

10.0 Mother's Day Stall

Motion: *That the Riva P&C approve the purchase of stock up to the value of \$7,000 for the Mother's Day Stall 2026.*

Moved – Cindy Tan. Seconded – Karen Passmore.

CARRIED

11.0 Zooper Dooper Fridays Update

- Launch date has been delayed
- We currently have 500 Zooper Doopers available for sale due to generous community donation
- Proposed to commence sales from Week 7 (or possibly even Week 6 at the Colour Run)
- Sale price of \$1.00 per icy pole
- Selling locations: Early Childhood from 2:35-2:45pm, the Library Verandah from 2:50-3:05pm
- Michelle Silver developing flyer to promote
- Cash only
- Volunteers appreciated, possibly source some Year 6 helpers?

12.0 P&C Promotion Items

- Mythbusters Page – develop a one-page overview of questions and answers about the P&C. Hoped to have ready in time for the Kindy Play and Stay Sessions (Week 6)
- P&C Year in Review Flyer for the school community to show the work of the P&C (Election sausage sizzle, Mother's / Father's Day Stalls, RUOK Day, Colour Run, Zooper Dooper Fridays, Funds to support Swimming Lessons, Year 6 Camp, and Kindy).
- P&C Banner Design Group – who and how do we consult the community? – perhaps have a subcommittee, smaller working group to lead

13.0 P&C Kindy 2026 Stay and Play Afternoons

- Cass (President) will be attending
- Will have the Mythbusters and Year in Review information to share and promote
- School will develop a noticeboard display to have at the sessions to showcase the work of the P&C

14.0 Welcome Back Picnic 2026

- Date TBC, Term 1, 2026
- Community engagement event, not fundraising – free event

- P&C to supply icy poles
- P&C stand to increase awareness / involvement for 2026
- May look in to sourcing a coffee van other vendors

Motion: *That the Riva P&C approve funds not to exceed \$200 for the purchase of Icy poles for the Welcome Back Picnic Event.*

Moved – Cindy Tan. Seconded – Lisa Nelson.

CARRIED

15.0 Colour Run

- Friday 21st November
- Times:
 - Year 5/6 1:10pm – 1:35pm
 - Year 3/4 1:35pm – 2:00pm
 - Kindy / PP 2:00pm – 2:25pm
 - Year 1/2 2:25pm – 2:50pm
- Handbook developed to detail logistics and operations – looks good
- FAQ page developed based on initial feedback, and published on the school website, also shared on Seesaw
- Participation – will be an opt-out event – notice to school required for withdrawal
- Potentially having wristbands for students requiring the no-colour option
- Communicated that students in school uniform / house shirts will not be exposed to the powder
- Will set-up a sensory / quiet tent for spectator, non-participating students
- Cass to visit school to see available equipment for obstacle course
- Cindy suggested providing information for how to ‘save’ the colour on the shirts – will be shared
- Volunteers list is growing – now allocated to timeslots. More volunteers would be great.

Motion: *That the Riva P&C approve funds not to exceed \$200 for the purchase of items for the Colour Run (bubble machine / super soakers etc).*

Moved – Lisa Nelson. Seconded – Hannah Carson.

CARRIED

16.0 Ways to Get Involved

- Sign-up sheet developed for upcoming and ongoing events
- Encouraging people to sign-up to assist

17.0 P&C Annual General Meeting

- Proposal to move the Riva P&C AGM to Term Two to allow potential new office bearers to understand the roles and operations of the P&C, and build up numbers of members

Motion: *That the Riva P&C schedule the Annual General Meeting in Term Two of the school year from 2026 onward.*

Moved – Hannah Carson. Seconded – Aaron Chaplin.

CARRIED

18.0 Funding Considerations / Project Goals

- Members asked to consult and think of areas to direct P&C funds in 2026
- Suggestions: Cover to courtyard outside of Art Room, Shade of Hub Playground (possibly being done through School Grant), More ground art / paly around the school
- Suggested to consult students

19.0 Graduation Award Sponsorship

- The P&C have been invited to sponsor and present the Inclusion Award at the Year 6 Graduation Ceremony.

Motion: *That the Riva P&C donate \$100 to Riva Primary School to sponsor the Inclusion Award for the 2025 Year 6 Graduation.*

Moved – Hannah Carson. Seconded – Karen Passmore.

CARRIED

20.0 Next Meeting

Date TBC, Term 1, 2026, 3.05pm

21.0 Meeting Close

There being no further business, Cassandra Cutler thanked all members for their contributions and declared the meeting closed at 4:00pm.

Term 4 - Presidents Report

Hello Everyone,

Thank you all for being here today and giving up an hour of your time.

Before sharing this term's highlights, I'd like to quickly share the goals of a P&C, as often these can be forgotten.

Our purpose is to:

1. Build cooperation between parents, teachers, students, and the community.
2. Assist in providing resources and facilities for our school.
3. Foster community interest in educational matters.

Everything we do connects back to those goals — building relationships, supporting learning, and strengthening our school community.

This term, our Father's Day Stall was a great success, running over three days and raising nearly two thousand dollars. Even better, our volunteer numbers grew from 12 to 22 and our reliance on school administration to help at the event was reduced. A huge thank you to everyone who gave their time to ensure a successful event.

We were also able to support the Pre-primary Father's Day event by donating leftover frozen sausages from our Election Day fundraiser — a simple but meaningful way to make use of what we had and give back.

R U OK? Day was another positive event, encouraging everyone to pause and connect. Every student and staff member received a Kit Kat, kindly donated by Grove Medical Centre — a small reminder to “have a break” and check in with each other.

Looking ahead, our Colour Run is coming up in week 6. We've already raised over \$????, which is fantastic considering only around% of families have signed up so far. We're keen to understand what might be holding others back — whether it's a choice not to participate, fundraising concerns, or sign-up barriers — and we're calling for volunteers to help plan, set up, and run the day.

In Week 7, we're launching Zooper Dooper Fridays, a new initiative with all Zooper Doopers generously donated by local community members. It's a fun, easy way to end the week and raise funds for future projects.

Looking to next year, we plan to have a P&C presence at the Kindy 2026 Stay and Play sessions, and we're also planning an early Term 1 community event focused on connecting the entire Riva community and promoting the P&C.

Finally, thank you to everyone who's contributed to the P&C this year — through volunteering, donations, ideas, or simply showing up. Every bit of involvement helps us achieve our goals and strengthens our school community.

Thank you. Cass

PRINCIPAL'S REPORT P&C MEETING 11th November 2025



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Thank you

- Thank you to the Riva P&C for your incredible work, commitment and service to our school community this year
- It is heartening to see the increase of volunteers, the leadership of the President and Committee and to have the P&C increasingly self-sufficient in its work
- Thank you for your contributions through fundraising that have made activities more affordable for families across the school
- And thank you for the extra fun that the P&C injects into the school through your engaging events

Year 6 Graduation

- The P&C are invited to consider donating up to \$100 to fund the Inclusion Award, presented to a Year 6 student who exemplifies one of our central school values
- We feel that this is a wonderful alignment with the work of the P&C, and would be honoured for the P&C to present this award.

School planning for 2026

- Contributions, fees, charges and booklists are all approved and will be sent out in the next week or so
- Class placement requests closed earlier this term. Staff are meeting to create the class lists
- Parents will be notified of class placement and teacher assignments in Week 9 of this term, ahead of the step-up / transition activities
- We are expecting a further two transportable classrooms to be installed in preparation for Day 1 of 2026.

WA School Assistance Payment

- It is possible that unclaimed funds from the WA Government Cost of Living Payments (\$150 per primary student) may be paid to the P&C.
- Awaiting detail on whether this amount will be equivalent to the unclaimed monies of Riva students only, or proportionately across the state.
- If the P&C does receive these funds, if you could be mindful of the purpose of these funds, which was to decrease the cost to parents for education expenses.

Reporting and Assessment

- The School Board recently endorsed the recommendations of our school Reporting and Assessment advisory group, which include, from 2026: The school providing summaries of School Based Assessments to Parents in Term 1 and Term 3, Restoring Reporting of Strands in English and Mathematics Learning Areas, and, the addition of a dedicated Reporting / Parent Interview Day. The Interview Day will towards the end of Term 1. Approval for this day is currently under consideration by the Director of Education, South Metropolitan Education Region.



Statement of Receipts and Payments

From: 6/08/2025 To: 11/11/2025

	Dr	Cr	Bal
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6/08/2025 Opening Balance **\$4,758.59**

OUTGOING

RIVA PS- Kindy and Year 6 Subsidy	7/08/2025	\$	2,000.00
Fathers day Float	28/08/2025	\$	400.00
RIVA PS- R U OK day kitkat	26/09/2025	\$	359.80

Total Outgoings **\$ 2,759.80**

INCOMING

Fathers Day Float	9/09/2025	\$	400.00
Fathers Day Stall - Cash	9/09/2025	\$	8,250.25
C Cutler Fathers Day purchase	10/09/2025	\$	8.00
Riva PC Fathers day EFTPOS	15/09/2025	\$	386.50
Donation-Medical store RUOK day	17/09/2025	\$	359.80
GoFundraise Pty 112221	13/10/2025	\$	11.20
GoFundraise Pty 112762	29/10/2025	\$	1,687.84

Total Incoming **\$11,103.59**

Closing Balance as of: 11/11/2025 **\$13,102.38**

Riva Primary School P&C Assoc. Inc. Balance Sheet as at 11th November 2025

Assets

Current assets:	Previous Year	Current Year
Cash in bank (Main Account)	-	\$ 13,102.38
Cash in hand	-	\$ -
Stock On Hand (Mothers Day)	-	\$ 2,123.30
Stock on Hand (Fathers Day)	-	\$ 3,866.40
Total current assets	-	\$ 19,092.08

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

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

Total assets - **19,092.08**

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 - **19,092.08**