

SCHOOL BOARD **MINUTES****RIVA PRIMARY SCHOOL BOARD**

Meeting No. 4 / 2025
Tuesday 4th November 2025

1.0 Welcome and apologies

Present: Aaron Chaplin, Jodie Van Der Zwan, Mark Campbell, Michelle Silver, Sarah Butler, Aliya Broadley, Kristy Yew, Robert Bruno

Apologies: Dianne Carlshausen, Kiarni Englebrecht, Jeff Gan, Parth Vyas, Manpreet Kaur

Meeting opened at 5:30pm
Acknowledgement of Country
Agenda confirmed by Mark Campbell

2.0 Disclosure of Interests

No conflicts of interest were identified in relation to items on the Agenda.

3.0 Minutes of previous meeting

Review of Minutes of Meeting held 19th August 2025.

Moved – Michelle Silver, Seconded - Sarah Butler

CONFIRMED

Question answered from last meeting – On the finance statement – “above threshold” is for High Schools, where there is a decrease in the per student funding allocation once student numbers reach over 1,200.

4.0 Voluntary Contributions, Fees, Charges and Personal Items Lists 2026

- We need to let the school community know 2 months prior to the start of the year the expected fees and charges.
- Firstly, Voluntary contributions - we can ask a maximum of \$60.
- Our community is very good at paying the voluntary contributions, currently we receive almost 80%.
- The next item is the Charges which may be asked of parents for different activities across the year, such as swimming lessons. We can't ask more than what is on the fees and charges list.
- The last item is the Personal Items list which is generally stationery and for Year 1 - 6 there are a couple of textbooks for our Maths and Spelling programs.

Motion: That the Riva Primary School Board set the amount for voluntary contributions at \$60 per student in Kindergarten for 2026

Moved - Aaron Chaplin, Seconded - Michelle Silver.

Motion Carried

Motion: That the Riva Primary School Board set the amount requested for voluntary contributions at \$60 per Pre-primary – Year 6 student in 2026

Moved - Mark Campbell, Seconded - Michelle Silver.

Motion Carried

Motion: That the Riva Primary School Board approve the schedules of Fees and Charges for all extra cost optional activities which may be levied in 2026 for students in Kindergarten – Year 6.

Moved - Aliya Broadley, Seconded - Kristy Yew.

Motion Carried

Motion: That the Riva Primary School Board endorse the personal items lists for Kindergarten to Year 6 2026 as presented at the meeting of Tuesday 4th November 2025 and that these be published

Moved – Michelle Silver, Seconded - Robert Bruno

Motion Carried

5.0 Assessment and Reporting to Parents Enhancements

Following changes made to formal reports requirements by the Department of Education in Semester 2, 2024, the school has worked to review our reporting and sharing of student progress and achievement information. Jodie presented the recommendations of the review, for implementation from 2026, with Board approval.

1. **School based assessment overview**, to be provided for parents in Term 1 and Term 3. These are assessments that our teachers complete as part of our assessment schedule, however in the past we haven't provided this information to all parents. To date it was used by teachers during requested parent meetings.
2. **Parent/Teacher meetings to be held in Term 1**, with a suggestion of the second last week of the term. The timing provides opportunity for parents to meet with the teacher and discuss how the students are tracking and if there are any concerns, discussing plans for addressing those concerns. We are suggesting a whole day closure to support care arrangements and the need for picking up students halfway through the day. There was some discussion around the timing, however most members agreed that Term 1 provided the opportunity for parents to be informed early if there were any concerns.
3. **Returning Strand Reporting:** From 2026, the strands of the Maths and English subjects will be included in the report.

The recommendations were positively received by the Board.

6.0 Adjustment to Riva School Board Terms of Reference

- Audit Finding – In a full compliance audit of the school, conducted by the Finance Branch of the Department of Education, a finding requiring action, was the current *Riva Primary School Board Terms of Reference* states that we must hold at least 4 x ordinary meetings per year.
- In 2024, only 3 meetings were held, due to not being able to secure a quorum for the final meeting of the year.
- The minimum requirement for School Boards within the *Education Act and Regulations* is 2 ordinary meetings per year.

Discussion around changing the wording in the Terms of Reference to a minimum of 2 ordinary meetings. Even though the minimum number would be 2 meetings, we would continue to schedule 4 meetings each year.

Motion: that the Riva Primary School Board Terms of Reference be amended to now define the Minimum number of ordinary meetings of the Board to be at least 2 per year.

Moved – Sarah Butler, Seconded - Aliya Broadley.

Motion carried.

7.0 Riva Primary School Homework Policy

- Presentation of our approach to homework, our policy and practice.
- Aaron went through our school's homework policy.
- We have always had a homework policy, and with input from the Board, we refined the policy in our first year of opening, with the Board endorsing the policy in May of 2022.
- Aaron presented the effect size/impacts from Hattie's meta-analysis and his findings that some things work better than others and their can be significant degrees of difference in impact.
- The effect size scores go from negative to just over 1.0.
- Medium impact is under 0.5 down to 0.3 which are things are nice to have but not highly impactful.
- Low impact effect sizes are below 0.3.



- Homework has a score of 0.29 which is a combined score for high school and primary school. For Primary school, Hattie found that Homework has an effect size of almost 0.
- Aaron went through the Homework policy starting with the Rationale/Beliefs. The initial School Board feedback (from the previous board members) was that they wanted some ideas for what they can do at home, which have been included on our website linked below the policy.
- The Riva policy sets out 10 – 20 minutes of reading for students from Year 1 – 6, with provision of 20-30 minutes of set homework in Years 5 and 6.
- The policy is in the parent handbook.
- Following the presentation, there was general discussion. The Board is broadly supportive, but also acknowledge a diversity of views of parents and community.
- School will conduct awareness raising and promotion of the policy, supports, home reading approach, and also the provision for students requiring assistance.
- With enhancements to school assessment and reporting as endorsed at this meeting, there will be greater opportunities for early intervention, and discussing expectations and support.

8.0 School Development and Approved Closure Days 2026

There are six school development days in 2026. The school has the flexibility with the timing of three of these days.

Motion – *That the Riva Primary School Board approve the scheduling of the flexible School Development Days on 2026 as follows:*

- Friday 29th May 2026 (ahead of a long weekend)
- Monday 20th July 2026 (Day 1, Term 3)
- Monday 12th October (Day 1, Term 4)

Moved Michelle Silver, Seconded Mark Campbell

Motion Carried

- The school, in consultation with the community can suspend the timetable for 2 x ½ days per year for the purpose of reporting to parents.
- It was discussed to minimise disruption, and maximise access for parent / staff availability by scheduling 1 x full day for the purpose of parent interviews.
- The recommended date is Wednesday, 25th March 2026 (Week 8, Term 1).

Motion – *The Riva Primary School Board approve seeking the endorsement of the Director of Education for a temporary suspension of the school timetable on Wednesday 25th March 2026 for the whole day, for the purpose of reporting to parents.*

Moved – Mark Campbell, Seconded – Michelle Silver

Motion Carried

9.0 Reports and Operational Matters

9.1 – Financial Report – Provided for members. No questions.

9.2 Staffing – Nothing to report.

9.3 Buildings and Grounds – Our initial site placement for the 2 x transportable coming for commencement of the new year was not possible due to land reservation. The new siting with be one building next to LA4.5, and the other to be placed near Learning Block 2, minimising impact into the grassed area. The location map was presented to the Board, though all is subject to DAP approval.

10.0 Other Business

Brief discussion on traffic and crossings. Ongoing.

11.0 Meeting Close

There being no further business, Michelle thanked all members for attending and declared the meeting closed at 6.45pm

Date of next meeting: **Tuesday 3rd March 2026, 5:30pm**