



RIVA PRIMARY SCHOOL
PARENTS & CITIZENS ASSOCIATION (INC).
Minutes of General Meeting held Tuesday 5th August 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 – Dianne Carlshausen, Caroline Ochoa, Kimberley Purdy, Lisa Nelson, Bronwyn Muggeridge, Hannah Carson, Cindy Tan, Dinesh Bishnoi, Loncha Dhanbai, Janani Dhanpani, Anjid Ali, Neha Panwar, Aaron Chaplin, Casandra Cutler.

Apologies / absentees - Sharon Tan.

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 20th May 2025 – Moved Bronwyn Muggeridge.

CONFIRMED

Actions arising

- Purchase of Father's Day Stock – all stock ordered and delivered, details in Agenda item.
- Donation of \$3,00 to subsidise P-6 swimming lessons. Paid.
- Donation to Year 6 Camp – awaiting invoice. Clarification that the amount approved by the P&C was \$1,000. School to invoice.

4.0 President's Report

- Attached.

5.0 Principal's Report

- Attached.

6.0 School Board Report

- The School Board met on Tuesday 27th May 2025.
- Discussion improved governance and induction due to new members, review of the School's Annual Report from 2024, input into the next school plan and a presentation about our Science, Everest Gifted and Talented and First Lego League programs.

7.0 Treasurer's Report

- Attached.

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

Moved – Hannah Carson. Seconded – Cassandra Cutler.

CARRIED

8.0 WACSSO Conference

Motion: *That the P&C approve the enrolment and attendance of Cassandra Cutler at the WACSSO Conference on 23rd & 24th August.*

Moved – Aaron Chaplin. Seconded – Dianne Carlshausen.

9.0 Father's Day Stall

- Stock has been purchased and has arrived
- The Stock Inventory of the carry-over from previous year, as well as the cost and suggested sell price of the new stock was circulated at the meeting for review and suggested adjustments of the P&C
- Bronwyn acquired some sample items for Father's Day for consideration for supplementing the stock for 2026. These items were displayed and evaluated for quality
- Cassandra will put the call out for volunteers for the stall from Monday 11th August. Hoped that there can be an increase in the number of volunteers to spread the load
- Volunteers also needed for labelling / price marking the stock

10.0 Colour Run

- Has been booked for Friday 21st November, Term 4, Week 6

- Event is registered and company will provide the marketing material, online platform, colour powder, plus a set of sunglasses and a headband for each student.
- Will launch the event from the beginning of Term 4, and open the online fundraising portal
- Split is 60% of funds return to P&C, 40% to the fundraising group for the cost of the equipment, administration and student incentive prizes
- Volunteers will be called for
- Cass and Aaron will work through timetable, possibly in 2 or three sessions
- Discussion of allergies / asthma and provision of a 'safe lane'.

11.0 Funding Goals / Priorities

- Discussion of possibility of fencing in the Kindergarten classrooms to provide defined break-out space for outdoor learning, regulation and breaks. Pros and cons.
- School to investigate costing and bring some options for consideration.
- P&C Members encouraged to think and consult on other projects / major goals for the P&C and report / bring ideas to the next meeting.
- Discussion of the P&C subsidising a Kindergarten activity, as the committee have provided support for Pre-primary to Year 6 for Swimming Lessons, and to Year 6 for the Camp. Was resolved that the P&C donate \$1,000 to subsidise the cost to parents for a Kindergarten Incursion.

Motion: *That the P&C approve the donation of \$1,000 to subsidise a Kindergarten incursion to be held by the end of the 2025 school year.*

Moved – Hannah Carson. Seconded – Lisa Nelson.

CARRIED

12.0 Other Business

- Crosswalk – discussion of the why we do not yet have a crosswalk for Riva Entrance and the criteria around staffed pedestrian crossings.
- RU OK Day – discussion about P&C supporting this event again, this year.
- Grove Medical Centre – have expressed interest in providing a donation or support for the P&C. Suggested that the fund the purchase of Icy Poles for the P&C to then have Icy Pole afternoons in Term Four.
- Meeting time – This P&C Meeting has had the highest attendance to date. The new time was identified as more convenient for all those in attendance. Resolved that the meeting time in the future remains at 3:05pm.

Motion: *That the P&C approve an amount of up to \$400 to be paid to the school upon invoice for the cost of purchasing Kit Kats + allergy safe options for the purpose of RU OK Day.*

Moved – Cassandra Cutler. Seconded – Cindy Tan

CARRIED

13.0 Next Meeting

Tuesday 4th November 2025, 3.05pm

14.0 Meeting Close

There being no further business, Cassandra Cutler thanked all members for their contributions and declared the meeting closed at 3:59pm.

Presidents Report,

Not much has happened since we met last term. We have purchased Fathers Day stock, contributed towards the cost of swimming lessons, finalised signatories on the bank accounts and raised over \$800 in a PJ day fundraiser.

Looking ahead, Term 3 will see us host the Father's Day stall. This stall will run like the Mother's Day stall. I will call for volunteers in the lead up to the event and formulate a roster. I would love to see the same people return to assist, and new faces, to help lighten the load on our current volunteers. Those who volunteer always cherish the interaction with the students and the new friendships they make amongst parents. I know I have made two friendship connections just from meeting volunteers this year. These days are highly rewarding.

As we move into Term 4, I will be seeking expressions of interest from parents able to assist with the Colour Run. This will be the BIGGEST event the P&C have hosted. It will involve every student and will span several weeks- culminating with every student on Friday 21st November taking part in the Colour Run. All students, regardless of if they have fundraised will be given the opportunity to run, walk, hop, skip or crawl their way around the track. Everyone will get sunglasses and a sweatband, and students will be able to "opt out" of any obstacles along the way. This event will need buy in from the entire school community and if properly supported can lead to a huge fundraising boost.

I would like to thank all the members who have attended a meeting this year. I recognise that it can be a challenge to attend meetings and/or volunteer your time. I hope that today we have been able to capture a larger audience, and we can encourage you all to return in Term 4 and become involved if and when you can. I welcome any support, suggestions and/or advice as we continue throughout the school year.

That's all for now - Cass

PRINCIPAL'S REPORT

P&C MEETING

5th August 2025



33 Riva Entrance, Piara Waters WA 6112

e riva.ps@education.wa.edu.au

† 9562 8600

Thank you

- We are most appreciative of the funding support from the P&C for our Swimming Lessons in Term 2, and for the upcoming Year 6 Camp. This makes a real difference for families, and provides for maximum participation from students.

Riva Day

- We're excited to be celebrating our fourth birthday this week, and look forward to welcoming families in for Riva Day this Friday.
- Riva Day has been structured with a K/PP session and a Year 1-6 session, though if parents have children across the years, lunch can overlap. The reason for this is due to our size, and to attempt to free up some parking.

School planning for 2026

- In preparation for the 2026 school year, a further two modular classrooms will be added to the school site
- We will be working with Department of Education Schooling Planning and the Department of Finance building surveyors on placing these on the school site
- Expected that the rooms will be installed during Term Four of this year
- Currently managing enrolments processes for 2026
- Working in staffing for 2026

House Athletics

- Planning and training is in full swing for our House Athletics Carnivals, to be held in Week 8 of this term
- We will continue the format with the Junior (P-2) and Senior (3-6) Carnivals on separate days
- MunchBox, who provide our lunch order service, will be developing special packs which can be ordered for these days. All ordering for lunches will be through the Spriggy Schools app.

RU OK Day

- Would the P&C like to support this day again for our school community?
- The "Official" RU OK Day is Thursday 11th September, the day of our Junior House Carnival
- We could look at integrating this with our sports carnival, or having events throughout the week.



Statement of Receipts and Payments

From: 14/05/2025 To: 5/08/2025

	Dr	Cr	Bal
<u>14/05/2025</u> Opening Balance			\$16,310.88
<u>OUTGOING</u>			
Riva PS - Sausages & Buns Election Day	\$ 522.50		
Gifts to Give (Moon & Back) - Father's Day Stall purchases	\$ 2,954.00		
WACSSO - Membership	\$ 2,048.89		
Smart Gift Ideas - Father's Day purchases	\$ 3,845.90		
Riva PS - Swimming Lesson Subsidy	\$ 3,000.00		
<u>Total Outgoings</u>	<u>\$12,371.29</u>		
<u>INCOMING</u>			
Free Dress Day - Gold coin donation		\$ 819.00	
<u>Total Incoming</u>		<u>\$819.00</u>	
<u>Closing Balance as of:</u>	<u>5/08/2025</u>		<u>\$ 4,758.59</u>

Riva Primary School P&C Assoc. Inc. Balance Sheet as at 5th August 2025

Assets

Current assets:	Previous Year	Current Year
Cash in bank (Main Account)	-	\$ 4,758.59
Cash in hand	-	\$ -
Stock On Hand (Mothers Day)	-	\$ 2,123.30
Stock on Hand (Fathers Day)	-	\$ 8,942.05
Total current assets	-	\$ 15,823.94

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

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

Total assets	-	15,823.94
---------------------	----------	------------------

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	-	15,823.94