



RIVA PRIMARY SCHOOL
PARENTS & CITIZENS ASSOCIATION (INC).
Minutes of General Meeting held Tuesday 3rd March 2026

1.0 Welcome and apologies

Attendees – Michelle Silver, Cassandra Cutler, Loncha Dhanbai, Omer Ahmad, Lisa Nelson, Cindy Tan, Kristy Griffin, Dianne Carlshausen, Aaron Chaplin.

Apologies / absentees – Hannah Carson.

Opening and welcome, Acknowledgement of Country.

Thank you – Cassandra acknowledge the work of the membership in 2025, the outcomes achieved, and the importance of building the membership to see the P&C continue for the benefit of the students.

Objectives of the P&C:

- Generate cooperation between parents, teachers, students and members of the general community
- Assist in the provision of resources, facilities and amenities for the school
- Foster community interest in educational matters

Code of conduct – All members adhere to the Code of Conduct for our meetings and are required to abide by it.

Confirmation of agenda – Confirmed. Will add “Goals and Priorities” for discussion if time remains.

Correspondence In & Out – **IN-** WACSSO State Councillor

OUT – Nil

Correspondence IN and OUT accepted - Moved, Dianne Carlshausen, Seconded, Cassandra Cutler.

2.0 Disclosure of interests

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 11th November 2025 – Moved Dianne Carlshausen.

CONFIRMED

Actions arising

- P&C Flyer – Complete. Was created and ready for distribution from the Kindergarten Orientation events held in 2025
- Purchase Mother's Day Stock – Completed, and stock has arrived.
- Donation to Year 6 Graduation Prize – donation made and ceremony attended by the P&C President
- Purchase Icy Poles for Welcome Back Picnic – not completed.

4.0 President's Report

- Attached.

5.0 Principal's Report

- Attached.

6.0 School Board Report

- No report for this meeting. The first School Board Meeting for the year is on Tuesday 10th March 2026.

7.0 Treasurer's Report

- Attached.

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

Moved – Michelle Silver. Seconded – Cassandra Cutler.

CARRIED

8.0 Colour Run

- A total of \$26,091 was raised, with a total of \$14,610.96 returned to the Riva P&C.
- Thank you to all volunteers across all of the sessions – it was great to have so many helpers, and the students really appreciated you.
- Prizes – some shipment delays. Also feedback on quality. As we held the event late in the year, there was not a choice for setting individual targets and individual ordering, instead having automated prizes which resulted in the stock that may not have been of consistently high quality. May improve if we held it again, schedule earlier.
- High participation rate in the event on the day.
- Active fundraising was undertaken by approximately 25% of the school – great result on the funds, but look at ways to have more engagement in the future.

OFFICIAL

- It was a lot of work in coordinating in the lead up and after the day. Look to share the load a bit more in the future.
- Discussed and recommended that the Colour Run or similar event is held every second year.

9.0 Zooper Dooper Fridays

- Were held from Week 7-10 of Term 4 in 2025, with a total of \$535.00 raised.
- The last day of school sales were low – possibly already in holiday mode, and lots of treats already.
- Thank you to Lisa, Michelle and Cindy for assisting.
- Will likely run this in the second half of Term Four this year. More helpers would be required.

10.0 Mother's Day Stall

- Stock has been purchased and has arrived at the school.
- Volunteers are called for to assist in the labelling with the pricing stickers ahead of the stall.
- The Stall will be held from Tuesday 5th – Thursday 7th May.
- A roster / call for volunteers will be made early in Term Two.

11.0 P&C Promotion

- Our P&C information flyer has been created and was distributed at the Kindergarten Orientation Days and is also available to pick-up at the front office.
- Suggested to make this available electronically, and perhaps post to Seesaw for the whole school
- Also to print and place copies of the flyer directly into the information packages for new students and the Kindy orientations.
- Looking to create a P&C Pull-up Banner / Sign that can be used around the school and at P&C events – need a person to lead this.

12.0 Welcome Back Picnic

- Was originally proposed for the start of Term 1, but the date has gotten away from us
- Designed to be a free community event to promote the P&C, celebrate, and build community
- Discussion to create a fun afternoon event and for the P&C to possibly supply fairy floss, icy poles and/or popcorn
- Look to find a date before the end of Term 1

Motion: *That the Riva P&C approve expenditure not to exceed \$1,000.00 for the purchase of goods and services for the “Welcome Back” Picnic.*

Moved Lisa Nelson. Seconded Cassandra Cutler

CARRIED

13.0 Fundraisers 2026

- Reinforced the importance of having a P&C Committee to enable the work of the P&C to continue
- Mother’s and Father’s Day Stalls are scheduled and planned for the year already.
- Free Dress Day – The School will allocate one Free Dress Day to the P&C. Themes suggest included Crazy Hair, Crazy Socks. Will put to the students, select theme and schedule date.
- Discussion that we possibly have a “Major” fundraiser such as a Colour Run every second year, and then an alternative fundraiser every other year.
- Discussion of a possible community Movie Night, and investigating if we can do a Disco.
- Possible community grants available for a Movie Night.
- Will investigate some options / bring ideas to the next meeting.

14.0 Annual General Meeting

- The next meeting of the Riva P&C on Tuesday 19th May will include the AGM, where all formal positions are declared vacant and up for election
- Positions available include President, Vice President, Secretary and Treasurer
- Looking to also establish non-official positions such as Head of Fundraising Committee etc.
- Build awareness and membership, or the P&C will not be able to operate / would need to be dissolved.

15.0 Next Meeting

Tuesday 19th May 2026, 3:05-4:05pm.

16.0 Meeting Close

There being no further business, Cassandra Cutler thanked all members for their contributions and declared the meeting closed at 4:05pm.

OFFICIAL

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 3rd MARCH 2026



33 Riva Entrance, Piara Waters WA 6112

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

† 9562 8600

Thank you P&C

- Thank you and congratulations on a wonderful year in 2025;
- The first time the P&C has largely stood on its own
- Powerful leadership, engagement, fun and fundraising
- The support and extra sparkle is very much noticed and appreciated

Start-up and Census

- We had a smooth start to the year, opening fully staffed and with all classrooms in operation;
- We have a current enrolment of 850 students;
- Purpose, calm, and achievement focus.

Public School Review

- We are undergoing our first Public School Review this year
- The process consists of school self-reflection, judgements, providing evidence, and then a full-day on site visit
- A report will be prepared and shared publicly
- Interviews will be held with representatives from the P&C and School Board as part of the Relationships and Partnerships domain.

Parking & Traffic

- Is a hot button issue at the beginning of every year
- Enrolment growth is under control

NEAR TERM

- Safety messaging
- Campaign
- Enforcement

MEDIUM TERM

- Crossings

LONG TERM

- Intake area

Parent Interviews

- Wednesday 25th of March
- Bookings opened today
- Part of our strengthening of reporting and communication with parents



Statement of Receipts and Payments

From:	<u>11/11/2025</u>	To:	<u>3/3/2026</u>	Date	Dr	Cr	Bal
<u>11/11/2025</u>	Opening Balance						\$13,102.38
<u>OUTGOING</u>							
	Riva P S - Graduation Prize P&C	11/12/2025	\$		100.00		
	Cassandra Cutler - Colour Run	11/17/2025	\$		109.50		
	Fun gift co pty ltd- Mothes Day gift	2/16/2026	\$		2,551.40		
	Smart gift ideas - Mothers Day Gift	2/16/2026	\$		1,004.50		
	Gifts to Give Pty ltd - Moon & back	2/25/2026	\$		3,188.00		
	<u>Total Outgoings</u>		\$		6,953.40		
<u>INCOMING</u>							
	Gofundraise pty ltd	11/11/2025	\$		5,588.24		
	Gofundraise pty ltd	11/25/2025	\$		3,628.80		
	Deposit cash	11/28/2025	\$		20.00		
	Gofundraise pty ltd	12/9/2025	\$		3,694.88		
	Riva P S - ZOOOPER	12/19/2025	\$		81.00		
	Riva P S - Riv003govt pty	12/19/2025	\$		980.00		
	Deposit Cash - ZOOOPER	12/19/2025	\$		456.80		
	<u>Total Incoming</u>					<u>\$14,449.72</u>	
<u>Closing Balance as of:</u>		<u>3/3/2026</u>					<u>\$20,598.70</u>