

SCHOOL BOARD **MINUTES**

## RIVA PRIMARY SCHOOL BOARD

Meeting No. 1 / 2026  
Tuesday 10<sup>th</sup> March 2026

### 1.0 Welcome and apologies

**Present:** Aaron Chaplin, Mark Campbell, Michelle Silver, Sarah Butler, Aliya Broadley, Kristy Yew, Dianne Carlshausen, Manpreet Kaur, Omer Ahmad, Neeraja Chinnaraj, Jeff Gan.

**Apologies:** Jodie Van Der Zwan, Kiarni Englebrecht, Robert Bruno.

Meeting opened at 5.30pm

- Introductions for new board members and introduction for continuing members

Acknowledgement of Country

Agenda was confirmed by Sarah Butler

### 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 previous meeting minutes of meeting held Tuesday 4<sup>th</sup> November 2025

Moved- Kristy Yew, Seconded -Michelle Silver

CONFIRMED

Actions arising

- Adjusted terms of reference completed
- Approved closure of school day for parent interview day (1 day for now)

### 4.0 Public School Review

What is a Public School Review?

- Discussed why we have a Public School Review
- Quality assuring the school
- Support ongoing improvement for student progress and achievement
- Assurance to parents and our community

Presentation of the Public School Review Process

- The School Improvement cycle
- Conditions for success
- Successful students (teaching quality, learning environment, resources, leadership, relationships)

Domains

- Relationships and Partnerships
- Learning environment
- Effective leadership
- Quality teaching
- Use of resources
- Student achievement and progress

Our guiding Questions

- How are we going? – judgement
- How do we know? – evidence

- What are we going to do to improve? – planning
- Electronic School Self Assessment Tool
- Phase 1: We do a self-assessment. Review team consensus
  - Phase 2: School-based validation
  - Phase 3: Report to school
  - Phase 4: Post-review support
- Site Visit – Thursday 21st May
- There will be a timetable – different groups will report on how we are going
  - Board members may be asked to come for Partnerships and Relationships
- Report and Outcome
- A differentiated timeframe of return can range from 1 to 5 years
  - They may come back for different domains at different times
  - Not a grading system. Having a 1 year doesn't mean we are doing bad, it just means extra support
  - We are aiming for 3 years in each of the domains
  - The report comes back with what they commend and what they recommend for each domain

**5.0**

**Annual Report 2025**

Presentation of key insights and recommendations

- Sent the Draft of the Annual Report to Board members
- Not due until the end of the term, but have prepared this for review of the Board to meet the deadline
- Discussion – who are the audience for the Annual Report? Who reads it?
- Some parents have read the school Annual Report prior to students attending our school
- Discussed changing some of the graphs to make them easier to read
- Suggestion: templates for learning area / reporting areas in the future to make these more consistent within the Annual Report
- In development, student surveys to understand how students are going
- Planning to do more around reading and reading workshops this year. Ensure this is strong in Early Childhood.

**Motion:** *That the Riva Primary School Board approve the 2025 School Annual Report.*

Moved - Mark Campbell Seconded- Jeff Gan

**CARRIED**

**6.0**

**Results and Insights from Survey of the School Community**

Presentation of data from our most recent National School Opinion Survey.

- Our target is 4/5 in each domain
- Overall happy with the results.
- Around 114 responses this year.
- Every question received a rating of 4 or greater, with the exception of one, "Teachers at this school provide my child with useful feedback about their school work."
- Commendations: Staff and teaching quality, inclusion and diversity, positive school culture and environment, opportunities and programs
- Improvements: Communication with parents, academic focus and challenges, support for diverse learners, inclusion is both a strength and a challenge, infrastructure and facilities

Compared – NSOS strengths and weaknesses from 2023-2025. Some crossovers included feedback and inclusive education.

**7.0**

**Insights from School Board Effectiveness Survey and Directions**

Presentation of data from our School Board reflection survey

- Went through 70 questions
- Sent to all board members

Discussion of strengths and gaps



Strengths

- Governance foundations are strong
- Board culture is positive
- Student-focused decision making
- Administrative processes are effective

Opportunities

- Community visibility of the board
- Board strategic governance
- Meeting effectiveness refinement

Development of our School Board Plan

**8.0 Reports and Operational Plans**

**8.1 – Financial Report** – Draft budget provided to Board members. Only for goods and services. The Board Noted the Draft budget for 2026.

Moved- Sarah Butler Seconded- Michelle Silver

**NOTED**

**8.2 Staffing** – currently advertising a Deputy Principal recruitment pool and a Cleaner position.

**8.3 Buildings and Grounds** – Two new transportables were installed in time for the commencement of the school year. We expect verandahs to be installed to the two new transportable buildings during the coming school holidays. We are still waiting for the procurement process and contract to be awarded for the verandas, shades etc to the bike racks, all other transportables and Hub Playground.

**9.0 Other Business**

No General Business.

**10.0 Roundtable Evaluation**

- Exciting to have new people joining our experienced members
- Thankful for members doing the pre-reading and able to give consideration to agenda items
- Public School review
- First Parent teacher Interview day

**11.0 Meeting Close**

There being no further business, Michelle thanked all members for attending and declared the meeting closed at 6.37pm.

Date of next meeting: **Tuesday 12<sup>th</sup> May 2026, 5:30pm**

