



**RIVA PRIMARY SCHOOL**

**PARENTS & CITIZENS ASSOCIATION (INC).**

Minutes of Annual General Meeting held Tuesday 19<sup>th</sup> May 2026

**1.0 Welcome and apologies**

**Attendees** – Aaron Chaplin, Dianne Carlshausen, Dhanbai Loncha, Cindy Tan, Cassandra Cutler, Lisa Nelson, Caitlin Perryman, Amanda McCorkill, Priyanka Rajhans, Sakina Ahsan, Hannah Carson, Michelle Silver, Carolin Ochoa.

**Apologies / absentees** –

**Opening and welcome, Acknowledgement of Country.**

**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.

**Correspondence In & Out** –

**IN-** Glasgow & Astra Picnic Seating

WACSSO News

Moon & Back Mother's Day Ordering

ACNC Communications

Correspondence regarding Mother's Day

D.L & C.C Correspondence regarding AGM Finance requirements

Grill'd Local Matters Jar

Riva OSHClub

**OUT** – Correspondence regarding Mother's Day

D.L & C.C correspondence regarding AGM Finance requirements  
Correspondence to The Quarrie  
Riva OSHClub

Correspondence IN and OUT accepted.

## **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 Annual General Meeting, held Tuesday 25<sup>th</sup> February 2025***

Moved Cindy Tan, Seconded, Dhanbai Loncha.

**CONFIRMED**

#### ***Minutes of General Meeting, held Tuesday 3<sup>rd</sup> March 2026***

Moved Michelle Silver, Seconded, Lisa Nelson.

**CONFIRMED**

### **Actions arising**

- As noted on Agenda.

## **4.0 President's Report**

- Attached.

## **5.0 Treasurer's Report**

- Attached.

**Solvency Statement.** *The P&C reviewed the wording, and, given our financial position, endorsed the signing of the Solvency Statement for the Riva P&C for 2026.*

Moved Dhanbai Loncha, Seconded, Cassandra Cutler.

**CARRIED**

## **6.0 Principal's Report**

- Attached.

## **7.0 School Board Report**

- Report given by School Board Chair, Michelle Silver
- School Board met on Tuesday 12<sup>th</sup> May 2026

- Business included: Overview of Public School Review, Draft School Plan, New teaching block, Feedback on Parent Interviews Day
- General Business discussion: Achievement Certificates, Natureplay, Rope Swing Safety.

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

Moved – Aaron Chaplin. Seconded – Lisa Nelson.

**CARRIED**

## **8.0 Appointments**

### **8.1 Appointment of Review / Auditor**

- Discussed that due to the Riva P&C being a Tier 1 Incorporated Association with a turnover of less than \$250,000 that an external audit is not required.
- Committee satisfied with the separation of roles and financial reporting and transparency.

**Motion:** *That the Riva P&C do not engage an auditor for the annual accounts.*

Moved, Cassandra Cutler. Seconded, Dianne Carlshausen.

**CARRIED**

### **8.2 Delegates to WACSSO Conference**

- Membership / affiliation with WACSSO includes one complimentary attendee at the State Conference.
- This is a valuable learning and networking opportunity for our P&C and members are encouraged to consider attending.
- Riva P&C would like to have two attendees this year – one complimentary, with the P&C to fund the additional registration cost of the second attendee.
- Discussion and nominations for Michelle Silver and Lisa Nelson to be our delegates for the 2026 WACSSO Conference.
- Should one of our delegates be unable to attend, Hannah Carson will attend.

**Motion:** *That the Riva P&C authorise payment of the \$278 additional registration cost for a second attendee at the WACSSO State Conference.*

Moved, Michelle Silver. Seconded, Dhanbai Loncha.

**CARRIED**

## **9.0 Annual General Meeting – Appointment of Office Bearers**

All positions were declared vacant, with thanks to our 2025 Office Bearers for their service.

**Nominations we called for from all members present for office bearers and executive committee appointments for 2026.**

Elections of office bearers and executive committee.

- President – Cassandra Cutler
- Vice-Presidents –Cindy Tan
- Secretary – Lisa Nelson
- Treasurer –Dhanbai Lonche
- Executive Committee – Principal, Office Bearers, and Caitlin Perryman, Amanda McCorkill, Michelle Silver and Hannah Carson.

**ELECTED UNOPPOSED**

### **9.1 Modification of signatories on Riva P&C Bank Account**

Following the election of the new office bearers and executive committee of the Riva P&C for 2026/2027, the Riva P&C endorse the following:

**Motion:** *That Lisa Nelson is added as a signatory of the Riva P&C Bank Account held at Bendigo Bank, Canning Vale branch.*

**Motion:** *That Dianne Carlshausen and Ainslie Olney are removed as signatories of the Riva P&C Bank Account held at Bendigo Bank, Canning Vale branch.*

Moved, Michelle Silver. Seconded, Hannah Carson.

**CARRIED**

## **10.0 Subcommittees**

- Discussion of the possibility of forming subcommittees of the P&C to perform specific tasks.
- Should the main committee have enough members, subcommittees could be developed, and terms of reference drafted by the P&C.
- Considerations of possible subcommittees suggested included Fundraising, Supporting Neurodivergent Students & Community Engagement.

## **11.0 P&C Communication**

- Email addresses have been created for Office Bearers within the [rivapandc@gmail.com](mailto:rivapandc@gmail.com) account
- This structure ensures continuity for handover with office bearers changing, as well as being able to direct queries and information to the correct addresses within the committee
- Access to be updated for new office bearers

## **12.0 Mother's Day Stall Reflection**

- Great success
- Thank you to an incredible 23 parent volunteers who made the 3 x big days possible

- After school sales on the Thursday are well-supported and boost takings
- Profit of just under \$3,000
- Good variety of stock, and nice new items for this year

### 13.0 Fundraisers 2026

#### 13.1 Grill'd

- The Riva P&C are on the waitlist to be featured as one of the monthly potential charities for Grill'd Harrisdale.

#### 13.2 Colour Dress / Free Dress / Theme Day

- The Riva P&C are approved a fundraiser day of "free" dress / accessories etc at a date to be set by the school.
- Suggested that student leaders identify a theme.
- School and P&C will then promote.
- Likely to be the last day of Term 2.

#### 13.3 Bingo! or Quiz Night @ The Quarrie

- The events would be run by The Quarrie, with the Riva P&C setting, and then getting the funds from the entry cost (\$20)?
- Discussion and then support for the P&C to investigate / check availability for an event at The Quarrie this year.
- Cass to investigate.
- The Riva P&C give in-principle support to booking an event should a suitable date be available in 2026.

#### 13.4 Father's Day Stall

- The Riva P&C Father's Day Stall will be held Tuesday 1<sup>st</sup> – Thursday 3<sup>rd</sup> September.
- Stock will need to be ordered soon to ensure good selection and availability / arrival in time to price and organise

**Motion:** *That the Riva P&C authorise an amount not to exceed \$7,000 to be spent on the purchase of stock for the Riva P&C Father's Day Stall.*

Moved, Cindy Tan. Seconded, Hannah Carson.

**CARRIED**

#### 13.5 Zooper Dooper Fridays

- These were well-supported last year, but need a coordinator and volunteers for 2026
- Discussed and agreed that we would like to do this again in Term 4 2026
- Will confirm / appoint coordinator at next meeting.

## 14.0 Expenditure / Funding Requests

- We are developing an application for funding form
- Forms can be submitted to the P&C to be considered at the next scheduled meeting
- Discussion that the school needs to authorise any request that comes from staff, prior to it being submitted to the P&C
- Completed forms should be sent out with the meeting agenda, for proper consideration of members ahead of the meeting
- Good to have a process, being mindful of the goals of the P&C, and the operational goals and decisions of the school.

### 14.1 Funding Request – Interm Swimming 2026

- Riva Primary School has completed a funding request for \$3,000 to subsidise swimming lessons.
- This would keep the amount requested from parents at the same level as that of 2025, despite the fuel surcharges.

**Motion:** *That the Riva P&C donate \$3,000 to Riva Primary School to subsidise Interm Swimming lessons.*

Moved, Cindy Tan. Seconded, Hannah Carson.

**CARRIED**

### 14.2 Funding Request – RU OK Day

- The Riva P&C completed a funding request to support RU OK Day in 2026
- Possibly funding Kit Kat conversations again (purchase of 1,000 Kit Kats)
- Discussion that this is welcome, and also may possibly do something different this year such as RUOK Merch or alternative

**Motion:** *That the Riva P&C approve up to \$500 towards the cost of resources / consumables for RU OK Day.*

Moved, Cindy Tan. Seconded, Lisa Nelson.

**CARRIED**

### 14.3 P&C Outdoor Noticeboard

- Discussion of having a dedicated outdoor P&C noticeboard for promotion of P&C activities and information within the school
- P&C could possibly fund
- Will investigate in partnership with the school on placement / style etc.

### **15.0 P&C Voluntary Contribution**

- Discussion of requesting that the School Board / School consider adding a Voluntary Contribution to the P&C into the schedule of Fees and Charges
- Amount requested at \$10 - \$20
- School to investigate and report back ahead of preparing our 2027 fees and charges information.

### **16.0 OSHClub**

- Thank you to OSHClub for providing afternoon tea at the meeting and your support and partnership with the Riva P&C.

### **17.0 Next Meeting**

**Tuesday 18<sup>th</sup> August 2026, 3:05-4:05pm.**

### **18.0 Meeting Close**

There being no further business, Cassandra Cutler thanked all members for their contributions and declared the meeting closed at 4:15pm.

## President's Report – Riva Primary School P&C AGM - 19<sup>th</sup> May 2026

Good afternoon everyone and thank you for attending today's meeting. It is wonderful to see growing support from our school community, as every meeting attended, volunteer hour contributed, and conversation had helps strengthen our P&C and, ultimately, benefits our children.

A major highlight this term was the successful Mother's Day Stall, which raised just under \$3,000 for the P&C. These funds will be directed toward supporting student swimming lessons, providing a substantial reduction in fees paid by families. This is a fantastic example of how our fundraising efforts can directly benefit our school community in a practical and meaningful way. This event would not have been possible without the incredible support of our volunteers, with more than 23 volunteers collectively contributing over 50 hours of their time to ensure the stall ran smoothly. Thank you to every parent, carer, and community member who gave their time—whether for an hour, a day, or by helping behind the scenes.

Beyond fundraising, we have been focused on strengthening the operational side of the P&C by developing improved systems and processes. This includes establishing more streamlined email communications, clearer funding request procedures, and updating our knowledge about the day o day running's and requirements of a P&C. While these may not be the visible and noticeable side of volunteering, they are the essential building blocks that will help the association operate more effectively and sustainably moving forward.

We are also excited to have commenced a new partnership with OSHClub, which we look forward to growing and strengthening in the years ahead. We sincerely thank the OSHClub for supplying today's afternoon tea, and for their support during the Mother's Day Stall, which saw them needing to relocate for a portion of the afternoon. Their flexibility and willingness to work alongside us is greatly appreciated.

On that note - Today's afternoon tea is also a small gesture of appreciation to thank everyone for showing up—for our meetings, our school community, and most importantly, our children. With you our children get more!

A special thank you is also extended to Michelle Silver, who joins us today as the School Board representative. We appreciate your attendance and ongoing connection between the Board and the P&C.

As we progress into our AGM we will see the election of new Office Bearers. I would like to take a moment to thank all current Office Bearers, Cindy my V.P, Loncha our treasurer, Aaron- the default secretary, all members of our executive committee (Dianne and Taarika), and the lovely office staff, who although are not members of the P&C, always seem to be involved in assisting with our endeavours. I thank all of you for your dedication, patience, and support throughout this year. Together, we have managed to keep things moving forward, often learning as we go and proving that sometimes simply keeping the plane in the air is an achievement in itself.

On a personal note, thank you for the opportunity to serve as President. It has been a rewarding experience to contribute to the growth of the Riva Primary School P&C. While there is still a long road ahead in building the P&C into a well-established and self-sustaining group, I am incredibly proud of the positive steps taken this year. To whoever takes on the Office Bearer roles, I am committed to providing some sort of handover, support and guidance where applicable, to help ensure you don't have to start where I started a year ago, which was having no idea about anything really.

Looking ahead, key priorities for the incoming committee should include:

- Continuing to build and refine operational procedures;
- Ensuring all new Office Bearers have clarity around their roles, responsibilities, and where to access information and support;
- Improving the distribution of workload so responsibilities are shared across the team rather than resting with a small number of individuals.

Thank you once again for your attendance and to everyone who has contributed to the P&C this year. Your support, ideas, and willingness to get involved make a genuine difference to our school community. I look forward to seeing the continued growth of the Riva Primary School P&C in the months and years ahead.

Thank you. Cass Cutler - 2025 Riva Primary School Parent & Citizens President

# PRINCIPAL'S REPORT P&C MEETING 19<sup>TH</sup> MAY 2026



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## Public School Review

- Our Public School Review validation visit is this Thursday 21<sup>st</sup> May
- The Review team will consider the evidence of Riva Primary School's performance against the Public Review Standard across six domains (Relationships and Partnerships; Learning Environment; Leadership; Use of Resources; Teaching Quality; Student Achievement and Progress);
- The Review team will meet with groups of staff, parents and students;
- In the Relationships and Partnerships meeting, the review team will be meeting with representatives from our School Board, P&C and parents;
- We will share the report from the Review when it is provided to the school.

## Thank you P&C

- This Friday 22<sup>nd</sup> May is Thank you P&C Day
- We invite all members to join us at our School Assembly, and afterwards, for a morning tea
- Thank you Riva P&C for your outstanding support and contributions for our students, school and community.

## Swimming

- Lessons booked for Weeks 7&8 and Weeks 9&10 of this term
- Three series across two pools
- Attending at this time of year due to venue availability. We were given the possibility of lessons in Term 4, however, the venue was the beach, which is not ideal for the general level of swimming ability across our school and the needs of our students.
- All Pre-primary to Year 3 classes, + 1 Year 4 class will complete their lessons at State Swim Canning Vale in Weeks 7&8 or Weeks 9&10.
- Remaining classes will complete swimming lessons at Cockburn ARC in Week 7&8.
- This year, students will do 9 lessons (evening out due to Public Holiday in Week 7)
- School has priced it out at \$65.00 per student, which is the same as was requested in 2025, with the added costs of fuel surcharges due to oil prices. This pricing is possible with the support of the P&C.

## Building

- WA Government Announced \$21 million for the construction of a new two-storey teaching block at Riva Primary School.
- This will replace at least 6, and up to 9 of our 17 transportable classrooms.
- Preliminary planning is underway.
- The new block will be constructed on what is currently the site of our basketball courts.
- When the block is constructed, the transportables of Block 7 will be removed. New hardcourts will then be built on the site of the former Block 7.
- Project will take 18 months to 2 years once commenced.
- We will provide updates when plans are ready and we have more details.

## Reports

- Our first parent interview day was a success, with a strong interest in bookings, lots of support, and positive feedback from parents and staff
- We will review this and work to see if there is an appetite to take up the 2 days in the year which can be permitted for parent interviews
- Student Semester One Reports will be issued in the final week of this term
- Reporting guidance has changed to now include a requirement for the general comment to include a statement about student progress in English and Mathematics.





## Statement of Receipts and Payments

From: 4/03/2026 To: 19/05/2026

	Date	Dr	Cr	Bal
<u>19/05/2026</u> Opening Balance				<b>\$29,911.50</b>
<b><u>OUTGOING</u></b>				
Withdrawal-Cash For Mother's Day Float	28/04/2026	\$ 300.00		
<b><u>Total Outgoings</u></b>		<b>\$ 300.00</b>		
(\$300 Float is with Di)				
<b><u>INCOMING</u></b>				
Deposit Cash- Mother's Day Stall	8/05/2026		\$ 8,982.80	
RIVA PS EFTPOS Direct Credit	13/05/2026		\$ 630.00	
<b><u>Total Incoming</u></b>			<b>\$9,612.80</b>	
<b><u>Closing Balance as of:</u></b>	<b><u>19/05/2026</u></b>			<b>\$29,911.50</b>

## Riva Primary School P&C Assoc. Inc. Balance Sheet as at 19th May 2026

<b>Assets</b>		
<b>Current assets:</b>	<b>Previous Year</b>	<b>Current Year</b>
Cash in bank (Main Account)	-	\$ 29,911.50
Cash in hand	-	\$ 300.00
Stock On Hand (Mothers Day)	\$ 4,224.75	
Stock on Hand (Fathers Day )	\$ 3,866.40	
<b>Total current assets</b>	<b>8,091.15</b>	<b>\$ 30,211.50</b>

<b>Fixed assets:</b>	<b>Previous Year</b>	<b>Current Year</b>
Property, Plant & Equipment	-	-
<b>Total fixed assets</b>	<b>-</b>	<b>-</b>

<b>Other assets:</b>	<b>Previous Year</b>	<b>Current Year</b>
	-	-
<b>Total other assets</b>	<b>-</b>	<b>-</b>

<b>Total assets</b>	<b>8,091.15</b>	<b>30,211.50</b>
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### Liabilities and owner's equity

<b>Current liabilities:</b>	<b>Previous Year</b>	<b>Current Year</b>
Accounts payable	-	-
Other	-	-
<b>Total current liabilities</b>	<b>-</b>	<b>-</b>

<b>Long-term liabilities:</b>	<b>Previous Year</b>	<b>Current Year</b>
	-	-
<b>Total long-term liabilities</b>	<b>-</b>	<b>-</b>

<b>Owner's equity:</b>	<b>Previous Year</b>	<b>Current Year</b>
Investment capital	-	-
	-	-
<b>Total owner's equity</b>	<b>-</b>	<b>-</b>

<b>equity</b>	<b>-</b>	<b>-</b>
<b>Balance</b>	<b>8,091.15</b>	<b>30,211.50</b>