



COTTESLOE PRIMARY SCHOOL BOARD MEETING MINUTES

DATE:	23.3.16	CHAIR PERSON:	Mark Rodda
TIME:	6.00pm	MINUTE SECRETARY:	Jenni Mitchell

ATTENDEES:	Graham Dart, Jane Lowther, Andrea Macfarlane, Caroline Brades, Tracey-Anne Simpson, Lisa Eldon, Julie Colvin, Brad Boyle, Sarah Butlin, Sue Ledger, Justin Vivian, Kate Fitzpatrick, Tash Sheldrick
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APOLOGIES:	Louise Cashmore
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ITEM REF	ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION & TIMELINE
1.	Welcome Apologies Acceptance of previous minutes and date of previous meeting Appointment of Board Chairperson	Chair	<i>Minutes accepted and endorsed by Chairperson.</i> <i>All Board members agreed to reappointment of Mark Rodda as Board Chairperson.</i>	
2.	Operational Matters – Standing Agenda Items	Principal's Report Graham	Green Day very successful. Sump issue – doing hydrological testing over the school holidays. Discussed low Kindy numbers.	

		<p>P&C Report</p> <p>Sarah</p>	<p>No volunteers yet for P & C President. AGM being held Tuesday 5th April and hopefully will be decided then.</p>	
		<p>Financial Report</p> <p>Tracey-Anne</p>	<p>Expecting first amount of Student Centred Funding (\$50,000) to be credited to school bank account on 31st March. Next instalment of \$50,000 will be on 30th June.</p> <p>\$10,000 allocated to Administration to cover cost of Tiqbiz (communication app), Passtab (School Visitor Registration System) new Website, Furniture replacement (Kindy etc.), computer replacements (iPads for Pre-Primary), Chaplaincy Fund (Chaplain commencing Term 2 for 3 days per week).</p> <p>We have \$109,000 in reserves. Photocopiers to be replaced this year.</p>	
3.	<p>Operational Matters – Other Items</p> <p>Operational Plan</p> <p>Draft Annual Report</p> <p>Annual Review of Board Terms of Reference</p>	<p>Graham</p> <p>Graham</p> <p>Mark</p>	<p>Staff happy with Operational Plan. Tabled, distributed, discussed, noted and approved by Board.</p> <p>Final report due end of Term 1. Tabled, distributed, discussed, noted and approved by Board.</p> <p>Tabled, distributed, discussed, noted and approved by Board.</p>	

	<p>Strategic Matters</p> <p>Adoption of School Master Plan</p> <p>General Business</p>	<p>Mark</p> <p>Brad Boyle</p> <p>Mark Rodda</p> <p>Sue Ledger</p>	<p>School Master Plan adopted.</p> <p>Congratulated the school on the Faction Swimming Carnival on being well run.</p> <p>Mark Rodda and Tash Sheldrick's tenures coming up at the end of this year.</p> <p>Sue shared Lance Woods' (Intern in Nickie Jones class) positive thoughts on the Intern program at Cottesloe Primary School.</p>			
NEXT MEETING	Week 5 or 6 in Term 2 – to be decided.	MEETING CLOSED	8.05pm	SIGNED	CHAIRPERSON	DATE