

COTTLESLOE PRIMARY SCHOOL BOARD MEETING MINUTES

DATE:	26/2/20	CHAIR PERSON:	Julie Colvin
TIME:	6.00pm	MINUTE SECRETARY:	Marlon Cooray

ATTENDEES: Julie Colvin, Marlon Cooray, Melanie Love, Lina Harvey, Justin Vivian, Denise Johnson, Graham Dart, Jane Lowther, Brad Boyle, Rebecca Pattison, Andrea MacFarlane, Lisa Eldon, Karen Webster, Sue Ledger and Catherine Bestley.

APOLOGIES:

ITEM	DESCRIPTION	LED BY	DISCUSSION/PROGRESS REPORT	ACTION
1	Welcome Acceptance of previous minutes	Chair	Chair welcomed Board members and commenced meeting. Declared a quorum and no conflict of interest.	
2	<u>Previous Meetings and Action</u>	Chair	Previous meeting minutes endorsed by Mel and Brad. Actions: 1. Principal to investigate State Government for school Chaplin. 2. Mel to develop school questionnaire for parents to identify development areas and school performance perception.	Closed Closed
3	<u>Reports and operational matters</u>	Principal	CPS formally discharged from ERG and Board recongnised the hard work of staff. Deputy director had some concerned about data and CPS to maintain focus to maintain performance improvements. Current Board chair and Secretary reappointed. Lisa to conclude in end 2020 and replacement process to commence in Q3 2020.	Rebrand improvement plan to continuous improvement plans. Graham, Julie and Marlon to review and progress Board member nomination process.

			<p>Board Terms of Reference and Code of Conduct reviewed and approved by Board.</p> <p>Board agreed to proceed with two-subcommittees.</p> <ol style="list-style-type: none"> 1. Facilities sub-committee to continue with Bard replacing Mel as lead. 2. Identify second subcommittee, depending on outcome of parent survey. <p>Principal's report presented and accepted by Board.</p> <p>Finance report presented – CPS operating on low reserves and Board supports management strategy.</p> <p>Workforce plan presented and accepted.</p> <p>P&C report</p> <ul style="list-style-type: none"> • Executive changes discussed. • New school jumper supported by Board. • Silent disco has \$7200 • Board supported two social functions being planned <ul style="list-style-type: none"> ○ Cocktail function 170 tickets (9 May 2020) ○ Bush dance in undercover area 	<p>Identify second subcommittee, depending on outcome of parent survey.</p> <p>Board and P&C members to do indigenous training.</p>		
4	<u>Specific Items</u>			<p>Cott fathers to hold special meeting to identify priorities.</p>		
5	<u>Any Other business</u>		Nothing recorded.			
NEXT MEETING	24 Mach 2020	MEETING CLOSED	7.29 pm	SIGNED	CHAIRPERSON	DATE