

**COTTESLOE PRIMARY SCHOOL  
BOARD MEETING MINUTES**


Date	30/03/2022	Chairperson	Melanie Love
Time	6.00 pm	Secretary	Brad Boyle

Attendees		Melanie Love, Marlon Cooray, John Toll, Graham Dart, Lina Harvey, Denise Johnson, Brad Boyle, and Aleisha Niebieszczanski. Tina Hall	
Apologies		Karren Webster, Katrina Tiller, Brooke Barnett, Jane Lowther Courtney Bridge	
Item	Description	Lead	Discussion and Report
1	Welcome Acceptance of previous minutes	Chair	<ul style="list-style-type: none"> <li>Principal welcomed Board members and commenced meeting.</li> <li>Declared a quorum and no conflict of interest.</li> <li>Mel welcomed Tina Hall to the Board</li> <li>Review of Terms of Reference &amp; Code of Conduct</li> </ul>
2	Previous Meetings and Action	Chair	<p>Previous meeting minutes endorsed by Mel and Brad.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>Faction Renaming: Courtney still working on this process. Graham will seek report on this matter.</li> </ul>
			Induction Pack for new Board member

3	Specific Items	Chair	<ul style="list-style-type: none"> <li>• Board composition discussed and Board goal to focus on two subcommittees.</li> <li>• Sponsorship grants application covered by P&amp;C President. Sub-committees</li> </ul> <p><b>Infrastructure</b> – Committee meetings to discuss the redevelopment of the early learning. Met with Emerge, received proposal for about \$3,000 to develop a master plan. Discuss teacher requirements. Total budget would estimate up to \$200,000 for the redevelopment. Look to break down to smaller projects. “Beclair Way”.</p> <p><b>Communications</b> – Marlon Cooray met with Caroline Brades and Tracey Willis better engagement. Main areas:</p> <ul style="list-style-type: none"> <li>• Connect Now</li> <li>• Webpage</li> <li>• Facebook</li> <li>• Parents: Whatsapp, Emails &amp; Direct (Whatsapp guidelines)</li> <li>• Staff</li> <li>• Identified lost opportunities to promote the school. Need to look at solutions. Photos, newspaper, newsletter, Instagram and student engagement. Possible to have a central location to deposit photos.</li> <li>• Sponsorship rules under the Education Act were discussed</li> </ul>	
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4	Reports and Operational Matters	Principal	<p>Principal presented report</p> <ul style="list-style-type: none"> <li>Safety and Risk is of concern. Issues with double parking on the street. Traffic warden has now been approved for Keane Street. Commencing 2<sup>nd</sup> Term.</li> <li>Industrial Action happening. Looking forward for this to finish.</li> <li>Covid ongoing. About 20 students infected. Impacts on classrooms continue. The rules for Close Contact have now changed and continue to change. Processes have been updated accordingly, School assembly.</li> <li>Press releases, mindful to push positive messages about the School.</li> <li>Parent/Teacher meetings. Many parents did not show up for the meetings. Teachers are time poor.</li> <li>Swimming carnival Friday, 1 April 2022</li> <li>Meeting Mosman Park Mayor and CEO on 31 March 2022, to build relationships.</li> </ul> <p>Workforce Plan 2021 to 2023 reviewed by the Board.</p> <p>Board discuss the impact of Covid and Diversity challenges facing the School.</p>	

5	Any Other Business		Future Board Meetings <ul style="list-style-type: none"> <li>• Electronic conference options (Skype, Teams, Telephone)</li> <li>• Wednesday nights to be conducted on week 4 and week 9 of each term.</li> </ul>	Look to buy conference speaker (Jabra)		
Next meeting	18 May 2022	Meeting closed	7.45 pm	Signed	 <del>Chair</del>	Date

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