

**COTTESLOE PRIMARY SCHOOL  
BOARD MEETING MINUTES**

Date	10/08/2022	Chairperson	Melanie Love
Time	6.00 pm	Secretary	Brad Boyle

Attendees	Melanie Love, Marlon Cooray, Graham Dart, Lina Harvey, Denise Johnson, Brad Boyle, and. Tina Hall, Karren Webster, Aleisha Niebieszcanski
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Apologies	John Toll, Courtney Bridge
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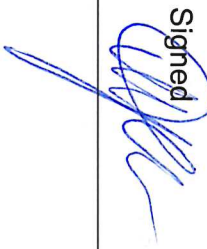
Item	Description	Lead	Discussion and Report	Action
1	Welcome Acceptance of previous minutes	Chair	<ul style="list-style-type: none"> <li>Principal welcomed Board members and commenced meeting.</li> <li>Declared a quorum and no conflict of interest.</li> <li>Minutes adopted</li> </ul>	
2	Previous Meetings and Action	Chair	Previous meeting minutes endorsed by Marlon for Mel. Actions: <ul style="list-style-type: none"> <li>Board induction packs provided to new Board members: Done</li> <li>Faction Renaming: Done</li> </ul>	
3	Specific Items	Chair	<b>Principals Report:</b>	

		<ul style="list-style-type: none"> <li>• Mel identified the risk of school gate on 9 August 2022 on Johnston Street entry. Quick response, as on 10 August 2022 new gate installed.</li> <li>• New faction renaming working on the artwork for each name.</li> <li>• Graham discussing staffing support whilst he was on leave.</li> <li>• Issues around cleaning staff and need for further staff. <ul style="list-style-type: none"> <li>○ Check with school community if there are people available to assist with cleaning of rooms.</li> <li>○ Maybe parent volunteers could be considered.</li> </ul> </li> <li>• Disco raised about \$8,500. <ul style="list-style-type: none"> <li>○ Year 6 are yet to determine what they intend to use the money for.</li> <li>○ Issues of Gastro Infection being transferred at the School Disco.</li> <li>○ Issues with invoices being directed to the School relating to the Disco. Invoices redirected to P&amp;C.</li> </ul> </li> <li>• Feedback from some parents about the amount of staff being on leave at the same time. Relief staff did a great job.</li> <li>• Readathon very successful.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• Looking at the concepts.</li> <li>• Discuss options to move forward and creating details plans and managing the development process.</li> <li>• Potential to get Council support for landscaping of the School Water Sump for Beeliam Walk.</li> </ul> <p><b>Communications –</b></p> <ul style="list-style-type: none"> <li>○ Discuss the impact of the webpage.</li> <li>○ Marlon this reviewing the potential of Sway for the newsletter.</li> <li>○ Looking at 10 or 15 ways to optimize the webpage.</li> </ul> <p><b>Finance Review</b></p> <ul style="list-style-type: none"> <li>• School is solvent</li> <li>• Approximately \$4M in Budget</li> <li>• Reserves at sitting at approximately \$160K</li> <li>• Finance is looking similar position to same time 2021.</li> <li>• Money has being allocated from the Education Department for special needs and the Education Assistant support continues.</li> <li>• David Brand special needs school are providing additional support with Education Assistants.</li> </ul>	
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4	Reports and Operational Matters	Principal	<p>Principal presented report</p> <ul style="list-style-type: none"> <li>• Operational Report still is being updated.</li> <li>• Teacher committees are meeting about development for the Maths (Top 10) and English programs</li> <li>• Denise provides update on the assessment and implementation of the professional development programs for the Maths program.</li> <li>• Top 10 program has been acquired for Kindy to Year 2, now looking to implement up to Year 6</li> <li>• Board discusses the implementation of the Maths program for the junior and senior cohorts of the school.</li> <li>• How the programs connect and align to the education department's school curriculum.</li> <li>• Board Self-Assessment Survey completed <ul style="list-style-type: none"> <li>○ 8 surveys provided</li> <li>○ Overall positive feedback</li> <li>○ Discuss the results of the survey</li> <li>○ Need to allow for more Strategic planning</li> <li>○ Need for more Risk planning. Discuss the operational risks and consider the broader risks for the School.</li> <li>○ Need for Board training of new Board members</li> </ul> </li> </ul>	Provide training to Board about the Top 10 program

				<ul style="list-style-type: none"> <li>○ Discuss Board succession and Board visibility in the school community.</li> <li>○ The feedback to be distributed to the Board.</li> <li>● Principle review is more reflective process. Discuss support provided to Graham during the review process.</li> <li>● Discuss School culture and the changes in the school over the last 10 years, including the ERG.</li> </ul>	
5	Any Other Business				
Next meeting	7 Sept 2022	Meeting closed	7.25pm	Signed 	Chair M. LOVE
					Date 6/9/22