

**COTTESLOE PRIMARY SCHOOL
BOARD MEETING MINUTES**

Date	6/9/2022	Chairperson	Melanie Love
Time	6.00 pm	Secretary	Brad Boyle

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


		<ul style="list-style-type: none"> • Graham has had a safety and risk assessment completed by external consultant. Recommendations have been made. Procedures, training and equipment have been implemented to minimize risks. • Risk management checklist has been distributed to the Board and discussed. • Reminder to staff about safety procedures and the use of safety equipment when undertaking external excursions and road crossings with students. • Consider the Board providing support through a meeting to complete a strategic review and help identify potential risks for the School. • Illness has caused some staffing issues for the Educational Assistants. School has a good relationship with Allied Professionals to get more EA's. • School Gardener is leaving for other opportunities. • Recruitment process underway for 2023 vacancies for permanent positions. • Increasing student numbers means another classroom is required. Acquiring a new transportable maybe difficult, formal application has been made. • Looking at reusing the areas in the JSEC building and turning the space back into classrooms. • School is seeing increased student numbers in the 	
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		<ul style="list-style-type: none"> • middle grades. • Concerns about the toilet facilities in the JSEC building not having capacity to service the number of students in that location. • NAPLAN data is being provided to the students and families. • Board discussed some of the improvements seen in the NAPLAN results compared to schools in the Shenton district. Board discussed these results. • More data will be provided from NAPLAN shortly to compare the School to similar schools. • Director of Education, Joanne Harris will visit the School on 1 November 2022 at 10.30am. • School video is online. • School song in development. • The year 6 Peer Mediators and Support have now been trained and are actively engaging with the Kindy kids. Positive results are being seen. • New Strategies reading and maths are being developed and implemented. • Teaching Practices Committee has been established and promoting the use of HITS program and other specific strategies. 	
<p>School Development Days 2023</p>			

			<ul style="list-style-type: none"> • Term 1 : Friday, 3 March 2023 • Term 2: Friday, 2 June 2023 • Term 3: Friday, 18 August 2023 <p>Board approved the development days scheduled for 2023.</p> <ul style="list-style-type: none"> • Graham has found a new cleaner to help manage the work load. <p>Sub-committees</p> <p>Infrastructure –</p> <ul style="list-style-type: none"> • No further updates. <p>Communications –</p> <ul style="list-style-type: none"> • No further updates. <p>Sponsorship</p> <ul style="list-style-type: none"> • Issues have now been addressed. 	
4	Reports and Operational Matters	Principal	<p>Principal presented report</p> <p>Finance Review</p> <ul style="list-style-type: none"> • School is solvent • Graham provides an explanation on the budget expenditure at the school. • Board discussed the results and it shows the School expenditure is on track to what was budgeted. 	

		<p>Risk Management List</p> <ul style="list-style-type: none"> • Board discussed the Risk Management List. • Board to meet in the future to discuss potential other risks to be considered by the School. <p>Camp Australia Proposal</p> <ul style="list-style-type: none"> • Board considered the new proposal. • Need further information about current rates charged by Camp Australia. • Discuss whether using an alternative provider should be considered. • School to consider asking questions in the Parent Survey about the services provided by Camp Australia. • Need further clarification on the use of Community Support Fund and Camp Australia Award Fund. • Board supports the current proposal if there have been no rate increases. If rates have been increased Principal to negotiate accordingly with Camp Australia about increasing license fees. <p>Parent Survey</p> <ul style="list-style-type: none"> • Board discussed the Parent Survey questions. • Board discusses about modifying the questions • Smiley Face Survey App. Check with Media Unit. 	
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			<ul style="list-style-type: none"> • Hard Copy Survey vs using the iPad • Use of a QR code to complete the Parent Survey on Parent phones at the open night. • Reduce the number of questions to help with Parent engagement in the survey. <p>Peppermint Grove Council</p> <p>Council are considering relocation of their water sump and the development of our water sump.</p>	
5	Any Other Business		<p>Top Ten</p> <ul style="list-style-type: none"> • Aleisha presents the Top Ten program • Lesson designed by using previous class results. • The program is customizable for the students. • Using stories to explain each of the lesson learning intentions. • The program uses a combination of methods to learn numbers, using Draw, Say and Write. • Repeat the process and customize the questions for the different student groups. • Looking at the use of collective numbers, skip counting, adding, multiplication number sentences, subtracting, division and open ended questions. • Plenary allows the students to provide feedback and to plan 	

			<ul style="list-style-type: none"> • for future work. • Student engagement with program was very strong. • The program is being rolled out to Pre-Primary, Years 1 to 3. 		
Next meeting	2 Nov 2022	Meeting closed	7.50pm	Signed	Chair 
					Date 2/11/22

