

## COTTESLOE PRIMARY SCHOOL BOARD MEETING MINUTES

Date	22/03/2023	Chairperson	Melanie Love	
Time	6.00 pm	Secretary	Brad Boyle	
Attendees	Melanie Love, Graham Dart, Brad Boyle, Tina Hall, Marlon Cooray, Jane Lowther, Courtney Bridge, Lina Harvey			
Apologies	Aleisha Niebieszczanski, Katrina Tiller, John Toll, Karren Webster, Brooke Barnett, Myke Barlett, Denise Johnson,			
Item	Description	Lead	Discussion and Report	Action
1	Welcome Acceptance of previous minutes	Chair	<ul style="list-style-type: none"> <li>• Acknowledgment of Country</li> <li>• Principal welcomed Board members and commenced meeting.</li> <li>• Declared a quorum and no conflict of interest.</li> <li>• Minutes adopted from Feb Meeting</li> </ul>	Discuss and Endorsed
2	Previous Meetings and Action	Chair	<ul style="list-style-type: none"> <li>• Previous meeting minutes endorsed by Mel and Graham.</li> <li>• Actions: Terms of Reference discussed further amended re clause co-opted member</li> <li>• Board Letter yet to be completed by Graham</li> </ul>	Review and Discuss

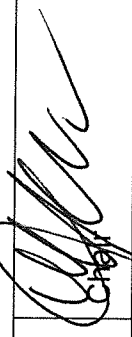
3	Specific Items	Chair	<ul style="list-style-type: none"> <li>• Finance: <ul style="list-style-type: none"> <li>○ Declare Solvent</li> <li>○ Cash Reserve is strong including the \$115K from 2022</li> <li>○ Additional funding for special/high needs students</li> <li>○ Staffing costs were slightly smaller than expected</li> </ul> </li> </ul> <p>Sub-committees</p> <p><b>Infrastructure –</b></p> <ul style="list-style-type: none"> <li>• Having issues with engagement of contractors</li> <li>• Possible to conduct Site Survey first</li> </ul> <p><b>School Risk Register</b></p> <ul style="list-style-type: none"> <li>• Delayed to next meeting.</li> </ul> <p><b>School Light Show</b></p> <ul style="list-style-type: none"> <li>• P&amp;C have \$88K in bank?</li> <li>• Set 24 Feb 2023: Drone show was successful</li> <li>• Funding was supported by local councils for \$18K</li> </ul>	Review and Discuss
			Discuss	
			Discuss	
			Discuss	



		<ul style="list-style-type: none"> <li>○ Board review and discuss data. Encouraging results</li> <li>○ Results show students are progressively being elevated over each year group.</li> <li>○ Discuss the use of the CAT and PAT assessment methods by all teachers and the data analysis used to guide the teachers plans and supports</li> </ul>	
		<ul style="list-style-type: none"> <li>● Future Learners <ul style="list-style-type: none"> <li>○ Develop students and staff to be curious and adaptive</li> <li>○ Digital technology to be imbedded in teaching resources.</li> <li>○ Embrace Aboriginal Culture &amp; Perspective: <ul style="list-style-type: none"> <li>▪ Harmony day</li> <li>▪ Wrap Plan to support the journey</li> <li>▪ Discuss how to encourage a first nation representation on the school board</li> <li>▪ Consider cultural sensitivity when looking appointments</li> </ul> </li> </ul> </li> <li>○ Mind &amp; Body <ul style="list-style-type: none"> <li>▪ Wellbeing Week</li> <li>▪ Athletics &amp; Inter School Swimming</li> <li>▪ Parent interviews successfully completed</li> </ul> </li> </ul>	
			<p>Review and Discuss</p>

				<ul style="list-style-type: none"> <li>▪ Coast Care Activities for Year 4 &amp; 5</li> <li>○ Aspiration &amp; Inspiration <ul style="list-style-type: none"> <li>▪ All staff updated on Cott Way of Teaching</li> <li>▪ Development of Leadership team to support the whole school</li> <li>▪ Attendance at Science of Learning conference</li> </ul> </li> <li>○ Coming Up <ul style="list-style-type: none"> <li>▪ ANZAC day on 6 April 2023</li> <li>▪ Swimming Lessons underway</li> <li>▪ Year 5 Astronomy Camp</li> </ul> </li> <li>• Gardener still yet to be secured. Currently using contractors</li> <li>• Interviewing candidates</li> </ul> <p><b>Board Goals/Focus</b></p> <ul style="list-style-type: none"> <li>• Continue to build profile of Board</li> <li>• Board to support school activities: Focus on ELC development.</li> <li>• Consider creating School Song</li> </ul> <p><b>Annual Report</b></p>	<p>Discuss</p> <p>Review and Discuss</p>
5	Any Other Business			Review and Discuss	

		<ul style="list-style-type: none"> <li>• Draft report presented to the Board</li> <li>• Discuss the NAPLAN results and actions being taken by the School</li> <li>• Look at analysis of the results and comparisons</li> <li>• Discuss Strategic tracker progress</li> <li>• Look at the content of the report and referencing of results</li> </ul> <p><b>Improvement Plan</b></p> <ul style="list-style-type: none"> <li>• Well underway, report due by week 10</li> </ul> <p><b>Business &amp; Strategic Plan</b></p> <ul style="list-style-type: none"> <li>• Staff Development focus</li> </ul> <p><b>Connect Notice</b></p> <ul style="list-style-type: none"> <li>• Wellness seminar, was an advert for a parent business</li> <li>• Normally goes on the parent notice board</li> <li>• Guidelines need to be considered</li> <li>• Connect needs to be focused on important school information</li> <li>• Potential to use Compass to replace Connect</li> </ul>	<p>Discuss</p> <p>Review and Discuss</p> <p>Review and Discuss</p>
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Next meeting	16 May 2023	Meeting closed	7.34pm	Signed		16/05/23 Date
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