



**COTTESLOE PRIMARY SCHOOL  
BOARD MEETING MINUTES**

Date	22/02/2023	Chairperson	Melanie Love
Time	6.00 pm	Secretary	Brad Boyle

**Attendees** Melanie Love, Graham Dart, Brad Boyle, Tina Hall, Karren Webster, Brooke Barnett, John Toll, Marlon Cooray, Denise Johnson, Jane Lowther,

**Apologies** Lina Harvey, Aleisha Niebieszczanski, Katrina Tiller, Courtney Bridge

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> <li>• Review:               <ul style="list-style-type: none"> <li>○ Terms of Reference                   <ul style="list-style-type: none"> <li>▪ Mandatory vacancy after 3 terms.</li> <li>▪ Goes to open nominations</li> <li>▪ Need to update Terms of Reference to reflect changes.</li> </ul> </li> <li>○ Code of Conduct</li> </ul> </li> </ul>	<p>Endorse</p> <p>Endorse</p> <p>Discuss and Endorse</p>


			<ul style="list-style-type: none"> <li>▪ Happy to adopt, no changes</li> <li>○ Board Structure <ul style="list-style-type: none"> <li>▪ Voting Teachers <ul style="list-style-type: none"> <li>• Denise, Brooke &amp; Aleisha</li> </ul> </li> <li>▪ Community Co-op: <ul style="list-style-type: none"> <li>• Karen happy to remain until new member found</li> <li>• Graham and Karen to review</li> </ul> </li> </ul> </li> <li>• New P&amp;C President: <ul style="list-style-type: none"> <li>○ Myke Barlett</li> <li>○ Kat has become Deputy President.</li> </ul> </li> </ul>	
2	Previous Meetings and Action	Chair	<p>Previous meeting minutes endorsed by Mel.</p> <p>Actions: N/A</p>	
3	Specific Items	Chair	<p><b>Principals Report:</b></p> <ul style="list-style-type: none"> <li>• 342 student total</li> <li>• 72 new students.</li> <li>• Original budget of 350 students</li> <li>• Teacher numbers remain the same</li> <li>• Safety and risk</li> </ul>	Review and Discuss

		<ul style="list-style-type: none"><li>○ Multi aged classes: Lost some students.</li><li>○ Discuss the complexity of this system</li><li>○ Parent feedback on this issue.</li><li>○ Staff leave planned</li><li>○ New Classroom due to arrive end of Term 2.</li><li>○ Too be used accordingly.</li><li>○ Enrolment pressure on the schools in the area: North Cottesloe, CPS and Mosman Park.</li><li>○ Education Department to conduct a site inspection of the Kindy. Potential for a new and larger modular building.</li><li>○ JSEC building looking to move fencing etc.</li><li>○ Liaise with P&amp;C about smaller projects in line with concept</li><li>○ Data of student progress to be assessment.</li><li>○ NAPLAN testing from 15 March 2023</li><li>○ Future learner: ICT and Stem focus student.</li><li>○ Use of Connect is strong.</li><li>○ Looking at alternative systems: Compass.</li><li>○ Focus on Technology leaders.</li><li>○ Leasing equipment rather than own, better performance of machines and student ratios</li></ul>	
--	--	---	--

Discuss	<p>increasing.</p> <ul style="list-style-type: none"> <li>○ Further resources are becoming available for staff from the Education Department</li> <li>○ Aboriginal Culture <ul style="list-style-type: none"> <li>▪ Smoking ceremonies</li> <li>▪ Integrating into normal subjects (Seasons)</li> <li>▪ Two-way science program (Western/Aboriginal) is available</li> <li>▪ Look at teaching nyoongar language programs. No possible due to full Curriculum</li> </ul> </li> <li>○ Coast Care program</li> <li>○ Executive leadership training for staff.</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</li> <li>• Consider creating School Song</li> </ul> <p><b>Operational Planning</b></p> <ul style="list-style-type: none"> <li>• Progressing well.</li> <li>• Initial draft by the end of term</li> </ul>
Discuss and Endorse	
Discuss	

	<ul style="list-style-type: none"> <li>Continuation of Business Plan</li> </ul>	
	<p>Sub-committees</p> <p><b>Infrastructure –</b></p> <ul style="list-style-type: none"> <li>RFQ provided to 4 groups</li> <li>Limited responses</li> <li>Budget constraints</li> <li>Continue to canvass</li> <li>Initial focus on playground at this stage to get it moving</li> <li>Brooke to provide list on initial jobs.</li> </ul>	Review and Discuss
	<p><b>School Risk Register</b></p> <ul style="list-style-type: none"> <li>Discuss strategic risks to be considered.</li> </ul>	Review
	<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 <ul style="list-style-type: none"> <li>Kate Chaney (Federal Member) attending</li> <li>Peppermint Grove Council attending</li> </ul> </li> </ul>	Discuss

4	Reports and Operational Matters	Principal	<p>Principal presented report</p> <p><b>P&amp;C</b></p> <ul style="list-style-type: none"> <li>• Board Letter to recognize long term members</li> </ul> <p><b>Finance Review</b></p> <ul style="list-style-type: none"> <li>• Mel confirmed solvent</li> <li>• Budget on track</li> </ul>	Discuss and Endorse  Review and Discuss
5	Any Other Business		<p><b>Annual Report</b></p> <ul style="list-style-type: none"> <li>• Due by 21 March 2023</li> </ul> <p><b>Business Plan</b></p> <ul style="list-style-type: none"> <li>• Due to industrial action, push into 2024.</li> </ul> <p><b>NAPLAN Data</b></p> <ul style="list-style-type: none"> <li>• Further review of data.</li> <li>• Results are public on My School website</li> <li>• Look at the impact of Covid during the testing week let to lower students numbers.</li> <li>• Teachers conducted normal school assessments and PAP testing, Probe testing. Subsequent testing is showing encouraging results despite the disappointment NAPLAN results.</li> </ul>	Review and Discuss  Discuss  Review and Discuss

			<ul style="list-style-type: none"> <li>• Comprehensive suite of tests across the school year.</li> <li>• School to issue statement to provide context and explanation to the school community.</li> </ul>		
Next meeting	21 Mar 2023	Meeting closed	7.42pm	Signed	 Chair
					21/03/23 Date