

**COTTESLOE PRIMARY SCHOOL  
BOARD MEETING MINUTES**

<b>Date</b>	2/11/2022	<b>Chairperson</b>	Melanie Love
<b>Time</b>	6.00 pm	<b>Secretary</b>	Brad Boyle

**Attendees**  
Melanie Love, Graham Dart, Lina Harvey, Brad Boyle, Tina Hall, Karren Webster, Aleisha Niebieszczanski, Brooke Barnett, John Toll, Marlon Cooray, Katrina Tiller and Denise Johnson

**Apologies**  
Courtney Bridge, Jane Lowther

<b>Item</b>	<b>Description</b>	<b>Lead</b>	<b>Discussion and Report</b>	<b>Action</b>
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 Mel. Actions: N/A	
3	Specific Items	Chair	<b>Principals Report:</b> <ul style="list-style-type: none"> <li>Graham has advised there is a lack of comparison data for NAPLAN. Analysis is still underway for the year 3 cohort.</li> <li>Detailed report will be provided at the next Board meeting.</li> </ul>	

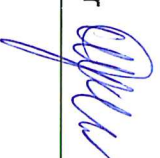
		<ul style="list-style-type: none"> <li>• At this stage there has been some decline in all areas for the cohort.</li> <li>• Good progress has been seen in the cohort. Further analysis is required before making any decisions about what actions if any are required.</li> <li>• Across the school the writing standards are showing as a strength but more work is required to improve more skills.</li> <li>• The board discuss the implication of the NAPLAN results and possible reasons for these variations from national averages and like school.</li> <li>• Many of the NAPLAN results were very encouraging. School will consider potential actions.</li> </ul> <p><b>Class Sizes/Enrolments</b></p> <ul style="list-style-type: none"> <li>• Brief discussion about the year 4 class size.</li> <li>• 364 students currently in school. Last year we had 340 students enrolled. Funding for each year is based on the number of enrolments.</li> <li>• 53 new student came during the year and 23 students existing during the year.</li> <li>• Board discuss the implications of the student numbers.</li> <li>• Graham confirmed that a new demountable classroom will be installed possibly in Term 2 of 2023.</li> <li>• Increased enrollment numbers have a positive impact on the funding for the school which will allow for additional staff and</li> </ul>	
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			<ul style="list-style-type: none"> <li>• discretionary funding.</li> <li>• The Board discuss the risks and challenges around the increased enrollment numbers on the school resources.</li> <li>• Year 2/3 will use the current staff room and staff will utilize the old staff room in the JSEC.</li> </ul> <p>Fair</p> <ul style="list-style-type: none"> <li>• Kat provided update on the Fair</li> <li>• Fair preparations are going well.</li> <li>• Team of 35 people working through</li> <li>• \$12,500 grant from 3 councils</li> <li>• Private donations have been made.</li> <li>• IGA also providing support for \$1,000.</li> <li>• Silent Auction items coming together.</li> <li>• Marketing signs will be displayed soon.</li> <li>• More marketing actions are underway.</li> </ul> <p>Board Training Session</p> <ul style="list-style-type: none"> <li>• 9 Nov 2022 at Jolimont.</li> </ul> <p>Director of Education School Visit</p> <ul style="list-style-type: none"> <li>• Friday 4 Nov 2022</li> <li>• Mel will represent the Board</li> </ul>	
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			<p>Aboriginal Development Days</p> <ul style="list-style-type: none"> <li>• Looking at sessions</li> <li>• Year 3 sessions on 24 Nov 2022.</li> </ul> <p>School Development Days 2023</p> <ul style="list-style-type: none"> <li>• Parent teacher interviews and reporting</li> <li>• Full day exercise</li> <li>• Lots of preparation for the meeting.</li> <li>• Some parents did not attend last year.</li> <li>• Board resolved to approve the development planning days</li> <li>• Looking at aligning with the Boarders weekend for the preparation day.</li> </ul> <p>Cott Father Camp</p> <ul style="list-style-type: none"> <li>• The event was a success</li> <li>• Challenge with Movie night</li> <li>• The organizing committee did a great job</li> </ul> <p>School Song Development</p> <ul style="list-style-type: none"> <li>• Still ongoing within the school community</li> </ul> <p>Sub-committees</p> <p><b>Infrastructure –</b></p> <ul style="list-style-type: none"> <li>• Committee meet last week.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• Look at the next stage of engagement builder</li> <li>• Looking at using one builder for all stages</li> <li>• Scope of works to be defined.</li> <li>• Breaking the plan into \$50,000 projects.</li> <li>• Board discuss the process of defining an overall project design and the play ground areas as a priority</li> <li>• Discuss the Basketball area near the bike shed.</li> </ul> <p><b>Communications –</b></p> <ul style="list-style-type: none"> <li>• Marlon provided an update on the newsletter and how coms are progressing well.</li> </ul> <p><b>Sponsorship</b></p> <ul style="list-style-type: none"> <li>• Issues have now been addressed.</li> </ul>	
4	Reports and Operational Matters	Principal	<p>Principal presented report</p> <p><b>Finance Review</b></p> <ul style="list-style-type: none"> <li>• Graham confirmed the School is solvent</li> <li>• Graham provides an explanation on the budget expenditure at the school.</li> <li>• Board discussed the results and it shows the School expenditure is on track to what was budgeted.</li> </ul> <p><b>Risk Management List</b></p> <ul style="list-style-type: none"> <li>• Board discussed the Risk Management List.</li> </ul>	

			<ul style="list-style-type: none"> <li>• Board to meet in the future to discuss potential other risks to be considered by the School.</li> <li>• Plan for future meeting next year.</li> </ul> <p><b>Peppermint Grove Council</b></p> <ul style="list-style-type: none"> <li>• Council are considering relocation of their water sump and the development of our carpark is now back on the table.</li> <li>• Possible that it can be done by 2024.</li> <li>• Council are liaising with Education Department</li> <li>• Education department response was not as positive as we would like. Question about what the benefit is for the School.</li> </ul>	
5	Any Other Busines		<p><b>Strategy Plan</b></p> <ul style="list-style-type: none"> <li>• Graham provides an update on the improvement plan</li> <li>• Discuss the implementation of the plan in relation to <ul style="list-style-type: none"> <li>○ Maths</li> <li>○ IT and Hardware</li> <li>○ Connection with local Aboriginal groups</li> <li>○ School Behaviour Support program</li> </ul> </li> </ul> <p><b>Booklist</b></p> <ul style="list-style-type: none"> <li>• Ziggys have been bought out by Campion Education</li> <li>• Ziggys to provide some support to the School</li> <li>• School to provide feedback to parents about the benefits of</li> </ul>	

			<ul style="list-style-type: none"> <li>• using Ziggys</li> <li>• Board reviewed the prescribed booklists for each year</li> <li>• Board resolved to approve the Booklists Contributions/Charges</li> <li>• Increase of about 10% in some year groups</li> <li>• PP and year 6 costs decreased</li> <li>• Graham discuss the 2023 charges and voluntary contributions from K to 6.</li> <li>• Board resolved to approve the charges and voluntary contribution fees.</li> </ul>			
Next meeting	7 Dec 2022	Meeting closed	7.35pm	Signed	Chair 	Date 24/05/23