

**COTTESLOE PRIMARY SCHOOL  
BOARD MEETING MINUTES**

Date	7/12/2022	Chairperson	Melanie Love
Time	6.00 pm	Secretary	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, Denise Johnson, Jane Lowther, 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> </ul>	
2	Previous Meetings and Action	Chair	Previous meeting minutes endorsed by Mel. Actions: N/A	
3	Specific Items	Chair	<b>Jolimont School Training</b> <ul style="list-style-type: none"> <li>Mel provided feedback about the training session.</li> <li>Responsibility of Board members</li> </ul>	

			<ul style="list-style-type: none"> <li>• Purpose of Advising, Deciding and Being Informed</li> <li>• Our Board is functioning well.</li> </ul> <p><b>Principals Report:</b></p> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Still dealing with staffing issues with Cleaning and Gardening</li> <li>• Positions have been advertised.</li> <li>• Support has been provided by staff and parents</li> <li>• Other schools are experiencing similar issues.</li> <li>• More money needs to be paid.</li> <li>• Hygiene has not been compromised around the school.</li> <li>• As per Graham's Report, the Board discussed the suspension of school timetable to allow staff time to plan and conduct Parent Teacher meetings. Further, discussion was around messaging for the community and when to have such meetings. The Board supported the idea of holding such meetings and planning on the Thursday before the School Development Day.</li> <li>• Board resolved to support the meeting and planning day</li> </ul> <p><b>Student Numbers</b></p> <ul style="list-style-type: none"> <li>• Graham provided class structure and numbers.</li> </ul>	
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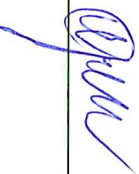
			<ul style="list-style-type: none"> <li>• Discuss the recent changes with student numbers and how this changes potential budget.</li> <li>• School is taking a conservative position on student numbers for 2023</li> <li>• Impact on class numbers and teacher workloads discussed.</li> <li>• New demountable class is still scheduled to come in 2023.</li> <li>• Student numbers are contingent on enrollments over the summer holidays.</li> <li>• Graham discussed the use of split classes. It is not a disadvantage for the students. The Board discuss the issue.</li> <li>• Board is supportive of the use of 3 multi-aged classes for 2023.</li> <li>• Look to provide through the newsletter reasons for the use of multi-aged classrooms. Currently, this information is currently on the website.</li> </ul> <p><b>New Staffing</b></p> <ul style="list-style-type: none"> <li>• The staff selection process is almost done.</li> <li>• Graham explained the recruiting process with the referred teachers and the use of staffing pools.</li> <li>• Graham discussed staff known leave and potential impact of Covid.</li> <li>• Discuss ways to relay leave information to the broader school</li> </ul>	
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			<p>community and how it will be managed.</p> <p><b>Future Leaders</b></p> <ul style="list-style-type: none"> <li>• Teacher confidence about using ICT throughout the school</li> <li>• Discuss the skill sets of the teachers.</li> <li>• Lead teachers using technology throughout the school to teach the state curriculum.</li> </ul> <p><b>Year 5 Camp Fee</b></p> <ul style="list-style-type: none"> <li>• Aboriginal astronomy</li> <li>• Gin Gin camp (one night)</li> <li>• Teach about stars</li> <li>• Special place for the noogar people</li> <li>• \$150 extra fee per student</li> <li>• Board approved the additional fee</li> <li>• Parents to be advised of the additional costs.</li> <li>• Camp Australia grant will be used for any Families experiencing hardship. Discuss payment programs for families.</li> <li>• No one misses out.</li> </ul> <p>Sub-committees</p>	
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			<p><b>Infrastructure –</b></p> <ul style="list-style-type: none"> <li>• RFQ</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> </ul> <p><b>School Fair</b></p> <ul style="list-style-type: none"> <li>• Kat confirmed that the Fair raised \$38K</li> <li>• P&amp;C have \$80K in bank</li> <li>• Set 24 Feb 2023: Drone show</li> <li>• \$3,500 sponsorship from Peppermint Grove, discuss their support.</li> <li>• The team did a great job.</li> <li>• Donations from school families.</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>• Mel confirmed more funding received for special needs students</li> <li>• Will finish ahead of original projection</li> <li>• Extra \$30K will be placed in the reserves, to replace funds</li> </ul>	

			<ul style="list-style-type: none"> <li>• used this year</li> <li>• Money from education dept till March 2023.</li> <li>• School is solvent</li> </ul> <p><b>Risk Management List</b></p> <ul style="list-style-type: none"> <li>• To be discussed next year.</li> </ul>	
5	Any Other Business		<p><b>Strategy Plan</b></p> <ul style="list-style-type: none"> <li>• Graham provides an update on the improvement plan</li> <li>• Discuss School Improvement Tool Survey: Area 2, 6 and 8</li> <li>• 30 teachers were surveyed.</li> <li>• Discussed the results re feedback process, performance management, leadership development</li> <li>• Discuss NAPLAN results for Year 3 and Year 5 seeing a drop in 2022 with a situational impact from COVID.</li> <li>• Looking to provide children skill sets around how to take tests so they are better prepared.</li> <li>• Look at whole school comparisons in the skills and knowledge of students compared to Australian student averages.</li> <li>• Looking at Probe Reading growth across the all year levels. Results overall above what was expected.</li> <li>• Discuss Embracing Aboriginal Culture and History results,</li> </ul>	

			<p>and improvements are needed with the survey.</p> <ul style="list-style-type: none"> <li>• Discuss all school results to help with the future planning and targeting against like schools, to maximise the support for the students.</li> </ul> <p><b>Parent Survey</b></p> <ul style="list-style-type: none"> <li>• Parent survey results.</li> <li>• General improvement across all areas since 2020.</li> <li>• Discuss some of the survey results.</li> </ul> <p><b>Board Survey</b></p> <ul style="list-style-type: none"> <li>• More feedback has been received.</li> <li>• Good relationship between Board and Staff.</li> <li>• Good Support from the school community.</li> </ul> <p><b>Board Membership</b></p> <ul style="list-style-type: none"> <li>• Brad &amp; Marlon can continue.</li> <li>• Need to check terms of reference!</li> <li>• Karen has done 4 years, happy to stay while we look for replacement co-op education member</li> <li>• Possible to look for Aboriginal co-op member to join the</li> </ul>	
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			board.			
			<ul style="list-style-type: none"> <li>• Need to set key dates.</li> </ul>			
Next meeting	22 Feb 2023	Meeting closed	7.40pm	Signed	Chair	Date
						24/05/23